



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda

City Commission

Dan Holladay, Mayor
Carol Pauli, Commission President
Brian Shaw, Rocky Smith, Jr., Renate Mengelberg

Tuesday, November 3, 2015

5:30 PM

Commission Chambers

SPECIAL WORK SESSION

The City Commission reserves the right to go into a Special Meeting immediately following the Work Session.

1. Convene Special Work Session

2. Roll Call

3. General Business

3a. [15-599](#) City Manager Recruitment Process

Sponsors: Human Resources Director Jim Loeffler

Attachments: [Staff Report](#)

[2015 Draft City Manager Standards, Criteria and Policy](#)

[2015 City Manager --- List of Candidate Characteristics and Experience](#)

[April 2015 City Manager Salary Survey](#)

[Fairview City Administrator Profile](#)

[Gladstone City Administrator Profile](#)

[Woodinville City Manager Profile](#)

[LGPI 2015 Executive Recruitment Flier](#)

3b. [15-603](#) Executive Team Evaluation Process

Sponsors: Human Resources Director Jim Loeffler

Attachments: [Staff Report](#)

4. City Manager

5. Adjournment

Citizen Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.

**Complete a Comment Card prior to the meeting and submit it to the City Recorder.*

**When the Mayor calls your name, proceed to the speaker table and state your name and city of residence into the microphone.*

**Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer*

on the table.

**As a general practice, the City Commission does not engage in discussion with those making comments.*

**Electronic presentations are permitted, but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channels 23 and 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503-650-0275 for a programming schedule.

City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City Recorder prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.



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Staff Report

File Number: 15-599

Agenda Date: 11/3/2015

Status: Agenda Ready

To: City Commission

Agenda #: 3a.

From: Human Resources Director Jim Loeffler

File Type: Report

SUBJECT:

City Manager Recruitment Process

RECOMMENDED ACTION (Motion):

Staff requires City Commission input, discussion and approval of the City Manager recruitment and selection process.

BACKGROUND:

At the October 21, 2015 Regular Meeting of City Commission, the Commission directed staff to prepare information for a special meeting to discuss and move forward on the recruitment and selection process to fill the recent City Manager vacancy.

Key questions for the Commission to consider include but are not limited to:

1. Recruiter - City staff or Executive search firm?
2. Where to emphasize candidate search area?
3. Budget for recruitment, interviewing, relocation?
4. Process to review and select finalists?
 - a. Staff component
 - b. Public component
 - c. Key stakeholder component
5. What is the ideal candidate profile? Attached to this report is a draft sample profile.
6. What salary and compensation package is the Commission willing to list in the job announcement and make in the job offer to the candidate? A City Manager salary and compensation survey from April 2015 is attached to this report.

BUDGET IMPACT:

Amount: TBD

FY(s): FY 2015-16

Funding Source: General Fund

City of Oregon City

Draft Standards, Criteria and Policy Directives November 2015 City Manager Profile

General Roles and Responsibilities

The position of City Manager of Oregon City is established in the City Charter. The City Manager is hired by and serves at the pleasure of the Mayor and 4-member City Commission. The City Manager assists the Mayor and Commission in the development of city policies and carries out policies established by ordinances resolutions and general directions approved by the Commission. The City Manager serves as the Chief Executive Officer of the City.

Background Requirements

Education. The City Manager is required to have a Bachelor's Degree from an accredited college or university in Public Administration or related field. A Master's degree is a plus. Any satisfactory combination of practical experience (beyond that required for initial qualification) and education will be considered if the candidate is able to demonstrate he or she can satisfactorily perform the job functions.

Experience. The position requires at least five years experience with a successful record of accomplishment in local government or business management (including supervision of employees). Progressive management responsibilities would ideally include positions such as City Manager/Manager, Assistant Manager, Finance Director, Public Works Director, other department head or equivalent. CEO level municipal experience is preferred.

Skills and Performance Standards

Administrative/Management Abilities. The City Manager must be able to establish and maintain positive and cooperative working relationships with City Commissions, intergovernmental partners, other elected officials, citizens, department heads and other city officials and employees. He or she must be an ethical team leader who can hire the right people and develop a team that works effectively by building consensus. He/She will not be a micro-manager, but someone who can lead staff to make things happen, who can get projects organized and provide effective supervision. The Manager must know municipal government organization, powers, functions and relationships. The Manager must be a collaborative leader who is able to make executive decisions. Excellent written and verbal communication skills are essential. The City Manager must have experience in and be able to manage and oversee all city operations including: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; and all other city departments and services. The Manager also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise

City of Oregon City

Draft Standards, Criteria and Policy Directives November 2015 City Manager Profile

agreements and leases. He/she must understand public purchasing and contracting requirements, as the Manager acts as the city's purchasing agent and signs all requisitions on city accounts. The Manager should have experience with managing projects.

Budget/Finance. The City Manager will work closely with the Finance Director and other Department heads in the development of the City budget. The successful candidate will have a working knowledge of Oregon's budget laws and will be able to deal creatively with declining revenues and limited resources. The City Manager needs to understand the components of successful economic development, particularly working in concert with local Community Development agencies. Oregon City is a full service city and as such, has city utilities. The Manager must have the skills and knowledge to oversee the finances of these utilities to assure that the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges. Additionally, the City Manager needs to understand the components of successful economic and business development, particularly working in concert with the other local stakeholders.

Personnel/Human Resources. The City Manager exercises control and general supervision over all city employees. He/she must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads. The candidate must understand and be able to work within federal and state employment laws and must have knowledge in the area of collective bargaining. He or she must be able to work productively with both represented and management employees.

Community Relations. It is important that the City Manager have a record of accomplishment in community involvement and active participation in the community. The City Manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions. The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the City and all elective and appointed officials to maintain the highest possible standards of public service. The City Manager must have the desire and ability to work closely with community groups and organizations. The Manager will exhibit leadership and serve as a model for other City employees.

Commission Relations. The Mayor and City Commission expect to have open, honest and direct communication with the City Manager. The City Manager is expected to provide ongoing regular communication to the Commission on the

City of Oregon City

Draft Standards, Criteria and Policy Directives November 2015 City Manager Profile

needs and affairs of the City, including information about city department activities. The City Manager will need to provide the Commission with complete information on policy options for matters requiring a decision, in order to allow the Commission to make informed decisions. An open door policy is expected for citizens, Commissioners, department heads and employees to have easy access to the City Manager. The Commission is looking for someone who can work effectively with the Commission to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures, board policy development and equal access to information by all Commissioners will be necessary for a candidate to be successful in this position.

Intergovernmental Relations. It is important that the City Manager is able to forge good working relationships with a wide variety of other local governments and state agencies, including South Fork Water Board, the Fire District, the School District, the County, METRO, the Sewer District and other local governments in the area. The Manager will participate and be significantly involved in Oregon City's economic development efforts. The City Manager will be responsible for keeping the Commission informed about intergovernmental relations and issues involving the City.

Innovation and Major Achievements/Miscellaneous. The City Manager needs to be able to help develop a future vision for the City of Oregon City. The Manager will have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. An understanding of urban renewal districts and tax increment financing (Oregon City has an Urban Renewal District) is vital. An awareness and knowledge of the principles, methods and practices of development, including downtown development/redevelopment and industrial development are essential. Oregon City participates in the Oregon Main Street program and experience with this area will be useful. The Commission is looking for someone who is interested in and will keep the Commission informed on statewide issues affecting cities. Membership in and participation in professional organizations will be encouraged. The Commission is looking for someone who is creative, and who can work with the Commission to identify areas for improvement and help implement governmental best practices.

The City Commission is looking for someone who can work on the City's behalf as a partner with the business community. A Manager who can encourage community involvement and foster volunteerism in the community is important.

The City (population 33,760) occupies a territory of approximately 9.2 square miles. Interstate 205 and state Highways 99E and 213 provide links to Portland,

City of Oregon City

Draft Standards, Criteria and Policy Directives November 2015 City Manager Profile

Salem, Molalla, and Southwest Clackamas County.

The City of Oregon City has approximately 230 full time and part time employees who serve the over 33,700 population of the City of Oregon City. Each Department has specific duties to meet the needs of the community. Oregon City provides a variety of services including Parks, Cemeteries, Swim Center, Streets, Wastewater, Library, Police, Urban Renewal, Planning and Development.

The future City Manager will:

- Have experience as a manager and a leader who understands municipal government. Preferred 5 years experience as City Manager in City of equivalent size or complexity of issues.
- Be ethical, honest, hard-working and approachable.
- Illustrate trustworthiness and provide mutual respect and cooperation.
- Demonstrate courage and ability to take calculated risks, when needed.
- Exhibit excellent oral and written communication skills.
- Understand municipal finance and bring creativity and in depth understanding of finance municipal services, project, programs, capital expenditures and how to locate new revenue sources.
- Have an excellent understanding of urban renewal and economic development.
- Possess outstanding organizational skills.
- Successfully delegate appropriately.
- Foster a strong team environment and serve as a mentor for personal and professional growth.
- Possess a proven record of creating and implementing a high-performance, customer-service focused organizational culture.
- Hold a proven record of success.
- Prove to be accessible and responsive to the public, elected officials and city staff.
- Demonstrate a record of working well with local, regional, state, and federal partners.
- Display the ability to be a good listener.
- Provide a sense of humor and a "can-do" attitude.

Specialist

Supervisor

City Administrator

City Administrator – Fairview, OR. City population 8,980. Salary range \$100,000 - \$125,000, DOQ plus excellent benefit package. Staff of 38 full-time and 3 part-time/seasonal positions. Seeking full-time skilled professional to oversee the management, administration, financial administration and direction of City operations.

The City Administrator is appointed by and serves at the pleasure of the Mayor and six-member City Council who are elected from the city at large. Fairview is a full-service city. Service areas include: Police, Planning, Public Works, Utilities, Economic Development, Finance, Administration, Recorder, Municipal Court, Economic Development, Parks and Recreation, and Building Services. Through Public Works, the city operates water, wastewater and storm water utilities, streets, economic development, land use, building and parks. Fire and emergency services are provided through an intergovernmental agreement with the City of Gresham, a neighboring city.

Applicants are required to have Bachelor's degree in Public/Business Administration or related field; a Master's in Public Administration or related field is preferred. A minimum of three years in public management is required, with at least two years in a supervisory capacity. Oregon experience is a plus but not required. Any equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

See the position profile and employment application to the right (Job Details/Attached Files). Submit cover letter, resume, reference, city application form and veterans preference documentation (if applicable) electronically to: jmessmer@mwvcog.org or by mail to 100 High St. SE, Ste 200, Salem, OR 97301 with Fairview City Administrator Recruitment in the subject line. (Job Details/Attachments/ For questions, contact Jennie Messmer at 503-871-5852 or jmessmer@mwvcog.org. **Application Deadline: November 6, 2015.** The City of Fairview is an equal opportunity employer and does not discriminate.



GLADSTONE

Home of the Pow Wow Tree

OREGON

CITY ADMINISTRATOR

\$100,000 - \$135,000

Plus Excellent Benefits

Apply by

October 25, 2015

(open until filled)

***P*ROTHMAN**

WHY APPLY?



Located just eight miles south of Portland and nestled in the North End of the Willamette Valley, Gladstone, Oregon, offers easy access to the big city, while giving its residents the enjoyment of a city full of small town charm. Separated from its urban neighbors by a stretch of farmland and rolling hills, Gladstone residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Clackamas Rivers.

Gladstone is a diverse and vital community that welcomes families to make their roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you!

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THE COMMUNITY

Gladstone is nestled in the Northern part of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 4 square miles and a population of nearly 12,000 residents. Gladstone is centrally located along the west coast within a 3-hour drive of Seattle, Washington, and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.

Gladstone is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. Gladstone values its small town attributes and wants to build on and preserve them. The community takes great pride in its numerous annual events, including Easter egg hunts, ice cream socials, hot dog feeds, movies in the park, and the Gladstone Community Festival.

Having a river-based heritage, Gladstone's diverse businesses, vibrant neighborhoods, active community involvement, and award winning schools have together created a strong sense of community, where residents enjoy a relatively low cost of living when compared to the Portland metro area.

Meldrum Bar Park, just one of Gladstone's 16 parks, is used year-round by fishermen, and adds inviting beaches for swimmers and picnickers to use in the summer months.

Known for its innovation and advanced technology experiences across all grade levels, the Gladstone School District serves roughly 2,000 students enrolled in one elementary school, one middle school, and one high school, while boasting one of the best graduation rates in the state.

THE CITY

Mission

The city government of Gladstone provides active planning and implementation to support a high quality of life for our community.

Incorporated in 1911, the City of Gladstone operates as a Mayor-Council form of government. The Council consists of an elected Mayor and six City Councilors, with each Councilor serving for a term of four years. The City Administrator oversees all city departments and is assisted by the Assistant City Administrator. Departments include Administration, Police, Fire, Public Works, Library, Planning, Finance, Parks & Recreation, Senior Center, Municipal Court, Utilities, and Human Resources. The City employs 54 FTEs and has a total 2015-2016 adopted budget of \$23,645,201.

As a city, Gladstone prides itself on communicating and working cooperatively with citizens, using volunteers and citizen committees effectively, promoting good customer service, and building collaborations with federal, state, and county organizations to achieve its goals.

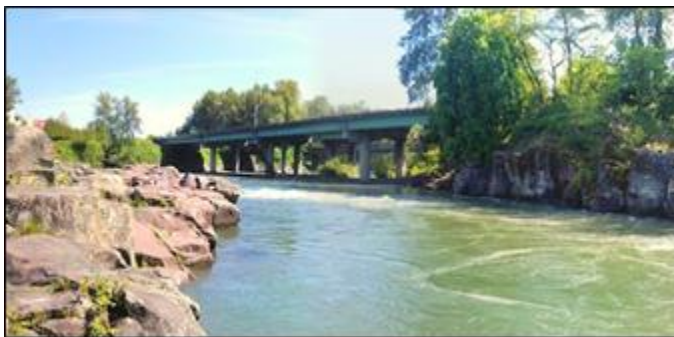


THE POSITION

The City Administrator plans, organizes, and directs the overall administrative activities and operations of the City in accordance with policies determined by the City Council.

Other responsibilities include:

- Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the city budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies.
- Provide management and oversight to the Economic Development and Urban Renewal Agency.
- Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects.
- Provide supervision and manage staff to ensure city goals and objectives are met. Hire or remove city employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another.
- Oversee the enforcement of all city ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions.



OPPORTUNITIES & CHALLENGES

New City Hall and Police Station

The City is currently going through the process of authorizing the construction of a new city hall and a new police station. These projects create an opportunity for the new City Administrator to leave his or her mark on the City of Gladstone for years to come.

New Library

Gladstone has authorized the building of a new library, with the project to begin this coming November. This creates the opportunity for the new City Administrator to be involved in the community from the day he or she begins the job.

New Management Teams

New team members, including a Fire Chief, Accounting Manager, and Public Works Director will be in place by the end of this year. With an abundance of new people and energy, Gladstone's City Administrator will have the opportunity to guide this team to success.

Capital Improvement Plan

A new Capital Improvement Plan is being created, with a focus on water and sanitary projects. With numerous new projects arising, the new City Administrator will have the challenging opportunity to forecast budgetary expenses for improving Gladstone.

THE IDEAL CANDIDATE

Gladstone is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing small cities. He/she must have a proven track record of responsible budget and financial management and must be politically astute with the ability to facilitate the council through complex processes. The Council is fairly new - five members are new with less than a year of experience. Communication with Council will be of the highest importance.

There will be many new members on the management team as there are currently three interim directors. The new City Administrator will be relied upon to serve as a mentor and must have the ability to foster a strong team environment. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture. The ideal candidate will be approachable by all citizens, staff and Council, and will communicate effectively. He/She will establish and maintain effective working relationships with other employees, the Mayor and Council, and the public.

Regional relationships are very important. The new City Administrator must have excellent skills at cooperating and sharing resources with neighboring agencies, cities, ports, and the county. A track record of building and maintaining regional relationships will be a plus.

Gladstone is primarily a residential community and the Council is seeking a manager who can give them a commitment of at least 5-7 years. The ideal candidate will be approachable, responsive, and down-to-earth, and must be able to embrace community involvement. Reaching out to citizens and inspiring more community involvement will be a high priority.

The City has several big projects in the next few years, including a new city hall, library and police station. Experience with capital projects and project management skills will be helpful. The ideal candidate will be collaborative yet can make the hard decisions when necessary. A strong sense of integrity, honesty, and professionalism is required.



EDUCATION & EXPERIENCE

A bachelor's degree from a four-year college or university in public administration, business management, or closely related field is required, and ten years of experience, with a minimum of five years of related experience as a city manager, assistant city manager, or exempt level department head, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A master's degree in a related field is preferred. A valid Oregon driver license or ability to obtain within six months is required. The Gladstone City Charter requires the City Administrator to establish residency within city limits within a reasonable amount of time.

COMPENSATION & BENEFITS

- **\$100,000 - \$135,000 DOQ**
- 9 Holidays
- Paid Vacation Accrual
- Paid Sick Leave Accrual
- Medical, Dental, Vision
- \$10,000 Life Insurance
- Long Term Disability, AD&D
- 457 Deferred compensation plan
- Flexible Spending Account
- Participation in Oregon PERS/OPSRP retirement plan
- Supplemental employee, spouse or dependent life insurance

www.ci.gladstone.or.us

The City of Gladstone is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 2015** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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



WASHINGTON

CITY MANAGER

\$135,000 - \$168,000

Plus Excellent Benefits

Apply by
November 15, 2015
(open until filled)

PROTHMAN



WHY APPLY?



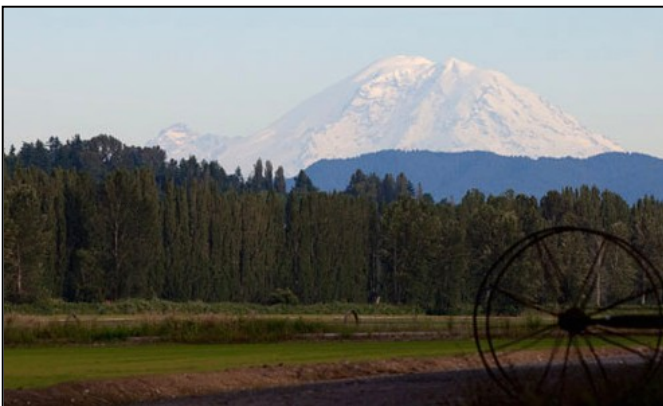
Located between Seattle and Bellevue, Woodinville is a convenient home-base to roughly 11,500 residents and is home to some of Washington's top wineries and premier retail shopping areas.

With easy access to local highways, Woodinville lets residents enjoy the advantages and convenience of being near several major metropolitan centers while maintaining the livability of all that is great about small town life.

This is an excellent opportunity for an experienced public sector management professional looking to make a difference in an active and growing community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!

THE COMMUNITY

Located in the heart of the Sammamish River Valley, the area was named for Ira and Susan Woodin, early settlers who arrived in Woodinville in 1871. Like other nearby towns, Woodinville began as a logging community, became a farming center, and then developed into a suburb of Seattle after World War II.



Today, Woodinville flourishes with roughly 1,200 retail centers, restaurants and business services. The city's tourist district draws more than half a million visitors annually to its 21 major wineries, including Chateau Ste. Michelle Winery and Columbia Winery, the Redhook Brewery, and Willows Lodge & The Herbfarm Restaurant.

Woodinville's eleven public parks, multipurpose sports field, variety of paved and unpaved walking and biking trails, and local rivers allow for residents of all ages to enjoy a variety of recreational opportunities, including picnicking, recreational sports, horseback riding, golf, bocce ball, fishing, and kayaking.



Other local attractions include Chateau Ste. Michelle's summer concert series, which has hosted live performances for some of the best artists in jazz, rock, blues and contemporary music including James Taylor, The Beach Boys, Stevie Wonder, John Legend, and Sarah McLachlan, along with a variety of local farms and markets that provide locally grown produce and products.

THE CITY

Incorporated in 1993, Woodinville employs a Council-Manager form of government. The City directly employs 34 FTEs and uses contracts to provide various municipal services. Police services are provided through a contract with the King County Sheriff's Office. Emergency medical and fire services are provided through the independent Woodinville Fire & Life Safety District; and sewer and water service are provided by the independent Woodinville Water District.

The City uses a 2-year Budget that totals about \$46 million, with about \$22 million for operations, \$23 million for capital projects, and \$1 million for debt repayment. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

Woodinville consists of 5 city departments: Administrative Services, Development Services, Police, Executive, and Public Works and Parks. Human resources, City Clerk, and city communications are all functions of the Executive Department, headed by the City Manager.



THE POSITION

Working under the direction and authority of the City Council, Woodinville's City Manager serves as the City's Chief Executive Officer to plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances and programs, including long-range planning. The City Manager directs the work activities of employees and contractors directly or through designated supervisors, makes recommendations on all items that come before the City Council, coordinates activities with applicable Council Committees, citizen groups, intergovernmental agencies, and other organizations, appoints and removes all department heads, officers and employees of the City except where provided otherwise by law, and serves as City representative to various municipal and community organizations.

Dick Zais, who retired from the City of Yakima, Washington, after serving 33 years as City Manager, is serving as Interim City Manager. He will not be a candidate for the permanent position.

Other responsibilities include:

- Responsible for the efficient and effective management of the business affairs of the organization and public services provided by the City directly or by contracted services.
- Direct or develop and present recommendations to the City Council on issues coming before them and provide information to the Council that is necessary to the carrying out of the Council's legislative role.
- Responsible to ensure the financial integrity of the City and to develop, implement and manage the City budget after Council adoption.
- Responsible for the management and appointment or removal of the City's work force by planning and providing for sufficient staffing levels, equipment, facilities, motivation, training, discipline, compensation and development opportunities within Council adopted budget appropriations to effectively carry out City services.
- Review all items that come before the City Council and make recommendations on pertinent items to assure the effectiveness of City services, coordination of all functions of City government and determine procedures to comply with applicable laws.
- As defined by Council, maintain active participation in local and regional multi city/county groups whose activities influence the direction of the City and its operations.
- Develop and/or oversee development and implementation of City-wide policies, regulations and procedures as directed by the City Council; analyze impact of actions on budget, staffing levels and legalities.
- Manage and administer the City's human resource management program. Provide direction to Department Heads regarding personnel actions, consistent with established policies, and practices. Develop policies and procedures related to personnel functions.
- Plan, organize, direct and control the work schedules of City employees directly or through designated Department Heads and supervisors.
- As appropriate and required, represent the City on committees and at hearings. Attend Council meetings and any other meetings, as designated.
- Perform or direct investigations, studies and surveys directed by the Council to promote efficient operation of the City and any other assignments or projects as may be developed by the Council.
- Assure the prompt investigation of citizen questions and/or complaints regarding the functions of the City or any department as appropriate. Personally initiate action to resolve complex problems.



CHALLENGES & OPPORTUNITIES

1. Council Retreat with City Management

With the election of two new council members the City Council is considering a retreat to review and update city goals and strategic initiatives for the next year. This will be an important opportunity for the new city manager and Council to begin their working relationship.

2. Completion of the Comprehensive Plan

The Comp Plan has been the subject of intense review, analysis and revision by the city for the past year. While the Plan is targeted to be completed and adopted by the end of 2015, there will be considerable work to follow-up and implement the enabling legislation early in 2016.

3. Property Acquisition by City

There are a number of private properties presently targeted for acquisition by the City for various municipal purposes and needs. Several of these are pending now with others to be negotiated in the next year, depending upon Council priorities and direction.

4. Preparation of 2017-18 Biennial City Budget

The present City Budget encompasses the 2015-2016 years. A mid-term budget adjustment will be presented to the Council in November of 2015 for the 2016 Budget year. In the spring of the 2016, work will begin for the 2017-2018 biennial budget. A number of major capital budget projects are being planned for the next budget cycle. This will, of course, be a high priority for the new city manager.

5. Study on Solid Waste Transfer Station

Woodinville has been concerned for a number of years that a regional solid waste transfer station

could be sited in or near by the City limits. The City Council is on record as opposing the plans. The City will need to vigorously defend its position in this matter along with neighboring communities in King County.

IDEAL CANDIDATE PROFILE

Woodinville is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing the city. He/she must have a proven track record of responsible budget and financial management and must be politically aware of the ability to work with the council to reach their goals. Communication with Council will be of the highest importance, along with the ability to offer the council multiple options and respectfully debate topics.

The new City Manager will be relied upon to serve as an approachable leader, and must have the ability to foster a strong team environment. Setting individual department goals, based on council goals, and allowing department directors to talk with and work with the council is imperative.

The ideal candidate will have a strong understanding of economic development, and have good organizational development skills. The manager will delegate appropriately, and have a track record of implementing policies and systems that create and maintain a high-performance, organizational culture. The next manager will be approachable by all citizens, staff and Council, and will communicate effectively, with honesty and transparency. He/She will establish and maintain effective working relationships with other employees, the Mayor, the Council, and the public by getting out into the community to meet residents and understand their needs.

The ideal candidate will be approachable, responsive, and down-to-earth, and must be able to embrace community involvement by listening to all voices, not just those most vocal. Reaching out to citizens and inspiring more community involvement will be a priority. The ideal candidate will be collaborative yet can make the hard decisions when necessary by guiding but allowing the council to take the lead. A strong sense of integrity, honesty, and professionalism is required for the new City Manager.

EXPERIENCE & EDUCATION

A bachelor's degree from an accredited college or university in public, business administration, or related field, and at least seven (7) years' management experience in government and administration, budgeting, fiscal management or related fields is required, with a Masters degree preferred. Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job may be considered. Candidates must possess or be able to obtain a Washington State Drivers License, and have a driving record acceptable to the City insurance carrier.

COMPENSATION & BENEFITS

- **\$135,000 - \$168,000 DOQ**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 11 Paid Holidays
- PERS and MEBT
- Employee Assistance Program
- Automobile and Technology Allowance

Please visit:
www.ci.woodinville.wa.us

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**LOCAL GOVERNMENT
PERSONNEL INSTITUTE**

660 Hawthorne Ave., SE #150 Salem, OR 97301
(503) 588-2251 (503) 485-5900 fax
www.lgpi.org asklgpi@lgpi.org

LGPI Executive-Level Recruitment Services

LGPI offers recruitment assistance for clients with executive-level vacancies. Our services include:

Executive-Level Positions

- Assistant City Manager
- Finance Director
- Human Resources Director
- Public Works Director
- Other Department Heads

Recruitment Services

- Position and compensation package review
- Recruitment materials development
- Local and specialized advertising (print and online)
- Candidate resume review and screening
- Interview question development
- Interview scheduling
- Candidate communication

Background and Reference Checks

- Performed by LGPI's Investigators
- Interview current and previous employers
- Interview personal references
- Contact applicant if needed to complete investigation
- Review credit, civil, court, criminal and DMV records
- Follow up on information generated from the investigation
- Submit a report and make a recommendation for suitability and fitness of the applicant for the position

Our Consultant

**Ruth Mattox,
IPMA-CP, SHRM-CP, PHR**

Ruth brings a variety of management experiences to LGPI. She started her own small business at the age of 23, has senior management experience, and over 15 years as an HR professional.

Her public sector experience includes serving in the capacity of Assistant City Manager, County HR Director, and Administrative Services Director.

Contact Us:

Call LGPI at (503) 588-2251.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 15-603

Agenda Date: 11/3/2015

Status: Agenda Ready

To: City Commission

Agenda #: 3b.

From: Human Resources Director Jim Loeffler

File Type: Report

SUBJECT:

Executive Team Evaluation Process

RECOMMENDED ACTION (Motion):

That the City Commission discuss and provide direction to the Pro-Tem City Manager on the Executive Team evaluation process.

BACKGROUND:

Oregon City Management Team members' annual evaluations are required no later than December 10, 2015. The City Manager vacancy has created a void in the evaluation process for the Executive Team members. Non-executive team members are evaluated by Department Heads and are not impacted. The Pro-Tem City Manager would like to discuss evaluation options for the Executive Team members with the City Commission.

BUDGET IMPACT:

Amount:

FY(s):

Funding Source:

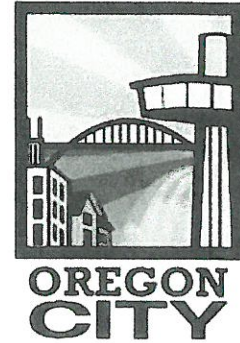
CITY OF OREGON CITY

Oregon

City Manager

\$125,000 - \$140,000 plus excellent benefits

Apply by January 12, 2010



Why Apply?

The City of Oregon City is dedicated to providing outstanding services to its citizens as well as a welcoming experience to its visitors. Oregon City offers an outstanding quality of life and residents that truly care about their community. This position is an excellent opportunity for the right public sector professional who is ready to accept the challenge and make a difference in a community that takes pride in its history, natural surroundings and quality of life.

Challenges and Opportunities

Finances: The City is currently financially healthy, however, Measure 50 impact on General Fund trending indicates costs continue to increase faster than revenue. Difficult budgetary decisions will be required in the future. The management of service delivery, growing subsidies in Community Development, and the growth of services will determine the timing when budget adjustments or new revenues are needed. The City is also entering the third year of its pledge given to voters in the fire annexation campaign of no new programs. Managing the need to increase General Fund services remain a challenge under this pledge. The City is also faced with a charter rollback of water rates in 2014.

Urban Renewal: Two complex multi-million dollar projects, The Cove and The Rivers, require significant investment from Oregon City's Urban Renewal Agency. The estimated return on investment if these projects are developed is projected in the range of 14:1 to 20:1. Additionally other economic development efforts and desires to speed up projects for Main Street are vying for the Commission attention and funding.

Facilities: The City needs both a new Library and Police facility to meet the needs of both the community and staff. Additionally, Parks Maintenance and Construction costs remain underfunded to meet the needs of aging infrastructure and community growth. The City's swimming pool, which has received recent emergent renovation, needs additional renovation to enable it to meet future needs.

Staffing: The City still has a few areas that either are understaffed or has not been able to develop funding to provide needed staffing. The two primary

areas of concern presently are parks maintenance and administration. Other areas will continue to vie for funding to maintain the gains in staffing that have been made.

Growth: The City has seen a steady rate of growth over the past few decades. Growth issues are interrelated in the Metro area and coordination of efforts to address future growth along with the needs and challenges of the City will continue to be a challenge for the next City Manager.

The Community

Historic Oregon City is perched on the bluffs overlooking thundering Willamette Falls and situated in the lush green valley at the confluence of the Willamette and Clackamas rivers. Oregon City has a long-standing reputation for its livability and growing economic climate. Known as "The City at the End of the Oregon Trail," Oregon City has easy access to all the amenities of the Portland metropolitan area while maintaining the quality of small-town life. It is ideally located less than 30 minutes from downtown Portland and the Portland International Airport. The County seat of Clackamas County, Oregon City enjoys the distinction of being the center of local government and the root of Oregon's heritage.

The City (population 30,405) occupies a territory of approximately 9.2 square miles. Interstate 205 and State Highways 99E and 213 provide links to Portland, Salem, Molalla, and Southwest Clackamas County.

Manufacturing remains an economic mainstay of Oregon City. However, the city today has a widely diversified business community. The support of city and county government continues to draw a growing number of businesses to Oregon City. Over 900 firms are located within the city limits and these firms employ over 10,000 area residents. A wide array of manufacturing, retail, health care, construction, and service industry firms make up the business base in Oregon City. The city's commitment to a vibrant economy embodies the city's theme, "Pioneering Creative Solutions for a More Livable Community."

DATE RECEIVED: 11/3/15
SUBMITTED BY: Carol Paul
SUBJECT: 3a.

What Oregon City Has To Offer

With the abundance of rivers, excellent golf courses, and the proximity to Mt. Hood and the Oregon Coast, Oregon City offers an expansive range of recreational opportunities. Boaters, water and snow skiers, swimmers, golfers, and anglers have virtually a limitless playground in and around Oregon City.

Additionally, the City offers numerous parks, hiking trails, a municipal swimming pool and recreation center. The Oregon City Library houses over 120,000 volumes and offers a variety of special learning opportunities for residents. The Pioneer Center provides year round social and learning opportunities for seniors.

Oregon City boasts three well-known landmarks: Willamette Falls, the municipal elevator, and the big wagons of the End of the Oregon Trail Interpretive Center. In addition to these landmarks, Oregon City has numerous historic sites including the home of John McLoughlin, known as the father of Oregon.

Oregon City Government

Oregon City was established in 1844, the first incorporated city west of the Rockies. The City of Oregon City operates under a Home Rule Charter that was last amended by the voters in 1982. The Charter provides for a council/manager form of government. The council, by charter, is referred to in name only as a commission, but operates with the powers and responsibilities of a council. The City Commission consists of a mayor and four council members. The Mayor and Commission Members are elected at large and serve staggered terms of four years. The City Commission appoints the city manager, city judge, and all boards and commissions.

The Position of City Manager

Reporting to the City Commission, the City Manager directs and supervises all activities of the City departments, appoints and removes all staff, and implements policy as established by the City Commission. He/She directs issues to the City Commission for consideration and recommends policy options.

The City Manager represents the City on numerous committees and public-private projects. He/She will meet with private citizens, civic groups, other government leaders and business organizations to provide information on City policy, programs and activities.

Experience and Education

Competitive candidates should have a minimum five years senior level public sector management experience with a successful record of accomplishment

in local government or business management (including supervision of employees). Progressive management responsibilities would ideally include positions such as City Manager / Assistant Manager, Finance Director, Public Works Director, or equivalent. CEO level municipal experience is preferred. A bachelor's degree from an accredited college or university in Public Administration or related field is required. A master's degree is preferred.

Compensation and Benefits

- Salary: \$125,000 to \$140,000
- Professional Services Contract with Severance
- Oregon State Public Employees' Retirement System (PERS)
- Medical / Vision/ RX Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability
- Vacation
- Sick Leave
- Holidays
- HRA-VEBA
- Optional Deferred Compensation
- 125 Flexible Spending Account
- Employee Assistance Program

Application Process

The City of Oregon City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply as soon as possible but complete applications must be received by January 12, 2010.

Job profile and application materials are located at the following link:

<http://www.orcity.org/humanresources/open-job-recruitments>

To apply candidates must submit the following via email to jobs@orc.org or mail to the address below:

1. Cover letter describing how your education and experience relate to the position and why the job is desirable to you
2. Current resume
3. Completed Oregon City Application

Address to mail the application packet:

P.O. Box 3040

Oregon City, OR 97045 – 0304

Attention: Human Resources

Questions may be directed to Jim Loeffler, HR Director at (503) 496 – 1528, by e-mail at jloeffler@orc.org or via fax (503) 496 – 1576.