1. Agenda

    Documents:

        CC WS AGENDA 01-11-2016.PDF

2. Meeting Materials

    Documents:

        CC WS MINUTES 01-11-16.PDF
        JAN 2016 IT REPORT.PDF
        LETTER COURTENAY MCGRATH-1-16.PDF
        MEMO-REAL PROPERTY MANAGMENT-1-16.PDF
        OCCUPANCY TAX JAN 2016.PDF
        RADAR ROAD ENCROACHMENT ON PRIVATE PROPERTY 12-15.PDF
        WEB FAQ-JAN 11.PDF
        YACHATS CITY ADMINISTRATOR RECRUITMENT SERVICES PROPOSAL-PROTHMAN.PDF

The Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

CITY OF YACHATS

CITY COUNCIL WORK SESSION - 9:30 A.M.

January 11, 2016
Civic Meeting Room, Yachats Commons

I. Report and Discussion: City's Website
II. Report: Occupancy Tax Increase Implantation
III. Discussion: Radar Road Encroachment on Private Property
IV. Discussion: Goal Setting for 2016
V. Recruitment Services
VI. Discussion: Real Property Management
VII. Set the agenda for the January 14, 2016 City Council meeting

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council.

The meeting will be audio taped. Minutes of this and all public meetings are available for review in the City Office. The meeting place is accessible to persons with disabilities. Please let us know if you will need any special accommodations to attend the meeting by calling the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance.

The 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.

Posted January 8, 2016
Nancy Batchelder
City Recorder

CITY OF YACHATS
CITY COUNCIL WORK SESSION
Civic Meeting Room - Yachats Commons
January 11, 2016
Minutes

Mayor Ronald Brean called the work session of the City Council to order at 9:30 a.m. in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, Sandy Dunn, Barbara E. Frye and Max Glenn.

I. Report and Discussion: City's Website

Scott gave a report on the status of the website project and shared two documents that he had uploaded to the document library. (Attached)

Frye asked if the public had ever been asked what they want in a website.

Scott said that he has had conversations with individuals.

Scott said that a basic shell will be visible online Thursday after the initial version is published on Wednesday evening and the complete project should be done in three months.

Frye asked why the City doesn't just hire a firm to complete the project and get it done rather than pay someone to work on it in his spare time.

Scott and Brean each said that a site that would be everything the City wants would be much more expensive than the City could afford.

New Item: Review of Ordinance on Agenda for Thursday

Planning Commission Chair, Nan Scott was present to explain the Shoreland Protection Ordinance that has been forwarded from the Commission for the Council's Consideration.

Scott said that the Planning Commission had had one version ready to go but then they heard from the City Attorney that he did not advise that the City go forward with that version, so they pulled back and started working on another version.

Scott said that they had the City Planner check with DLCD and LUBA before adding the current wording as it is now being recommended to City Council. That wording adds setbacks to the non-fish bearing streams, which were based on what other coastal communities, have done, and on the Commission's determination of what is required to protect the natural resource and reduce risks to people and property.

Dunn asked Scott (Nan) if there were any objections to the current recommended amendment.

Scott said that there were objections – some say that the setbacks on Gender Creek are not large enough.

Dunn clarified that the setbacks on Gender Creek would only affect the undeveloped properties.

Councilor Scott (Greg) said that there are several undeveloped properties east of the Hwy along Gender Creek.

II. Report: Occupant Tax Increase Implantation

Scott said that the tax system could only have one tax rate in effect at a time, so on February 1 the system will have the new rate of 9%. Anyone that has not reported for the Oct-Dec tax period by then will be charged the new 9% rate instead of the old rate. So, staff will have to deal with those individual late reports as they happen.

III. Discussion: Radar Road Encroachment on Private Property

The property owner of 747 Radar Road brought it to the City's attention that a portion of Radar Road and utilities are actually on private property at 900 Hanley Drive. City Planner, Larry Lewis prepared a memo explaining the procedure the County uses to legalize a city road is such a situation.

Brean said that he has received an email from the owners of the 900 Hanley Drive and they indicated that they have no problem with that portion of Radar Road and the utilities being on their property and do not see why the City should incur the expense of legalizing Radar Road. The owners of 900 Hanley Drive question the reason why the owner of 747 Radar Road would even request that the City remedy the situation.

Brean said that he believes that while this is not an urgent matter, it is something that the City should correct and he will discuss the matter with the City Planner when he is in the office on Tuesday.

IV. Discussion: Goal Setting - Continued to the February Work Session

New Item: LED Lighting Grant for the Commons

Leon Sterner said that he has been working with many different people on a grant application the Friends of the Commons want to submit to replace all of the lighting in the Commons with LED lighting and he would like City Council's blessing to move forward.

Scott said the Parks and Commons Commission has approved in concept.

There was consensus that Sterner should continue to move forward getting the necessary information toward this grant submittal.

V. Recruitment Services

The Council discussed the proposal presented by Prothman for the recruitment of the City Administrator position.

City Council discussed the proposed process and timeline.

VI. Real Property Management - Continued to the February Work Session

VII. Set the Agenda for the January 14, 2016 City Council Meeting

Glenn passed out a Volunteer Application from Lisa McGrath who indicated that she is willing to serve on the Budget Committee, Finance Committee, Library Commission, and Planning Commission.

She will be invited to attend the Thursday meeting for an interview for the Budget Committee and Finance Committee.

There was consensus that for the Employee Handbook – impairment would be the selected choice for the alcohol policy.

McClung said that he will be meeting with the engineers and the contractors on the Hwy 101 waterline project this week.

McClung said that the bids for the Crestview Slide will be opened tomorrow.

Adjourned at 11:30 a.m.

_____

Ronald Brean, Mayor

Attest:

_____

Nancy Batchelder, City Recorder

Yachats Oregon Jan 11, 2016

Web Update Process

- ☑ Suspended work on content management system (CMS) to accelerate the development schedule. Initial deployment will be with a temporary working design; very basic and minimal graphics;

- ☑ Priority is to use the property inventory system to test the new web site; Initial functionality will be limited to public access only (no staff functions which will continue to be supported on GoYachats. This will allow for testing of the new menu system, integration with GoYachats, support for mobile device access and allow more time to work on the integration with social media systems security. Main focus will be YachatsOregon.org home page.

- ☑ Next we will upgrade property inventory security to support new staff access; create user security profiles; define menu options for public, property owners, staff

- ☑ Third phase will include a calendar upgrade for public notices and customization for city meetings.

- ☑ Fourth step will be document library & Quick Jump integration.

- ☑ Step five will be a dynamic city news window on the home page.

- ☑ Integrate utility billing with the property inventory & monthly data sync process.

- ☑ Link search with Google for city public data while protecting owner information

- ☑ As time permits, we will begin work on departmental pages; this will require CMS being active

- ☑ Slipstream new graphics and page formatting when ready (definition slipstream - to add new content to an existing live site)

Development time is being split between the YachatsOregon.org site, property inventory and the utility billing upgrade. A high priority is better support for public works crews in the field. I meet and talk with Dave & Rick on a regular basis and several of their requests are being incorporated like auto-dial for phone numbers and menu support for mobile devices.

A part-time worker has been hired to accelerate data entry for the property system and to validate the accuracy of some existing data like tax lot numbers, zoning, subdivisions, neighborhoods, and lot area. Once these initial areas are complete, the focus will switch to sewer & water data public works staff have requested. As we fill in the missing water, sewer, & storm water data areas, it should reduce calls to the office for information about utility accounts, water consumption, owner contact information and asset locations.

January 8th release :

1) Initial version - publish Wed evening
    1) Public Property
    2) Google Search
    3) Initial menu option

2) Some work on the City Home page calendar functionality has been done.

Prepared by: Greg Scott, Information Technology Manager

From: **Marc A.** macourtenay@gmail com
Subject: "Radar road and utilities located on private property" in city Document Library
Date: January 10, 2016 at 9:42 PM
To: ron@mailYachatsoregon org
Cc: max@mailYachatsoregon org, Greg@mailYachatsoregon org, Barbara@mailYachatsoregon.org, Sandy@mailYachatsoregon.org

Dear Mayor Ron and City Council Members,

Regarding http://yachatsdocuments.info/library/Download.aspx?docid=4615 , we have the following relevant comments:

Since we are the owners of 900 Hanley Drive, why is Dennis Snyder asking the city to legalize Radar Road? He may be trying to divert attention away from the gate he built over Radar Road which not only encroaches on our property,but makes the upper portion of the road his personal driveway.

When we spoke to him, it wasn't about the utilities encroaching on the road
(we mentioned that we were aware of it), but it was primarily to identify the portion of his gate and fencing encroaching on our property.

Snyder's intention is clearly aimed at legalizing what he has done to terminate public access to Radar Road from his gate past the house ("Pink House") he purchased, as he told us, "...to keep people from driving by [his] houses."
He was referring to his primary residence and the vacant "Pink House".

Snyder appears to be using our property as an excuse to try to get the city to pay for his project and privacy (see *"Radar road and utilities located on private property, page one, Basis of Legalization of Road, item #3*) .

In fact,the Snyders have basically turned the upper half of Radar Road into their private driveway. We'd encourage you to go see this for yourself as we have.

We, the owners at 900 Hanley Drive, have no issues with the utilities already in place on our property adjoining Radar Road. *We don't see why the city should have to incur the expense of legalizing Radar Road.*

Again, Snyder is, w*ithout our consent or knowledge*, using our property (and us) as HIS EXCUSE to try to motivate the city to pay for the Snyder's privatization of Radar Road beyond their gate which stops all traffic and pedestrians from going up to the top of Radar Road.

By the way, the survey shows Snyders' west gate pillar and the fencing on the west side of Radar Road encroaches on our property.

Respectfully,
Marc Courtenay and Lisa McGrath
Owners of 900 Hanley Drive, Yachats.

CITY COUNCIL AGENDA COVER-SHEET

From: Nancy Batchelder, City Recorder

☐ Regular Meeting Agenda Item ☒ Work Session Discussion Topic
- o Add to agenda for _____meeting.
- o Continue this item until _____.
- o Item dismissed.

DATE: SEPTEMBER 28, 2015

Title: Real Property Management Policy

Item: Sample: Real Property Management Code – City of Newport

CHAPTER 2.25 REAL PROPERTY
2.25.010 Purpose and application

This chapter provides procedures and standards for the acquisition and transfer of real property by the city.

2.25.020 Classification Real property owned by the city is classified as follows:

A. Substandard Undeveloped Property. Lots or parcels without structures that are not of minimum buildable size for the zone in which they are located or that cannot be developed for other reasons;

B. Standard Undeveloped Property. Lots or parcels without structures that are of minimum or greater buildable size for the zone in which they are located and that can be developed;

C. Developed Property. Lots or parcels of any size with structures;

D. Special-Case Property. Any real property that, notwithstanding subsections A., B., and C. of this section, were acquired by the city subject to an agreement restricting the use, transfer or disposition of the property. At the time of a proposed sale of real property by the city, the city manager shall determine the classification of the property.

2.25.030 Sale of Substandard Undeveloped Property
A. A proposed sale of substandard undeveloped property may be authorized by the Council. Notice of the Council meeting to consider the sale of the property shall be mailed at least 10 days before the Council meeting to owners of real property within three hundred feet of the parcel and to any parties who have inquired about purchase within one year prior to the date of the Council meeting. The Council shall consider written comments and oral testimony and decide whether to offer the property for sale. The Council may direct the sale of the property only if it determines that the property is surplus to the city's needs.

B. If the Council decides to sell the property, it shall direct the city manager to proceed with the sale, with directions as to how the sale should proceed. The directions should include the extent to which the sale should be publicized. The city manager, consistent

with the direction of Council, shall determine the existence of interested prospective purchasers and negotiate for the sale of the property to achieve the best results for the city, taking into account the sale price and the anticipated use of the property.

C. After the details of the sale have been negotiated, the negotiated agreement for the sale of the property shall be submitted for Council action at a regularly scheduled Council meeting.

2.25.040 Disposal of Standard Undeveloped Property and Developed Property

A. Any proposed sale of standard undeveloped property or developed property shall be set for a hearing before the Council.

B. Notice of the hearing shall be published once in a newspaper of general circulation in the city at least five days prior to the hearing and shall describe the property proposed for sale. Notice shall also be mailed to property owners within three hundred feet of the subject property.

C. Public testimony shall be solicited at the hearing to determine if a sale of the property or any portion of it is in the public interest.

D. After the hearing, the Council shall decide whether to offer the property for sale and shall establish minimum acceptable terms. The Council may decide to offer the property for sale only if it determines that the property is surplus to the city's needs.

E. Prior to the sale of real property under this section, an appraisal of the property shall be conducted. The appraisal may be ordered prior to or after the hearing. The appraisal may be made available to the public at the hearing if it has been prepared by that time.[1]

F. If an offer to sell is authorized by the Council, a notice soliciting sealed bids shall be published at least once in a newspaper of general circulation in the city at least two weeks prior to the bid deadline date. The notice shall describe the property to be sold, the minimum acceptable terms of sale, the person designated to receive bids, the last date bids will be received, and the date, time and place that bids will be opened.

G. If one or more bids are received at or above the minimum acceptable terms, the highest bid shall be accepted and the city manager or designee shall complete the sale.

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[1] **Additional Information:**

In doing further research, I have noticed that there is a difference between the Newport Code and the ORS on the sale of City property.

The Newport Code states: E. Prior to the sale of real property under this section, an appraisal of the property shall be conducted. The appraisal ***may*** be ordered prior to or after the hearing. The appraisal ***may*** be made available to the public at the hearing if it has been prepared by that time.

The ORS states: The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, ***shall be fully disclosed*** by the city council at the public hearing.

H. If no acceptable bids are received, the Council may:
1. Accept the highest bid among those received;
2. Direct staff to hold another sale, with the same or amended minimum terms;
3. Direct the property to be listed for six months with a local real estate broker on a multiple listing basis. Brokers shall be selected in accordance with the criteria found at Section 2.25.050. A listing may be renewed for one additional six-month period.
4. Decide to keep the property.

2.25.050 Broker selection

The selection of a real estate broker shall be in accordance with the following procedures:

A. The city shall publish notice in a newspaper of general circulation inviting proposals for the sale of the real property. The notice shall be published at least one week prior to the date on which proposals are due.

B. The broker's proposal shall be in writing and it shall address the selection criteria set forth in subsection C. of this section.

C. The following factors shall be considered in the selection of a broker:
1. The broker's record in selling the type of real property being offered by the city for sale and the broker's familiarity with Newport market values;
2. The broker's proposed marketing plan and timelines,
including consideration of signs, advertising, direct mail and/or other methods;
3. The amount of the broker's commission; and
4. Other factors which were stated in the notice of the invitation to submit a proposal.

2.25.060 Acquisition of Real Property

The city manager may approve the acquisition by the city of an interest in real property if that interest is valued at less than $25,000.00 or if the property is valued at more than $25,000.00 but is donated to the city. All other acquisitions of an interest in real property shall be approved by the City Council. An appraisal shall be required for all property acquired by the city for more than $25,000.00. Dedications of property for rights-of-way shall not be considered acquisitions of property by the city for purposes of this section and dedications of property for rights-of-way may be accepted by the city manager, community development director, or public works director.

2.25.070 Transfer of an Interest other than Fee Title

The transfer of an interest in real property by the city is not a sale of surplus real property if the city retains title to the property. The city manager may transfer an easement or other interest in real property less than fee title if the value of the interest transferred is less than $25,000.00 and the city manager determines that the transfer is not contrary to the public interest. If the value of the interest transferred exceeds $25,000.00, the city shall follow the procedure for the sale of substandard undeveloped property.

2.25.080 Sale of Previously Leased Property

The city may sell real property pursuant to a right of first refusal included in a lease directly to the lessee if the lease period is 10 years or more and the lessee has invested at least $1 million in improvements to the property, and the lease was approved by the Council. Any sale under this section shall be according to terms included in the lease.

2.25.090 Transfer to another Governmental Entity

The city may transfer real property of any type to another governmental entity or to a non-profit entity, with or without consideration, for so long as the property is used for public purposes by the entity to which it is transferred. The agreement shall provide for return of the property to the city if the property is no longer used by the transferee for public purposes.

2.25.100 Special-Case Property

The city shall comply with all agreements and restrictions applicable to special-case property. The city may transfer special-case property following any of the applicable procedures provided by this chapter, subject to the restrictions imposed by deed or agreement. If the deed or agreement provides a procedure for transfer by the city, the city may transfer the property as provided by the deed or agreement.

2.25.110 Exchange of Real Property

A. The city may trade or exchange real property with other governmental entities or with private parties.

B. The city shall exchange real property with private entities only if the city receives at least equivalent value for the property it transfers. Payments may be made to compensate for any imbalance in the value of the property exchanged.

C. For exchanges with private entities, the city shall require or obtain an appraisal if the value of the property transferred by the city or received by the city exceeds $25,000.00.

D. In determining the relative value of the properties exchanged, in addition to the factors normally considered in determining the value of property, the city may consider the following factors:

1. Whether the property is adjacent to or otherwise enhances the value of other property the city owns.
2. The suitability of the property for city use.
3. Whether the transfer of the property being transferred by the city to a private party will result in a benefit to the city or community. Potential benefits may include allowing more cohesive development of an area, providing needed housing or employment opportunities, or increasing the city’s tax base.

Yachats Occupancy Tax Reporting Jan 11, 2016

Because of the increase in the vacation rental and hotel tax rates that went into effect Jan 1, 2016, there exists the potential for a reporting problem.

The current ordinance for vacation rental taxes in this area says:

Section 3.08.070 Due date—Returns and payments.

A. The tax imposed by this chapter shall be paid by the registered guest to the operator at the time that rent is paid. *All amounts of such taxes collected by any operator are due and payable to the tax administrator on a quarterly basis on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) and are delinquent on the first day of the month following (in the months of May, August, November and February).* Commencing July 1, 2002 and for each three-month quarter thereafter, the quarters shall be consistent with the city's fiscal year (e.g., October 1, January 1 and April 1 of each fiscal year). The tax administrator has authority to classify and/or district the operators for determination of applicable tax periods, and shall notify each operator of the due and delinquent dates for the operator's returns.

B. *On or before the last day of the month following each quarter of collection, a return for the preceding quarter's tax collections shall be filed with the tax administrator*.

Staff have made numerous attempts to inform all business and their agents involved in collecting taxes about the timing and amount of the tax change. If experience is any indicator of what is likely to happen, hotels should be OK both in terms of collecting the proper amount and reporting properly.

Relevant to this discussion is the fact the tax system can only have one tax rate in effect at any given time. Tax forms for the Jan 2016 period will be generated at 12:01 on the morning of Feb 1st. These forms should reflect the new 9% tax rate. Anyone filing a late report for the Oct-Dec tax period will be charged at the 9% tax rate.

The most likely issues to surface the first of next month are:

1) Businesses that have not updated the tax rate and are therefore under collecting city taxes

2) Businesses that file their reports for the Oct-Dec quarter late and will be charged at 9% instead of 7%

The reasons for raising this issue now are:

1) To make council aware of the potential issues

2) To give council the opportunity to provide staff with guidance about how to respond if either of these issue arise

The good news is given the infrequent occurrence of tax increases, neither of these issues is likely to surface again for a very long time.

Prepared by: Greg Scott

Recommendation:

1) Given the numerous attempts to contact tax collecting businesses about the rate change, businesses that under collect should still be responsible for the full amount due.

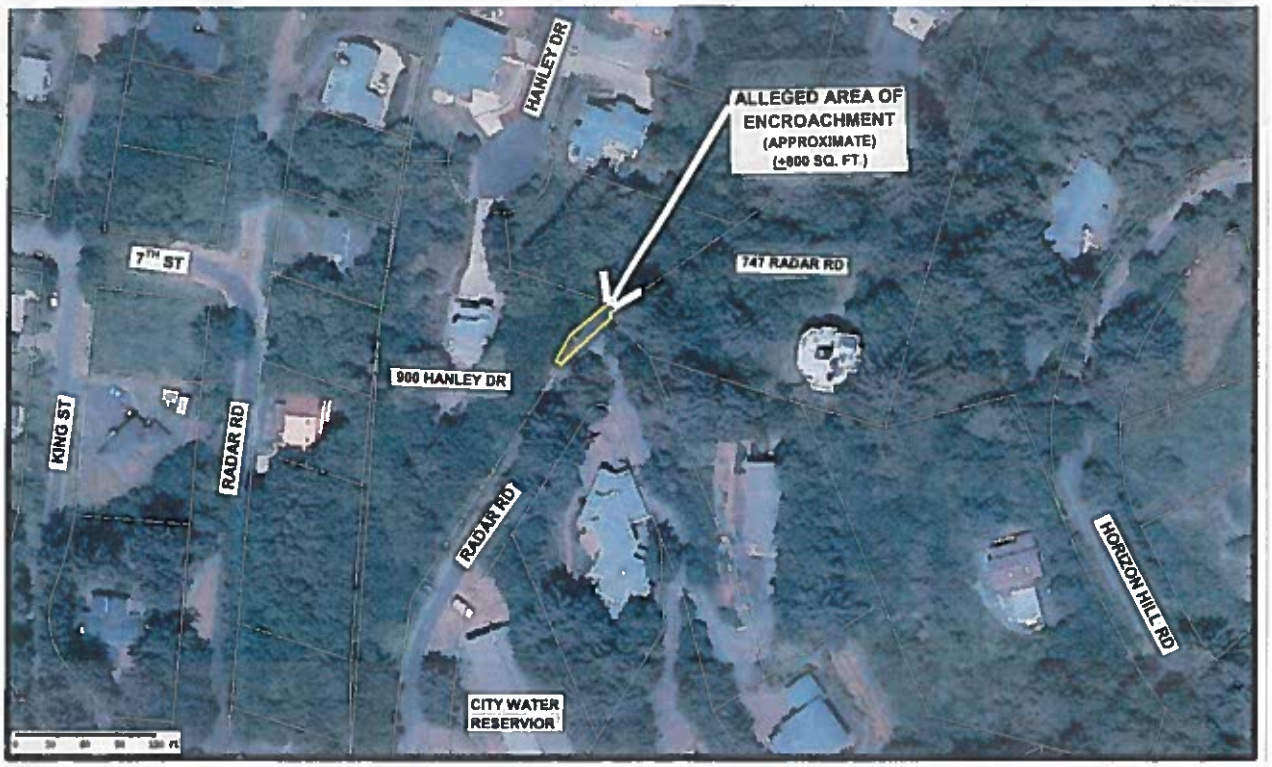
2) The tax system has the ability to accept adjustments to the amount of tax due. Staff should manually calculate the amount of a 2% overpayment and apply that as a credit to the amount due. Since the tax reporting is late, the system will charge both an administrative charge and a late penalty. Care needs to be taken that the credit is based on 2% of the gross receipts.

Prepared by: Greg Scott

RADAR ROAD AND UTILITIES LOCATED ON PRIVATE PROPERTY

Background

Dennis Snyder, 747 Radar Road, has asked if the City can remedy the issue of Radar Road and associated utilities being located on private property. Previous surveys and aerial photography indicate that a portion of Radar Road and utilities are located on property at 900 Hanley Drive. Mr. Snyder has recently had communication with the 900 Hanley Drive property owner.



The Lincoln County Surveyor, John Waffenschmidt, described the process that the County uses to legalize road areas that are currently on private property. Lincoln County follows procedures described in Oregon Revised Statute (ORS) 271. Cities may follow similar procedures described in ORS 223.935 to 223.950.

Basis for Legalization of Road (ORS 223.935)

A city governing body may initiate proceedings to legalize a city road within the city if any of the following conditions exist:

1. If, through omission or defect, doubt exists as to the legal establishment or evidence of establishment of a public road.
2. If the location of the road cannot be accurately determined due to:
   a. Numerous alterations of the road;
   b. A defective survey of the road or adjacent property; or
   c. Loss or destruction of the original survey of the road.
3. If the road as traveled and used for 10 years or more does not conform to the location of a road described in the city records.

Item #3 above is applicable. It is apparent that Radar Road, as traveled and used for more than 10 years, does not conform to the location described as being within the public right-of-way.

Proceedings for Legalization of Roads (ORS 223.940)

1. The city governing body shall initiate proceedings for legalization of a road as follows:
   a. Cause the road to be surveyed to determine the location of the road;
   b. Cause the city engineer or other city road official to file a written report with the governing body including the required survey and any other information required by the city governing body; and
   c. Cause notice of the proceedings for legalization to be provided to owners of abutting land in the manner required by city ordinance or charter.

2. Through this process, any person may file with the city governing body information that controverts any matter presented to the city governing body in the proceeding or alleging any new matter relevant to the proceeding.

At this time, the Yachats City Council should determine if they want to proceed with the legalization of Radar Road. If so, the initial step will be to hire a surveyor to determine the portion of the road and utilities that encroach onto the adjacent property.

Order Under Road Legalization Proceeding (ORS 223.950)

1. After considering matters presented in a proceeding to legalize a road under ORS 223.935 (Basis for legalization of road) to 223.950 (Order under road legalization proceeding), a city governing body shall determine whether legalization of the road is in the public interest and shall enter an order abandoning or completing the legalization procedures on the road.

2. When a city governing body legalizes a road under ORS 223.935 (Basis for legalization of road) to 223.950 (Order under road legalization proceeding), the city governing body shall cause the road to be surveyed and the centerline and right of way to be monumented by a registered professional land surveyor. The survey map and narrative for such survey shall be prepared and filed with the county surveyor in accordance with ORS 209.250 (Survey by registered land surveyor).

3. Courts shall receive any order filed under this section as conclusive proof that the road exists as described in the order.

4. Upon completion of the legalization procedures under ORS 223.935 to:
   a. Any records showing the location of the road that conflict with the location of the road as described in the order are void; and
   b. The road exists as shown on the order legalizing the road.

Compensation for Property Affected by Road Legalization (ORS 223.945)

ORS 223.945 states that a city governing body shall provide for compensation to any person who has established a structure on real property if the structure encroaches on a road that is the subject of legalization proceedings under ORS 223.935.

It is apparent that no structure has been established by the property owner on the portion of the road that encroaches on the private property.

Web Site Upgrade FAQ: Jan. 11, 2016

What is the Yachats web site upgrade?
Currently, the city has three web sites. The original site is more than 12 years old, GoYachats and the document library. The web project will merge the sites, add new features, simplify management of site content, and extend support for public works staff working in the field.

Why is this upgrade needed?
The original site doesn't support mobile devices; can only be managed from one computer and will not support most of the new services planned. Compared to most small cities, Yachats operates with a very small staff. To continue in this mode in an increasingly complicated world, improve communications with the public, meet growing service needs, we need to work smarter and the best way to do that is to provide staff with better knowledge tools. The upgraded site will make it easier to locate information about city facilities; support businesses services (licenses and taxes); present reports of city finances and activities; keep the public better informed about city news.

What new services will be added?
Improved navigation and simplify access to information
Upgraded calendar functions - public notices; what's happening; news
Mobile support for cell phones & tablets used by staff in the field
Improved property inventory tools
Water consumption reporting for all water meters in town
Property search and analysis tools
Integration with the utility billing and new accounting systems
Improved search capability using Google's search engine
A new e-mail tool capable of reaching target groups across the entire village
Integration with County Assessor's property value data

How much will the upgrade cost?
The city budgets $10,000 a year or $833 a month for software development. Each year this amount is matched by a grant. The initial work is estimated to take roughly 6 additional months to complete. Estimated cost for the city share of development cost ranges between $7,500 and $10,000.

Why does it take so long to construct a web site?
The work involves integrating five databases and constructing a data warehouse which is defined as "*a large store of data accumulated from a wide range of sources within a company and used to guide management decisions*". (1) This is necessary to provide one data portal for comprehensive data searches, analysis, data retrieval and reporting. In the past, most webs sites contain static content in the form of text and images. Today, most web sites utilize a database for data storage and management. What we are building is more like an application. It includes logic and knowledge about users and residents. It will function more like the software a doctor might use to track patient treatment and history. Data is complex and dynamic. This means the instant a change is made, the next user to access that area will see the new data. It also means data will be more accessible for analysis and research. The results of any search can be exported to Excel with one mouse click.

Are there other factors complicating this upgrade?
Concerns about data security due to a number of recent database breaches are forcing all web and data providers to upgrade system security. The City of Yachats has relied on conventional database security for the past six years. We do not believe this approach is sufficient and plan to move our web security to a social media providers like Facebook or Google who have the resources to adapt and protect against evolving security threats. This also eliminates staff time to support web security.

Are there other benefits from this project?
There is reason to believe significant staff time spent maintaining the site, producing reports, entering data can be saved. It will eliminate the need for special software for web content. Staff time savings could be as much a one full-time position after three years. In other words, the productivity savings will more than offset the initial cost of development. Long term this investment will provide a framework for monitoring city service delivery performance. This phase will provide a simple way for citizens to make requests for city services; monitor the status of those requests and automatically be notified when the work is complete or that the request has been closed.

How will this impact the community?
Residents will have better access to city information, events, property data, water consumption, tax information, and city news. Out of town property owners will be able to monitor their vacant homes for water consumption.

How will businesses be affected?
One objective will be to provide businesses with relevant and useful city information about their business. We already display graphs of business gross receipts and tax payments to the City. In the future we will look for additional business related information that will be useful. Another objective will be the elimination of paper for data collection and reporting. Business feedback about the new tax reporting system has been universally favorable. One business reported a monthly savings of $280 now that their CPA no longer has to fill out the paper tax report. E-mail delivery options will be enhanced and directed to specific business areas like hotels, restaurants or tax paying businesses.

(1) The five sources that will feed information to the “data warehouse” are the utility billing system, document library, new accounting system, YachatsOregon.org, and GoYachats.

Proposal
to provide recruitment services
for the City of Yachats' first
City Administrator

Presented by

PROTHMAN

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman Company is a Northwest based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Founded and incorporated in Seattle in 2001, Prothman has quickly become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 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.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

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.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect “fit” for your organization. Should the selected finalist leave the position or be terminated for cause within **one year** from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Sonja Prothman: sonja@prothman.com, 206.605.0415 cell
371 NE Gilman Blvd, Suite 350, Issaquah, WA 98027
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Current Recruitments

Jefferson County, OR - *Health Director*
City of West Linn, OR - *City Manager*
City of Woodland, WA - *City Administrator*
City of Chehalis, WA - *City Manager*
Ben Franklin Transit, WA - *General Manager*
City of Sheridan, WY - *City Administrator*
City of Minot, ND - *Planning Director*
City of Bellingham, WA - *City Engineer*
City of Nampa, ID - *City Engineer*
City of Beaverton, OR - *HR Director*
City of Renton, WA - *HR Director*
City of Gladstone, OR - *Fire Chief*
City of Burlington, WA - *Fire Chief*
City of Lincoln, NE - *Fire Chief*

2015-2010 Manager/Administrator Recruitments

City of Gladstone, OR - *City Manager*
City of Scappoose, OR - *City Manager*
City of Bandon, OR - *City Manager*
City of Canby, OR - *City Administrator*
City of McMinnville, OR - *City Manager*
City of Hood River, OR - *City Manager*
City of Hermiston, OR - *City Manager*
Lane County, OR - *County Administrator*
San Juan County, WA - *County Manager*
City of Stevenson, WA - *City Administrator*
City of Othello, WA - *City Administrator*
City of Lynden, WA - *City Administrator*
City of Lincoln City, OR - *City Manager*
City of Minot, ND - *City Manager*
City of Puyallup, WA - *City Manager*
City of Covington, WA - *City Manager*
WACO, WA - *Executive Director*
City of Pasco, WA - *City Manager*
City of Sultan, WA - *City Administrator*
City of Stanwood, WA - *City Administrator*
City of Issaquah, WA - *Deputy City Admin.*
City of Duvall, WA - *City Administrator*
City of Kenmore, WA - *City Manager*
City of Lake Forest Park, WA - *City Admin.*
City of Chelan, WA - *City Administrator*
Snohomish County, WA - *Executive Director*
City of Fife, WA - *City Manager*
City of Bothell, WA - *Asst. City Manager*
City of Lakewood, WA - *City Manager*
Grays Harbor Transit, WA - *General Manager*
City of Waldport, OR - *City Manager*
City of Lake Oswego, OR - *City Manager*
Deschutes County, OR - *County Administrator*
SW Clean Air Agency, WA - *Executive Director*
eCityGov Alliance, WA - *Executive Director*
Paine Field, WA - *Airport Director*
Summit County, UT - *County Manager*
City Belgrade, MT - *City Manager*
City of Lebanon, OR - *City Manager*
City of Polson, MT - *City Manager*
Intercity Transit, WA - *General Manager*
Snohomish Health District, WA - *Deputy Director*
CAM-PLEX, Gillette, WY- *General Manager*
City of Ontario, OR - *City Manager*
Clatsop County, OR - *County Manager*
City of Port Angeles, WA - *City Manager*
City of Ridgefield, WA - *City Manager*
MRSC, WA - *Executive Director*
City of White Salmon, WA - *City Administrator*
City of Lewiston, ID - *City Manager*
City of Milwaukie, OR - *City Manager*
City of Lacey, WA - *City Manager*
City of Riverton, WY - *City Administrator*
City of Shoreline, WA - *City Manager*
City of Gillette, WY - *City Administrator*
City of Casper, WY - *City Manager*
City of Issaquah, WA - *City Administrator*
City of Newcastle, WA - *City Manager*
City of Sunnyside, WA- *City Manager*

Past Recruitments & References

City of Woodburn, OR - City Administrator, HR Director, Community Development Director, Police Chief, Economic Development Director
Contact - City Administrator, Scott Derickson - 503.982.5228

City of Hood River, OR - City Manager
Contact - Councilor, Mark Zanmiller - 541.436.0654, City Manager, Steve Wheeler - 541.387.5252

City of Vancouver, WA - HR Director, Parks & Rec. Director, Budget Manager
Contact - Deputy City Manager, Dave Mercier - 360.487.8610

Availability, Communication & Schedule

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. Our recruitments take approximately 12-15 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

Sample Schedule

Date	Topic
Weeks of January 11 & 18, 2016	**Work schedule, profile, and hold stakeholder interviews; Prothman travels to Yachats**
January 25, 2016	Send profile for review
February 8, 2016	Post profile and start advertising
March 20, 2016	Application Close Date
Weeks of March 21 & 28, 2016	Prothman screens applications & interviews top 10 - 15 candidates
Week of April 4, 2016	**Work Session to review semifinalists and pick finalists; via phone conference or Skype**
Week of April 25 or May 2, 2016	**Final Interview Process, usually includes evening reception and next day interviews; Prothman travels to Yachats**

PROJECT TEAM

ROSS SCHULTZ - PROJECT LEAD

Ross is a senior consultant for Prothman with 34 years of public service experience, most notably 11 years as Corporate Finance Manager for the Port of Portland and 7 years as City Manager for the city of Sherwood, OR. Since his retirement in 2008, Ross became a principal partner in a municipal consulting firm and has served as interim Finance Director and interim City Manager for 6 municipalities, including, Gladstone, Hood River, Independence and Newport, OR. Ross is active with the League of Oregon Cities teaching Budget 101. Ross earned a Bachelor of Science degree in Business Administration from the Cal Poly Pomona and completed a series of CPA courses at Portland State University. A resident of Oregon for the past 35 years, Ross enjoys golf, hiking and auto restoration.

GREG PROTHMAN - PROJECT CO-LEAD

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master of Public Administration degree and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a member of SMR (Seattle Mountain Rescue).

SONJA PROTHMAN - PROJECT SUPPORT

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the “elected official” side of city government—an invaluable 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 Gaskins is responsible for 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 in Los Angeles.

Recruitment Strategy

Every recruitment we conduct is a national search. We have an aggressive national advertising campaign and we have the ability to mail the job announcement to every city, county, district, etc., in the US. Screening for "fit" is one of the most important elements in a recruitment. What sets us apart from our competition is that we know this region... our office is in Washington and we specialize in the western states. The length of tenure of our placed candidates is the highest in the industry because we understand the qualities required for candidates to fit within our unique communities, cultures and weather!

We have conducted hundreds of successful executive searches and refined our process along the way. We provide the process, but you call the shots... whether you want weekly updates or monthly updates, more meetings or less meetings... we tailor every recruitment to meet your needs. We will partner with you and find you a highly qualified candidate who is the perfect "fit" for your organization, guaranteed!

Recruitment Process

Project Review

The first step will be to review the following topics:

- Review the scope of work and project schedule
- Identify the geographic scope of the search (local, regional or national)
- Review the compensation package and decide if a salary survey is needed
- Identify key stakeholders

Information Gathering and Research *(Soliciting Input)*

We will travel to Yachats 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 the City of Yachats, as well as the preferred qualifications you desire in your next City Administrator. We will:

- Meet with the Mayor
- Meet with City Council
- Meet with staff 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 education required
  - Ideal personality traits and work habits
- **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- **Community-specific information**
  - Overview of the region
  - Description of the environment and quality of life details
- **Compensation package details**
- **Information on how to apply**

Recruitment 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 nationally in professional publications, journals and on related websites.
- **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city/county management professionals who are not actively searching for a new position.
- **Direct Contact Calls** placed directly to city/county management professionals we know.
- **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

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 4 key steps:

1) **Application Review**: We will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (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) **Personal Interviews**: We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 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.
3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews.
4) **Work Session**: We will prepare a detailed summary report and send you binders which include each candidate's application materials and the results of the personal interviews and publication search. **We will meet with you via Skype or conference call** 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 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

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**
    We will tailor the interview process to fit your needs. It may involve using various interview panels (which can include community stakeholders), a public evening reception or one-on-one interviews with the decision makers.
  - **Deciding on Candidate Travel Expenses**
    We will help you identify which expenses your organization wishes to cover.
  - **Identifying Interview Panel Participants & Panel Facilitators**
    We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.

- **Public Reception**
  We recommend that you have a public reception the evening before the interview so that the Mayor, City Council, staff and community members have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- **Background Checks**
  Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
  - **References**
    We conduct 4-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
    We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks. We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.
- **Candidate Travel Coordination**
  For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- **Final Interview Binders**
  We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.
- **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.
- **Panelists & Decision Makers Debrief**: After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- **Candidate Evaluation Session**: After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- **Facilitate Employment Agreement**: Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Warranty

- **Repeat the Recruitment**: Should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee, the only cost to you are the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a city administrator recruitment with a one-year guarantee is $16,500, plus expenses. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and two (2) on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Expenses

Expenses vary depending on the design of the recruitment. We 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. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising (approx. $1,100 - 1,400)
- Direct mail announcements (approx. $1,200 - 1,600)
- Final Interview Binders & printing of materials (approx. $300 - 600)
- Delivery expenses for Interview Binders (approx. $150 - 450)
- Consultant travel: Ross Shultz - mileage at current IRS rate, travel time @ $60 per hour, lodging if needed (approx. $600 - $800 per trip). Greg Prothman - airfare, rental car, travel time @ $60 per hour, lodging if needed for final interviews (approx. $800 - $1,000 per trip)
- Background checks performed by Sterling (approx. $175 per candidate)
- Any client-required licenses, fees or taxes

- 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.

A 3% charge will be added to all expenses which reflect our City of Issaquah and Washington State B&O tax obligations on every dollar we invoice for. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

Guarantee

Our record of success in placing highly qualified candidates provides that 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 a replacement search with no additional professional fee, your only cost would be the expenses; on the conditions that Prothman has conducted a full recruitment process and the position has been recruited at market rate salary.

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.

CLIENT LIST

City of Aberdeen, WA
Public Works Director

Association of Washington Cities (AWC)
Chief Executive Officer

City of Arlington, WA
Community Development Director (2)
City Administrator
Fire Chief (2)
Finance Director (2)
Utilities Manager
Public Works Director
Building Official
Police Chief

City of Auburn, WA
Planning, Building & Community Dir.

City of Bainbridge Island, WA
City Administrator (2)
Finance Director
Community Development Dir.
City Attorney
Deputy Finance Director
Project Manager
Engineer

City of Bandon, OR
City Manager

Basin Disposal, Inc. (WA)
Chief Financial Officer

City of Battle Ground, WA
Deputy City Manager
Public Works Director
Finance Director
Police Chief

City of Beaverton, OR
Human Resources Director

City of Belgrade, MT
City Manager

City of Bellevue, WA
Utilities Deputy Director
Senior Planners

City of Bend, OR
Police Chief

Benton County Emergency Svcs., WA
Director of Emergency Services
Emergency Management Manager
Communications Manager

Benton County Fire District #4, WA
Fire Chief (2)

City of Billings, MT
City Engineer
Engineering Division Manager

City of Blaine, WA
Public Works Director
Finance Director

Blaine County, ID
County Administrator (2)

City of Boardman, OR
Police Chief

City of Bonney Lake, WA
Public Works Director

City of Bothell, WA
Public Works Director (2)
Fire Chief (2)
Human Resources Director (2)
Deputy City Manager
City Attorney
Police Chief
Assistant City Manager
Parks & Recreation Director
Community Development Director

City of Bozeman, MT
Chief Building Official
Human Resources Director
Parks & Recreation Director
Public Works Director
Community Development Director

City of Bremerton, WA
Public Works Director
Police Chief

Brigham City, UT
Police Chief

Camano Island Fire & Rescue, WA
Fire Chief

Campbell County Fire Department, WY
Fire Chief

CAM-PLEX Multi-Event Facilities (WY)
General Manager

City of Canby, OR
Police Chief
City Administrator

Canby Fire District 62, OR
Fire Chief

City of Carnation, WA
City Manager (2)
Public Works Director

City of Casper, WY
City Manager

Central Valley Fire District, MT
Fire Chief
Fire Marshal

Central Whidbey Island Fire & Rescue, WA
Fire Chief

City of Centralia, WA
Community Development Director
Economic Development Director

City of Chehalis, WA
City Manager
Police Chief
Finance Manager

City of Chelan, WA
City Administrator (2)

Chelan County, WA
Community Development Dir.
Regional Justice Center Director
RJC Deputy Director

Chelan County Public Utility District (WA)
Managing Director - HR, Labor & Safety

Clackamas Community College, OR
Director of Campus Safety

Clackamas County, OR
County Administrator

Clackamas River Water Dist., OR
General Manager

Clatsop County, OR
County Manager (2)
Community Corrections Director
Building Official
Development Services Manager

Clatsop County Sheriff's Office, OR
Jail Commander

City of College Place, WA
Environmental Services Director

City of Colorado Springs, CO
Assistant City Manager

City of Connell, WA
City Administrator

City of Covington, WA
City Manager

Covington Water District, WA
Utilities Director
District Engineer
Water Resources Manager
Assistant Water Resources Manager
Project Engineer
Business Manager
Controller

Cowlitz County, WA
Building & Planning Director
Engineer 3

Cowlitz Sewer Operating Board, WA
Superintendent

Cowlitz-Wahkiakum Council of Governments, WA
Executive Director

City of Damascus, OR
Community Development Dir.
City Manager

Deschutes County, OR
County Administrator

City of DuPont, WA
City Administrator
Planning Director
Finance Director
Public Works Director

City of Duvall, WA
Planning Director
Accountant
City Administrator
Finance Director

East Jefferson Fire Rescue, WA
Fire Chief

East Multnomah Soil & Water Conservation District (OR)
Executive Director

East Olympia Fire District #6, WA
Fire Chief

East Pierce Fire & Rescue (WA)
Fire Chief

Eastside Baby Corner (WA)
Executive Director

eCityGov Alliance (WA)
Executive Director

City of Edgewood, WA
City Manager (2)
Public Works Director
Engineer
Senior Planner

City of Enumclaw, WA
Finance Director
Fire Chief

City of Ephrata, WA
Police Chief

City of Federal Way, WA
Finance Director
Community Development Director

City of Ferndale, WA
Police Chief
Public Works Director (2)

City of Fife, WA
City Clerk
Community Development Director
City Manager

City of Fircrest, WA
City Manager
Finance Director

Franklin County, WA
County Administrator

City of Gillette, WY
Public Works Director
Community Development Director
City Administrator

City of Gladstone, OR
City Administrator

Grays Harbor Transit (WA)
General Manager

City of Great Falls, MT
City Attorney

City of Green River, WY
Community Development Director

Gunnison County, CO
County Manager
Community Development Director
Airport Manager
Human Resources Director
Health & Human Services Director
IT Director
Deputy County Attorney

City of Hailey, ID
City Administrator

City of Hermiston, OR
City Manager

City of Hood River, OR
City Manager

Intercity Transit, WA
General Manager

Issaquah Food & Clothing Bank, WA
Executive Director

City of Issaquah, WA
Police Chief
City Administrator
Deputy City Administrator (2)
Deputy Finance Director

Jackson County, OR
HR/Risk Management Director

JEFFCOM 9-1-1, WA
Director

Jefferson County, WA
County Administrator

City of Kalama, WA
Police Chief

City of Kelso, WA
Public Works Director
Community Development Dir.
City Manager

City of Kemmerer, WY
Public Works Director

City of Kenmore, WA
City Manager (2)
Finance Director
City Engineer (2)
Community Development Director

City of Kennewick, WA
Planning Director

City of Kent, WA
Professional Land Surveyor
Finance Director
Information Tech. Director

City of Ketchum, ID
City Administrator

Ketchum Community Development Corporation, ID
Executive Director

King County Housing Authority, WA
Finance Director

King County Sheriff's Office, WA
Chief Financial Officer

City of Kirkland, WA
Water Division Manager
Public Works Director
Director of Fire & Building Services

Kootenai County Fire & Rescue, ID
Fire Chief

City of La Center, WA
Police Chief

City of Lacey, WA
City Manager

Lacey Fire District 3, WA
Fire Chief

City of Lake Forest Park, WA
City Administrator (3)

City of Lake Oswego, OR
City Manager
Water Treatment Plant Manager

Lake Stevens Fire (WA)
Fire Chief

City of Lakewood, WA
City Manager
Assistant City Manager

Lane County, OR
County Administrator

City of Leavenworth, WA
City Administrator (2)
Public Works Director
Finance Director/City Clerk

City of Lebanon, OR
City Manager

Lewis County, WA
Public Works Director/
County Engineer
Director of Public Health &
Social Services
Community Development Director

City of Lewiston, ID
City Manager

City of Lincoln City, OR
Finance Director
City Manager
Human Resources Director

City of Littleton, CO
Finance Director

City of Long Beach, WA
Community Development Director

City of Longview, WA
City Manager

Los Alamos County, NM
County Administrator

LOTT Clean Water Alliance, WA
Finance Manager

City of Louisville, CO
City Manager

City of Lynden, WA
Public Works Director (2)
City Administrator

City of Lynnwood, WA
Public Works Director
Assistant Fire Chief
Finance Director

Manchester Water District, WA
General Manager

City of Marysville, WA
Police Chief
Public Works Director
Engineering Services Manager
Streets/Surface Water Manager
Community Development Director

Marysville Fire District, WA
Fire Chief

Mason County, WA
Public Works Director

City of McMinnville, OR
City Manager

City of Medford, OR
Planning Director

City of Medina, WA
Public Works Director

Metro Parks Tacoma, WA
Director of Planning & Development

City of Mill Creek, WA
City Manager

City of Milwaukie, OR
City Manager

City of Minot, ND
City Manager

City of Moscow, ID
Asst. Community Development Dir.

City of Moses Lake, WA
City Manager

City of Mountlake Terrace, WA
City Manager
Police Chief

City of Mukilteo, WA
City Administrator
Finance Director
Management Services Director

Multnomah County, OR
Human Resources Manager (2)

Municipal Research & Services Center of Washington - MRSC
Executive Director

MuniFinancial, WA
Senior Financial Analyst
Financial Analyst 1

City of Newcastle, WA
City Manager
Public Works Director (2)

City of Normandy Park, WA
Deputy City Manager/Finance Dir.
Planning Director
City Manager

North Beach Public Development Authority, WA
General Manager

City of Oak Harbor, WA
City Attorney

City of Olympia, WA
Public Works Finance Manager

City of Ontario, OR
City Manager (2)

City of Othello, WA
City Administrator
Police Chief
Community Development Director

Park City, UT
Community Development Director

City of Pasco, WA
City Manager
Finance Director

Pend Oreille County, WA
Public Works Director

City of Polson, MT
City Manager

City of Port Angeles, WA
Police Chief
City Manager
Finance Director
Public Works Director

City of Port Townsend, WA
Development Services Director
Finance Director

City of Post Falls, ID
City Administrator
Community Development Director

City of Poulsbo, WA
Chief of Police (2)

City of Prosser, WA
City Administrator (2)
Finance Director (2)
City Clerk

City of Puyallup, WA
Assistant City Manager
Human Resources Director
City Manager (2)

City of Red Lodge, MT
Police Chief
Community Development Director

City of Richland, WA
Transportation Engineer
Public Works Director
Parks Superintendent

Richmond (VA) Redevelopment & Housing Authority - RRHA
Sr. VP - Property Management & Assisted Housing

City of Ridgefield, WA
City Manager

City of Riverton, WY
City Administrator

City of Salem, OR
Human Resources Director

City of Sammamish, WA
Transportation Program Engineer
Senior Project Engineers (3)
Project Engineer
Parks Project Manager

San Juan County, WA
Public Works Director
County Manager

City of Sandy, OR
Police Chief

City of Scappoose, OR
City Manager

City of Seattle, WA
Fire Chief
Labor Standards Division Dir.
Dir. of Administration - HR

Port of Seattle, WA
Fire Chief

City of Sequim, WA
Public Works Director
Human Resources Director

City of Shelton, WA
City Administrator
Community Development Director
Management Assistant
Public Works Director (2)
Police Chief

City of Sheridan, WY
Finance & Administrative Svcs. Dir.

City of Shoreline, WA
Deputy City Manager
City Engineer (2)
Planning Director
Public Works Director (2)
City Manager
City Attorney
Parks, Rec. & Cultural Svcs. Dir.
Administrative Services Director

City & Borough of Sitka, AK
Deputy Finance Director

Skagit County, WA
Public Works Director
Assistant County Engineer
Youth & Family Services Admin.

City of Snohomish, WA
City Engineer
Public Works Utilities Manager
Finance Director

Snohomish County, WA
Executive Director
Human Services Director

Paine Field - Snohomish County Airport (WA)
Airport Director

Snohomish County Emergency Radio System, WA
Radio System Manager (2)

Snohomish Health District, WA
Deputy Director

SNOPAC 9-1-1, WA
Executive Director

City of Snoqualmie, WA
Fire Chief
Community Development Director
Chief Financial Officer

Southwest Clean Air Agency, WA
Executive Director

Southwest Washington Regional Transportation Council
Executive Director

City of Spokane Valley, WA
City Manager
Deputy City Manager (2)
Finance Director (2)
Public Works Director (2)
Community Development Dir. (2)
Building Official (2)
Parks & Recreation Director (2)
City Clerk
Assistant City Clerk
City Attorney (2)

Spokane Valley Fire Department, WA
Fire Chief

City of Stanwood, WA
Finance Director (2)
City Administrator

City of Stevenson, WA
City Administrator

City of Sultan, WA
City Administrator (2)

Summit County, UT
County Manager

City of Sun Valley, ID
City Administrator

City of Sunnyside, WA
Finance/Admin. Svcs. Director
City Manager

City of Tacoma, WA
Public Works Director
Finance Director
Labor Negotiator

City of Thorne Bay, AK
City Administrator

Thurston County, WA
Human Resources Director
Assistant CAO

Tulalip Tribes, WA
Police Chief

Twin Transit, WA
General Manager

City of Vancouver, WA
Budget & Planning Manager
Human Resources Director
Parks & Recreation Director
City Attorney

Vashon Island Fire & Rescue, WA
Fire Chief
Assistant Fire Chief

City of Waldport, OR
City Manager

City of Walla Walla, WA
City Manager
Public Works Director
Finance Manager

City of Warrenton, OR
Public Works Director

Washington Association of County Officials
Executive Director

Washington School Information Processing Cooperative (WSIPC)
Executive Director

Town of West Yellowstone, MT
Operations Manager

Whatcom Transportation Authority, WA
General Manager
Finance Director

City of Whitefish, MT
City Manager

City of White Salmon, WA
City Administrator/
Public Works Director
Public Works Operations Manager

City of Wood Village, OR
City Administrator

City of Woodburn, OR
City Administrator
Community Development Director
Human Resources Director
Finance Director
Police Chief
Economic Development Director

City of Woodinville, WA
City Manager
Development Services Director

City of Woodland, WA
Fire Chief

City & Borough of Wrangell, AK
Borough Manager

Town of Yarrow Point, WA
Town Clerk

EXAMPLE OF POSITION PROFILE

CITY MANAGER

$70,000 - $85,000

Plus Excellent Benefits

Apply by
October 6, 2013
(open until filled)

PROTHMAN

WHY APPLY?

Known for its miles of sandy beaches, forest roads, hiking trails, wilderness areas and a picturesque bay, the coastal town of Waldport, Oregon, offers a respite from big city living. Located just three hours from Portland and two hours from Eugene, Waldport's obscurity is part of its charm. Residents and visitors are drawn to the relaxing and slow-paced lifestyle centered around outdoor pursuits, such as windsurfing, kayaking, boating, fishing, sailing, hiking, cycling or just wandering along the pristine seashore.

Waldport is a well run city that offers citizens a variety of opportunities to enjoy coastal life in a neighborly atmosphere. If you are an experienced professional who wants to work in a stable organization with excellent staff and a positive environment, this is the right position for you!

THE COMMUNITY

Located on the Alsea River and Alsea Bay on the gorgeous Oregon Coast, this quaint town with a population of about 2,000 enjoys all the benefits of coastal living in the stunning Pacific Northwest. Once known as "beachcomber's paradise," the beaches are some of the cleanest and most beautiful in America. With moderate year round temperatures, each season offers opportunities to enjoy the outdoors.

Designated an Important Birding Area (IBA) by the National Audubon Society, Alsea Bay is a pristine estuary and home to elk, salmon and river otter. Known for its crabbing and fishing, more than 5,000 vessels frequent the bay and river every year either to catch Dungeness crabs or to take advantage of the area's superb Chinook salmon season, which takes place in the fall.

The newly built Woodland Trail allows residents and visitors to enjoy a "heavy woodsy" experience right in the middle of town. The Alsea Bay Bridge Interpretive Center in Waldport provides tours of the historic bridge and nearby marine area. Other nearby state park facilities, such as the immensely popular Seal Rock Wayside north of Waldport, offer up close and personal views of local wildlife and other ecological attractions.

Crestview Golf Club is a scenic 9-hole course with a friendly, family atmosphere and unique challenges that will appeal to all levels of ability. Crestview is easy to walk, is playable year-round and open from dawn to dusk.

Created by Seashore Family Literacy as a way to promote good health and recreation, Waldport's Green Bike Program provides free bicycles for anyone to ride at any time to any destination. Based on the honor system, participants use the bikes and then leave them in an accessible place for the next rider. Adult and youth volunteers work together to restore and maintain over 100 community bicycles.

Waldport is a popular bedroom community for the larger town of Newport 16 miles to the north, which houses the offices of several federal and

state agencies, including Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operation Center, Environmental Protection Agency, and the Oregon Department of Fish & Wildlife. It also hosts the Oregon Coast Aquarium and the main campus of the Oregon Coast Community College. In Waldport, the Community College has an annex that is the nursing program for the college.

THE CITY

Incorporated in 1911, Waldport operates as a council-manager form of government. The city manager is appointed by and serves at the pleasure of a 7 member council. The mayor is elected at large every two years, while the council members are elected every 4 years with overlapping terms. Mayor Susan Woodruff took office in 2011 after serving as a councilmember since 2001. Nancy E. Leonard, City Manager since 2001, will be retiring in January 2014.

Waldport operates with a $5 million overall budget and has 14 fulltime employees. The City has been fiscally secure for over a decade, and the future appears equally secure. The water, sewer and road infrastructure are very updated with no areas of concern. Prevention, future planning and proaction has been the goal of the City rather than deferring maintenance and simply reacting to problems.

City departments include: Administration, Community Center, Land Use Planning, Library, Municipal Court, Parks and Public Works. The Waldport Public Works Department is responsible for water treatment and distribution, wastewater collection and treatment, and maintenance of the City's streets, stormwater system, and facilities, including parks. The City of Waldport Utility Billing Department is located at City Hall and provides water and/or sewer service to approximately 1,200 households and businesses. Central Oregon Coast Fire & Rescue provides EMS/Fire services and the Lincoln County Sheriff's Office provides police services to Waldport.

THE POSITION

The City Manager works under the broad policy guidance of the City Council and performs high level administrative, technical and professional work in directing and supervising the administration of city government.

The City Manager supervises all departments, agencies and offices of the City to achieve goals within available resources. He/she plans and organizes workloads and staff assignments, trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.

Other responsibilities include:

- Attends all meetings of the Council, unless excused by the Council or the Mayor, keeps the Council advised at all times of the affairs and needs of the City, and makes reports annually or more frequently if requested by the Council of all the affairs and departments of the City.
- Ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Appoints, disciplines, and removes all City employees unless exceptions are noted, and has general supervision and control over them and their work, with power to transfer an employee from one department to another, and shall exercise supervision and control over the departments, to the end of obtaining the utmost efficiency in each of them. The City Manager may not supervise or regulate: (a) the Council; (b) the Municipal Judge in the Judge's judicial functions; (c) City Attorney; (d) except as the Council authorizes, appointive personnel of the City whom the City Manager does not appoint.
- Supervises all purchasing and contracts.
- Is responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

- Has general supervision over all City properties and supervises the operations of all public utilities owned and operated by the City.

OPPORTUNITIES & CHALLENGES

Economic Development

The most noticeable challenge facing the City as a whole is the many empty store-fronts on the main street. (Highway 101 through downtown). The City applied for and received a $3 million ODOT grant to reconstruct the downtown corridor in an effort to entice businesses and bring more tourist traffic. However, the stability of the brick-and-mortar retail shops still remains tenuous.

Creative Vision

The old high school, which will be torn down in a few months, sits on about 14 acres of land next to City Hall. FEMA just granted their first “mitigation” grant to the school district in the amount of $3 million to purchase the development rights to the land and require that it be converted to open space in perpetuity due to potential flooding in the event of a tsunami. The City and the school district are working on a vision for the use of that property that would benefit the community.

Promotion and Partnership

Waldport has a focus on partnering with their government and nonprofit partners (Port of Alsea, City of Yachats, Central Coast Fire & Rescue District, Lincoln County, and Chamber of Commerce) to promote the quiet solitude and peacefulness of the area. They have just finished building a gorgeous Woodland Trail through some fabulous forest right in the middle of town and will soon have a hiking map of all the trails in this general vicinity. Waldport also promotes a kayaking business that gives kayak tours and has its own “water trail” up the river. Boating, fishing and crabbing are very popular.

IDEAL CANDIDATE PROFILE

Waldport is looking for a progressive, "hands-on" working manager who understands all aspects of municipal government and who has an appreciation of the challenges currently facing small cities. Urban renewal experience will be a plus, as well as the ability to show creative solutions to community development.

Waldport is a small and informal town. The city manager will be approachable, responsive, down-to-earth and possess a sense of humor. Although the environment is informal, a professional presence and confidence is also important. He or she will communicate effectively, as well as establish and maintain effective working relationships with other employees, the Mayor, City Council, and the public.

The ideal candidate will lead by collaboration, and will also be a good listener who consistently deals well with personnel throughout all levels of the organization. He or she will have excellent skills in working with City Council Members, both individually and as a corporate body. He or she will be able to assist council members in team building and reaching consensus, and build an atmosphere of trust, mutual respect and cooperation.

The new city manager will have excellent skills at cooperating and sharing resources with neighboring coastal cities, emergency response, and the school district. The successful candidate will have a proven track record of conservative budget and financial management, and demonstrate the ability to administer, make sound management decisions, and initiate work without direct supervision. Knowledge of land use issues is also a plus.

EXPERIENCE & EDUCATION

Graduation from an accredited four year college or university with a degree in public administration, political science, business management or a closely related field, and five (5) years of applicable experience in public sector administration.

Considerable knowledge of modern policies and practices of public administration; working knowledge of public sector finance, human resources, public works, and community development. Knowledge of Oregon Land Use Laws preferred. Considerable computer skills and use of GIS mapping systems preferred.

COMPENSATION & BENEFITS

- **$70,000 - $85,000**
- Medical plan provided by Regence Blue Cross and includes alternative care
- Dental coverage provided by ODS
- Vision
- Life & Disability
- Healthcare flexible spending accounts
- Oregon Public Employees Retirement System
- 11 paid holidays
- Vacation time
- Sick leave

www.waldport.org

The City of Waldport is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 6, 2013** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online,** go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

www.prothman.com

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

EXAMPLE OF INVITE LETTER

City of Lincoln City

CITY MANAGER

$115,000 - $135,000

First Review:
October 19, 2014
Open Until Filled

Apply at
www.prothman.com

Lincoln City, Oregon
Population: 7,900
Average Service Population: 15,000

Dear Colleague,

Prothman is currently recruiting for the City Manager position for the City of Lincoln City, Oregon. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other senior public sector management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

The Prothman Company

PROTHMAN

WHY APPLY?

Located on the scenic Oregon Coast, Lincoln City borders 680-acre Devils Lake and the Coast Range on the east and the Pacific Ocean on the west. Its stunning natural scenery and outdoor recreational opportunities make the City a popular tourist destination. Residents enjoy the perks of small town life with major urban cities nearby, such as Salem 58 miles to the east and Portland 88 to the northeast.

Lincoln City is committed to maintaining its character while growing its economy and enhancing what makes it a special Pacific Northwest coastal town. If you are a public sector professional looking to lead a community toward a bright and exciting future while preserving its charm and protecting its natural beauty, this is the right position for you.

THE COMMUNITY

Incorporated in 1965, the City has a population of approximately 7,900 which can grow up to 30,000 at peak tourist season. The City boasts 7.5 miles of beautiful, clean sandy beaches, with the Salmon River and Cascade Head to the north and the Siletz Bay National Wildlife Refuge to the south. The City enjoys a mild maritime climate with rain and excellent air quality. The consistent breeze on the beaches makes Lincoln City one of the best places in the world to walk on the beach and fly a kite. Surfing and kite-boarding conditions are also world-class. Residents and visitors also enjoy golfing, hiking, fishing, skiing, rock hunting, bird watching, tide pooling and boating.

Lincoln City has a flourishing arts community with several glass blowing shops and a state-of-the-art culinary center that features seasonally-inspired cooking and focuses on the abundant foods of the Pacific Northwest. The Lincoln Cultural Center offers classes in art, dance, music, literature and theater for all ages. Founded in 1970, the Sitka Center for Art and Ecology fosters creativity, intellectual inquiry and education.

The Confederated Tribes of the Siletz Indians are an important part of the City's past and present. They own and operate the Chinook Winds Casino, a 24-hour resort which offers gambling, golfing, concerts, a convention center and restaurants.

THE CITY & POSITION

The City operates under the Council/Manager form of government. The City Council is comprised of six Council Members elected from three wards and the Mayor is elected at large. They have staggered four year terms. The annual budget is $41 million including the General Fund budget of $10 million. The General Fund has an ending balance of about $3.5 million. 140 FTEs offer a full range of City services including water, sewer, streets, parks, police, urban renewal, recreation, court, community development, a library and a visitor's bureau.

The City Manager is appointed by and serves at the pleasure of the Mayor and City Council. The City Manager is responsible for the overall management of the City's organization and operations. He/she plans and directs the activities of all City departments and functions through subordinate department directors and others. The City Manager provides information to City Council, acts as their policy advisor and serves as the City's Chief Administrative Officer and Budget Officer.

Please visit www.prothman.com to review the detailed position profile and compensation package.

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