

MINUTES

REGULAR COUNCIL MEETING **OF** **OCTOBER 12, 2015** **5:30 p.m.**

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

COUNCIL PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

COUNCIL ABSENT: None

STAFF PRESENT: Interim City Manager Julie Krueger, Recording Secretary Izetta Grossman, Project Coordinator Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury, Engineer Dale McCabe, Librarian Jeff Wavrunek

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:31 p.m.

ROLL CALL

Roll call was conducted by Recording Secretary Izetta Grossman; all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Lawrence added 5C to the agenda, Presentation by Aaron Morin regarding the marijuana law. It was moved by Spatz and seconded by McGlothlin to approve the agenda was amended. The motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

Presentation by YouthThink

Debby Jones of YouthThink requested the Council opt out of allowing marijuana stores in The Dalles. She said YouthThink held meetings with 425 middle school students and found that their perception of adult alcohol and marijuana use was 50% of adults get drunk once a week and 60% use marijuana. She reported that YouthThink was working on getting their awareness campaign to younger children by working with foster care. She said that children needed to be taught skills to deal with stressors.

Mayor Lawrence asked if tobacco funds could be used. Jones said those funds went through the health department, and not locally.

Domestic Violence Prevention Month Proclamation

Mayor Lawrence read the Domestic Violence Month Proclamation making October Domestic Violence Awareness Month and presented the proclamation to Jennifer of HAVEN.

Opt In Marijuana Presentation

Aaron Morin 1017 East 8th Street, The Dalles made a presentation regarding the marijuana law, saying the Council shouldn't opt out, due to the tax benefits. He said the State had many regulations on growing, supplying and sales that keep marijuana out of the hands of children. He went on to say that the City had made it hard on the smaller operations to find available, affordable locations. He said currently only Oregonians could open shops, but that would change in a few years, opening it up to out of state companies to open shops in Oregon. He said that over half of the citizens supported the recreational sales of marijuana, The Dalles should take the taxes.

Mayor Lawrence asked for a taxing formula clarification. City Attorney Parker said prior to July 2016 the tax distribution is based on population; after July 1, 2017 the tax distribution would be based on number of licenses issued in the City.

Norm Brock of The Dalles clarified to Council and citizens that he was a resident of The Dalles and had grown up in the Gorge.

AUDIENCE PARTICIPATION

Corliss Marsh, 1401 East 21st Street, The Dalles reported that The Wasco Cultural Trust had \$8,000 available for grant award. The application deadline was November 23. She said the Trust looks at art, culture and heritage criteria; full guidelines were on the website www.wascoculturaltrust.org

CITY MANAGER REPORT

Interim City Manager Krueger noted she had placed a report of activities from her office at the dais for the Council (attached).

Krueger reported that there were two requests to fill positions that needed Council approval; one police officer, and one department secretary for Public Works. She said both positions had been interviewed, vetted and an offer of employment contingent on Council approval had been accepted. It was the consensus of the Council to approve the request.

Krueger reminded the Council that they needed to set a salary range for the City Manager position. She recommended \$110,000 - \$125,000, noting that the top salary for Department Managers was \$96,000 and that the City Attorney salary was \$104,000. It was moved by Miller and seconded by Brown to set the salary range at \$110,000 - \$125,000. Elliott moved to amend the motion to salary range of \$105,000 - \$120,000, Spatz seconded the motion to amend. The motion carried unanimously. The Mayor called for a vote on the amended motion, motion carried unanimously.

CITY ATTORNEY REPORT

City Attorney Parker said there were a number of abatements on the consent agenda, and more would be coming before the Council at a later date.

Parker said that the City had received the property at 600 E 12th Street, and that back taxes were due and had to be paid prior to deed transfer. He said the deed would be filed this week. He would be working with a realtor to set a value and hoped to recover the demo costs and taxes in the sale.

Parker said he had negotiated the contract with Slavin Consulting for the City Manager search, noting that there weren't many items to remove from their quote, as they had taken into consideration the work previously done by the City.

It was moved by Brown and seconded by Elliott to authorize the Interim City Manager to sign the contract with Slavin in amount not to exceed \$21,253. Motion carried unanimously.

CITY COUNCIL REPORTS

Spatz reported the Sister City delegation was holding a farewell party on Sunday November 1, from 6-8 pm at the Civic. The group arrives October 29 and would be leaving on November 2. He said 12 children and 4 adults were on this trip. He thanked Krueger for her assistance in organizing the stay and getting sponsors for the event.

Mayor Lawrence asked if there would be an opportunity for the group that went to Japan to meet with the adults during this trip, as they had built relationships. Spatz said they were welcome to any and all of the activities planned.

McGlothlin reported he had attended the PEO tour, the attendee number had increased. He had participated in the Walk to School event and attended the Main Street Conference event.

Elliott said he attended the Main Street Uncorked fundraiser at the Neon Sign Museum and it was very well attended.

Miller said she had missed the last Historic Landmark Commission meeting and that the Urban Renewal Advisory Committee had heard items that would be discussed later at the Urban Renewal Meeting.

Mayor Lawrence said he had given the welcome speech for the Main Street Conference and attended Main Street Uncorked. Main Street Uncorked was again a very well attended positive event. He said he had attended a pie eating contest and that an 8 year old had won second place with a pumpkin crunch that was wonderful.

Dr. Mimi McDonald of North Central Health District said that the resolution for HEAL from the City would make The Dalles more competitive in their grant applications. She said there would be quarterly reports given to the Council. It was moved by Miller and seconded by Spatz to approve Resolution No. 15-039 Setting Forth the City's Commitment to Place Healthy Options Within Reach of City Residents. The motion carried unanimously.

CONSENT AGENDA

It was moved by Spatz and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) Approval of September 28, 2015 City Council Meeting Minutes; 2) Resolution No. 15-042 Concurring with Mayor's Appointment of a Transportation System Plan Public Advisory Committee; 3) Resolution No. 15-037 Concurring with the Mayor's Appointment of a Municipal Court Task Force; 4) Resolution No. 15-031 Assessing Properties at 801 Liberty Street, 1290 West Eighth Street, 1100 Mt. Hood Street, 913 Laughlin Street, and 387 Summit Ridge Road, for Abatement of Junk and Hazardous Vegetation

CONTRACT REVIEW BOARD ACTIONS

Award Contract for Wastewater Treatment Plant Improvements, Phase 1, B

Public Works Director Anderson reviewed the staff report.

Mayor Lawrence asked for clarification on the \$22,000 higher costs.

Anderson introduced Preston Van Meter. Van Meter said the costs were place holders, as the project was fine-tuned the actuals were higher. There were opportunities identified to bring the design cost down.

Mayor Lawrence asked about when bonding would come in and if pilot testing were favorable, would there be power to sell.

Anderson said no bonds were associated with Phase 1B, there were adequate funds in reserve. He said there would not be enough power generated to sell, but there would be reduced utility cost by generating power on site. Rick from OMI said that currently monthly power costs at the plant were \$8000.

Mayor Lawrence said he was impressed with the effort made on reevaluating the plan for cost savings. McGlothlin said he appreciated the work done.

It was moved by Brown and seconded by Miller to authorize the City Manager to sign a contract amendment with Mortenson Construction/Kennedy-Jenks Engineers for Phase IB of Contract No. 2015-004, the Wastewater Treatment Plant Upgrade – 2015 project, in an amount not to exceed \$567,497, and include pilot testing for carbon diversion technologies in the project scope. The motion carried unanimously.

Award Contract for Construction of Library Children's Addition

Project Coordinator Hunter reviewed the staff report. In response to a question Hunter said that there would be a request for grant funds going before the Urban Renewal Board, and that request included a match from the Library Foundation. He said the Foundation had already raised \$38,000 of the needed \$50,000 match.

It was moved by Spatz and seconded by Miller to authorize the City Manager to sign the value engineered contract with Griffin Construction to construct The Dalles- Wasco County Children's Addition for a cost not to exceed \$779,214. The motion carried unanimously.

Approval of Contract Amendment with FFA Architects for Revised Library Plan

Project Coordinator Hunter reviewed the staff report.

It was moved by Brown and seconded by Miller to authorize the City Manager to sign an amendment to the 95% Construction and Bid Document Contract with FFA Architecture for the revised design plan and at a cost not to exceed \$15,980. The motion carried unanimously.

Award Contract for Construction Management of the Library Children's Addition Project

Project Coordinator Hunter reviewed the staff report.

It was moved by Spatz and seconded by Miller to award a contract to FFA Architecture and Interiors for construction management of The Dalles/Wasco County Library Children's Addition in an amount not to exceed \$28,870. The motion carried unanimously.

Award Contract with Tyler Communications for Purchase, Implementation and Training for New Software

Finance Director Mast apologized for not having a contract for approval. She said they were refining the contract and had difficulty getting timely response from the top candidate. She said she and the City Attorney were meeting tomorrow.

Mayor Lawrence said time was running short to meet the June 30 deadline. Mast agreed, but felt getting the necessary details in the contract was important.

ACTION ITEMS

General Ordinance No. 15-1341 Amending Various Provisions of General Ordinance No. 98-1222, as Amended

City Attorney Parker reviewed the staff report.

Recording Secretary Grossman read the ordinance by title only.

It was moved by Elliott and seconded by Spatz to approve General Ordinance No. 15-1341 by title only. The Motion carried unanimously.

Resolution No. 15-040 Adopting a Supplemental Budget for Fiscal Year 2015-16, Making Appropriations and Authorizing Expenditures From and Within Various Funds of the City of The Dalles Adopted Budget

Mast reviewed the staff report, noting that the software had been removed from the resolution and there would be another resolution addressing that when the contract was finalized. There were revised staff report and resolutions placed on the dais (attached).

It was moved by Spatz and seconded by Brown to revise both Resolution No. 15-040 and 15-041 by removing changes associated with the software project. The motion carried unanimously.

It was moved by McGlothlin and seconded by Miller to Adopt Resolution No. 15-040 as revised, Adopting a Supplemental Budget for the Fiscal Year 15/16, Making Appropriations and

Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget. The motion carried unanimously.

Resolution No. 15-041 Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2016

It was moved by Miller and seconded by McGlothlin to adopt Resolution No. 041, as revised, Authorizing Transfers of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2016. The motion carried unanimously.

Special Ordinance No. 15-568 Approving a Development Agreement with Design LLC for Public Infrastructure to Serve Future Facilities

Public Works Director Anderson reviewed the staff report.

Elliott asked why Design LLC wasn't paying in full.

Mayor Lawrence said the items were in the Capital Improvement Plan for the future, this was being done to speed up the process for the growth of the facility.

In response to questions Anderson said it might be necessary to go out for a bond in fiscal year 19/20, however it would likely be a smaller bond amount at that time. He also said water and sewer rates were reviewed annually, and there are no budget implications.

Brown asked about the schedule for the wooden water lines at Wicks. Anderson said they were in the Capital Improvement plan for fiscal year 16-17. He further said he was waiting on environmental permit approval.

Parker clarified the process to adopt the Special Ordinance No. 15-568.

Interim City Manager Krueger read Special Ordinance No. 15-568 approving a Development Agreement with Design LLC for Public Infrastructure to Serve Future Facilities in its entirety.

It was moved by Miller and seconded by McGlothlin to approve the first reading of Special Ordinance 15-568 noting that the in the third "whereas" the date should be 2015. The motion carried unanimously.

Interim City Manager Krueger read Special Ordinance No. 15-568 by title only.

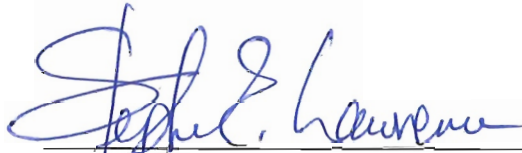
It was moved by Spatz and seconded by Elliott to adopt Special Ordinance No. 15-568 Approving a Development Agreement with Design LLC for Public Infrastructure to Serve Future Facilities. The motion carried unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:23 p.m.


Submitted by/
Izetta Grossman
Recording Secretary

SIGNED:



Stephen E. Lawrence, Mayor

ATTEST:



Izetta Grossman, Recording Secretary

October 12, 2015 City Manager's Report

Information Items

Riverfront Trail Project, waiting to receive signed agreement from ODOT, expected very soon.

A current part-time employee is filling in on a temporary basis in the Planning Department, to help with answering telephone calls and walk in customers.

The flex building for the Airport/Life Flight is currently being engineered. Once that is complete, it will go to EDA for approval of 90% drawings. The Airport Managers anticipate they will go out for bid on the project in approximately 60 days.

The Neon Sign Museum (Elks Club) is finalizing architectural plans. They anticipate starting demolition of the interior this Fall and begin construction on exhibits in the Spring.

Final report for The Dalles Dam Tours: 69% increase in ridership in September. Total guests for 2015 1,177 (54% increase); Donations for year \$808.45 (33% increase).

Council requested information on the results of the Public Works Retro-Reflectivity Program over the past two years. In 2014, 2 people surveyed the signs for 64 hours labor; 134 signs were replaced. In 2015, 2 people surveyed the signs for 64 hours labor; 48 signs were replaced.

City Council tour of the watershed scheduled for October 23.

The Historic Windows Restoration Workshop was held October 9, with eight people attending. This was provided through a State Historic Preservation Grant.

Through a separate historic grant, Planning Department staff is working to set up a public workshop regarding headstone cleaning at the Pioneer Cemetery.

City Council is invited to attend an open house at Mid Columbia Fire and Rescue Fire Station 2 on October 24 from 10:00 a.m. to 2:00 p.m.

THE DALLES, OREGON

Response to Request for Proposal

RE: City Manager Recruitment

*Prepared by Paul Wenbert, Western Regional Manager,
Slavin Management Consultants, Revised October 9, 2015*



7828 E. Red Hawk Circle, Mesa, Arizona 85207

480-664-2676

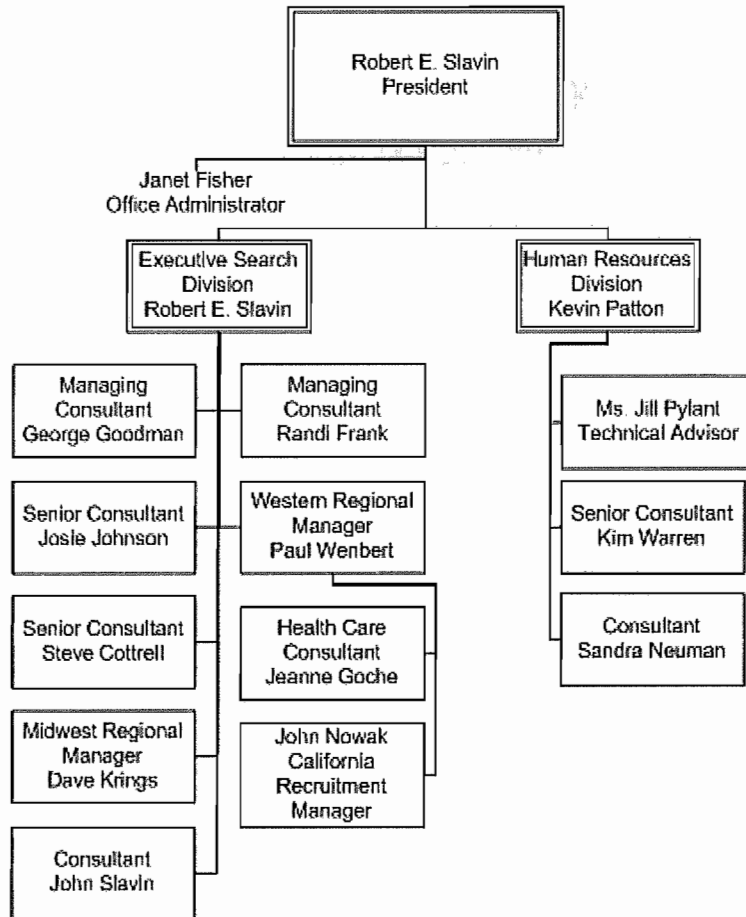
pwconsulting@cox.net

www.slavinmanagementconsultants.com

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SLAVIN MANAGEMENT CONSULTANTS ORGANIZATIONAL CHART



EEO COMMITMENT

Slavin Management Consultants is committed to building a diverse workforce which reflects the face of the communities it serves. In addition, SMC honors and respects the differences and abilities of its employees and provides them with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity is best implemented when managers maintain an

become candidates. They are understandably reluctant to apply for positions when their application could become a matter of public information prior to being assured that the client is interested in their candidacy. SMC has a proven track record of aggressively pursuing these types of "happily employed" candidates to encourage them to submit their applications. SMC's approach to this assignment will reflect the unique qualities of The Dalles, and it will honor the confidentiality of candidates to the extent permitted by Oregon law.

SMC would like the City of The Dalles to consider SMC's unique qualities and approach identified below that help to distinguish it from other public sector recruiting firms.

- SMC is results-oriented. Once the recruitment profile is approved by the City, SMC will "lock" into the profile's criteria and carefully identify, recruit, and evaluate candidates who meet **the City of The Dalles' criteria**. SMC does not simply bring forward candidates it already knows.
- SMC is committed to complete client satisfaction. SMC's successful placement-oriented approach will ensure that the project work is practical, realistic, and timely and that it has the full commitment and support of the client so that a successful placement occurs.
- SMC makes use of resources that go beyond "Google" searches to conduct background checks of potential candidates. **In addition and unique to this industry, SMC visits finalists' work sites prior to client interviews to learn first-hand about candidates' management style and work performance.**
- SMC are leaders in the executive search field having conducted more than 900 public sector executive searches throughout the nation (see Appendix B for partial list).
- SMC's methodologies are state-of-the-art and include advertising in traditional publications, websites, and use of SMC's large resume data base to generate quality applicants.
- SMC's style is interactive in that it builds a partnership with its clients.
- SMC uses discount airfares and makes multi-client trips whenever possible to reduce expenses to its clients.
- SMC are experts in EEO/AA recruitment. Approximately 25 percent of its placements are from protected groups (see Appendix C for partial list).
- Every search SMC has conducted resulted in a selection from among its recommended group of candidates. SMC's experience includes large and small organizations and chief executives and subordinate-level positions. **More than 95 percent of SMC's placements have remained in their clients' positions for more than five years, and the guarantee (see Section III, page 9) of redoing the search due to the candidate leaving during the first 2 years of the new position has occurred only three times out of more than 900 searches.** SMC has

CITY/COUNTY MANAGER SEARCHES CONDUCTED

SMC has conducted more than 275 city and county manager searches throughout the nation. The following are city and county manager searches that SMC has conducted in the last 4 years.

CLIENT	POPULATION	YEAR	SEARCH
Adams, CO	452,000	2013	County Manager
Aiken, SC	30,000	2015	City Manager
Amberley Village, OH	4,000	2011	Village Manager
Bay City, MI	35,000	2014	City Manager
Bloomfield, CT	20,000	2013	Town Manager
Branson, MO	11,000	2013	City Administrator
Carlisle, IA	4,000	2013	City Administrator
Dunwoody, GA	46,000	2015	City Manager
Englewood, CO	30,000	2014	City Manager
Fridley, MN	27,000	2013	City Manager
Georgetown, SC	9,000	2013	City Administrator
Glendale, AZ	237,000	Current	City Manager
Golden, CO	19,000	2015	City Manager
Greenville, NC	85,000	2012	City Manager
Gulf Shores, AL	10,000	2013	City Administrator
Hardeeville, SC	3,000	2015	City Manager
Klamath Falls, OR	21,000	2012	City Manager
Longmont, CO	87,000	2012	City Manager
Loveland, OH	12,000	2014	City Manager
Mt. Dora, GA	13,000	2015	City Manager
Myrtle Beach, SC	27,000	2014	City Manager
Newark, DE	31,000	2012	City Manager
Newport, RI	25,000	Current	City Manager
Oak Park, IL	52,000	2013	Village Manager
Ontario, OR	11,000	Current	City Manager
Peoria, IL	183,000	2011	County Administrator
Plantation, FL	85,000	2015	Chief Administrative Officer
Portage, MI	47,000	2014	City Manager
Powder Springs, GA	14,000	2015	City Manager
Snellville, GA	18,000	2012	City Manager
St. Joseph, MO	76,000	2011	City Manager
Tazewell, IL	131,000	2012	County Administrator
Tipp City, OH	10,000	2014	City Manager
Valdez, AK	4,100	Current	City Manager
Venice, FL	21,500	2012	City Manager
Waukegan, IA	14,000	2013	City Administrator
Worcester, MA	183,000	2014	City Manager
Wyandotte/Kansas City, KS	159,000	2014	County Administrator
Wyoming, OH	8,000	2011	City Manager

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- SMC's professional local government management network;
 - Advertisements in national professional publications and regional publications as appropriate; and
 - Sending the recruitment profile to persons who have the requisite experience for the position.

2. Submit written progress report on semifinalists

SMC will submit a written progress report on the semifinalists and meet with the client to discuss this report. There will be no more than 10 semifinalists included in the progress report.

The progress report will summarize each semifinalists' experience and education. The report will also include a screening of semifinalists against the selection criteria and job requirements contained in the recruitment profile. This screening will be based on:

- a review of resumes and cover letters;
- SMC's phone interviews of semifinalists;
- semifinalists' responses to a supplemental questionnaire that provides additional information about semifinalists' management styles, writing skills, and how closely their experience relates to the selection criteria and job requirements in the recruitment profile; and
- SMC's knowledge of semifinalists' work performance and the quality of the organizations and communities in which they have served.

The progress report will also include the semifinalists' current salary. At SMC's meeting with the client, the client will select the finalists to interview using SMC's candidate ranking forms if desired. Typically five finalists are interviewed. Appendix E contains an example of the type of information which will be included in the progress report.

3. Conduct background investigations/site visits on finalists

SMC will conduct background investigations and site visits on the finalists. In order to better assess the finalists' management style and interpersonal characteristics, SMC will personally interview each in his or her present work environment while protecting the finalists' confidentiality. SMC will closely examine each finalist's experience, achievements, management style, and interpersonal skills in relation to the recruitment profile's selection criteria.

SMC's background investigations include detailed and extensive reference checks which cover a minimum period of ten years. SMC will interview the references provided

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- SMC will never actively recruit any *candidate* who SMC has placed nor will SMC actively recruit any *employee* from a client organization for at least two years from the completion date of an assignment;
 - SMC will properly handle any and all media relations. Unless otherwise directed, it is SMC's standard practice to tell all media that SMC is working on behalf of the client and that any public statement should come from the client directly. Under no conditions will SMC release information to the media unless specifically directed by the client to do so; and
 - SMC will keep the client informed and involved in the search process. SMC will provide frequent verbal and written progress reports to the client.

SECTION V—PROJECT COST

PROFESSIONAL FEES

The project cost is \$13,385 of professional fees plus expenses. The following table shows the level of involvement by project step and cost.

PROJECT COSTS				
STEPS	ASSIGNED HOURS (Approximate)		RATE (Hr)	FEES
	Project Manager	Consultant		
1. Project planning/prepare and place advertising	8		\$85	\$680
		5	\$40	\$200
2. Identify and recruit candidates / acknowledge resumes	34		\$85	\$2,890
		28	\$40	\$1,120
3. Phone interviews with potential semi-finalists/prepare progress report	26		\$85	\$2,210
		5	\$40	\$200
4. Meet with client to review progress report and select finalists	4		\$85	\$340
5. Schedule finalists interviews / assist client with designing interview process	8		\$85	\$680
6. Finalists background investigation (includes SMC on-site visits with finalist candidates)	33		\$85	\$2,805
		32	\$40	\$1,280
7. Finalists interviews/assist in employee selection	12		\$85	\$1,020
9. Follow-up	4		No Charge	\$0
TOTAL HOURS	129	71		
TOTAL COST				\$13,385

SECTION VI—REFERENCES

1. Ms. Susan Kirby
Assistant City Manager
City of Klamath Falls
226 South Fifth Street
Klamath Falls, Oregon 97601
541-883-5326 (phone)
541-883-5251 (fax)
sgkirby@ci.klamath-falls.or.us
City Manager search, 21,000 population, 2012
2. Ms. Tori Barnett
444 SW 4th Street
Ontario, Oregon 97914
541-881-3232
tori.barnett@ontariooregon.org
City Manager search, 11,000 population, current
3. Mayor Randy Penn
City of Englewood
1000 Englewood Parkway
Englewood, Colorado 80110
720-315-3915
rpenn@englewoodgov.org
City Manager search, 30,000 population, 2014
4. Mayor Raeanne Pressley
City of Branson
110 W. Maddux
Branson, Missouri 65616
417-334-4129 (phone)
raeannepressley@gmail.com
City Administrator searches, 11,000 population, 2013
5. Mr. Tim Moerman
City Administrator
230 W. Hickman Road
Waukegan, Iowa 50263
515-987-4522
tmoerman@waukegan.org
City Administrator search, 14,500 population, 2013

ACCEPTANCE/SIGNATURE

This proposal is presented by Slavin Management Consultants by:

SIGNATURE: _____

NAME: Paul Wenbert

TITLE: Western Regional Manager

DATE: October 9, 2015

This proposal is accepted for the City of The Dalles, Oregon by:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

APPENDIX A – ABOUT PROJECT STAFF

Paul Wenbert, ICMA-CM, SMC Western Regional Manager

Mr. Wenbert has 30 years of local government management experience including 24 years of executive level experience with nearly 13 of those as a city manager. Mr. Wenbert joined Slavin Management Consultants in 2007 as Western Regional Manager. He is headquartered in Mesa, Arizona. Most recently, Mr. Wenbert completed 6.5 years of service as Deputy City Manager for the City of Mesa. His career highlights include 9 years as City Administrator for Newton, Iowa; 3.5 years as Village Manager for Villa Park, Illinois, and 4.5 years as Assistant City Manager for Ames, Iowa. Early in his career Mr. Wenbert served as an administrative intern for Fort Wayne, Indiana, administrative assistant for Marion, Indiana, and administrative intern and administrative assistant for Mesa, Arizona.

Mr. Wenbert has a Masters degree in Public Administration from Arizona State University and a Bachelor of Science degree in Public Affairs from Indiana University. He is an ICMA Credentialed Manager and a graduate of the Senior Executive Institute at the University of Virginia.

His career highlights include:

- Managed city departments with \$470 million budget and 1,100 employees in Mesa, Arizona;
- Chaired Keep Maytag In Newton Task Force which facilitated retention of more than 2,000 jobs and addition of 440 jobs and \$41 million of investment;
- Instituted Productivity Improvement Programs in Newton, Iowa, and Villa Park, Illinois, resulting in over \$3 million of savings;
- Negotiated revised intergovernmental agreement with twelve local governments for regional landfill operated by City of Newton and involved in many other intergovernmental relations activities in Newton, Villa Park, and Mesa;
- Negotiated many collective bargaining agreements and developed and implemented many personnel and wage classification systems;
- Worked for the City of Mesa during the time period when it was the fastest growing community in the United States and was involved with many growth issues such as infrastructure planning and financing, interstate interchange decisions and allocating resources equitably to newly developed and existing areas of the community;

2013 San Joaquin County Grand Jury which oversaw an investigation related to the City of Stockton's bankruptcy. The investigation reviewed the City's financial policies, procedures, and past actions that may have been material causes of its financial deterioration.

Previously Mr. Nowak served as Redevelopment Administrator for San Bernardino County and Deputy City Manager in Culver City, Moorpark, San Gabriel, and San Marino, California. Mr. Nowak was City Manager in San Marino and Lawndale, California. Early in his career, Mr. Nowak served in management positions in Lancaster, California and metropolitan, state, and regional positions in Nashville, Tennessee. He has also served as an economic and redevelopment consultant for the cities of Moorpark and Manteca and for San Bernardino County in California. Mr. Nowak joined Slavin Management Consultants in 2013.

Mr. Nowak has a Master of Public Administration degree from West Virginia University and a Bachelor of Arts degree in Political Science from Siena College.

His career highlights include:

- City Manager in both full-service and contract city organizations;
- Department director of community development/public works functions with 30 employees and \$2.3 million budget in San Gabriel, California;
- Directed community-based preparation of long-range strategic plan in San Marino;
- Revised San Marino Municipal Code writing all related ordinances;
- Managed repairs of earthquake damage in San Marino and San Gabriel including project manager for complete renovations of their city halls;
- Created regional public-private emergency preparedness board in Antelope Valley of California bringing comprehensive approach for disaster planning and recovery among local, state, and federal agencies and private sector;
- Created second California Disaster Recovery Redevelopment Project Area in San Bernardino County Old Fire burn area;
- Prepared and negotiated development agreements for regional lifestyle retail center and Costco in Manteca and regional distribution center in San Bernardino County;
- Negotiated labor agreements with general employee, police, and fire unions in multiple California cities;

APPENDIX B – PARTIAL CLIENT LIST

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans twenty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

MUNICIPALITIES

Aiken, South Carolina	Casper, Wyoming
Albany, Georgia	Chandler, Arizona
Alpharetta, Georgia	Chapel Hill, North Carolina
Anaheim, California	Charlotte, North Carolina
Ann Arbor, Michigan	Chesapeake, Virginia
Arlington, Texas	Clearwater, Florida
Arlington Heights, Illinois	Cleveland, Ohio
Atlanta, Georgia	Columbia, Missouri
Atlantic Beach, Florida	Columbus, Georgia
Asheville, North Carolina	Concord, New Hampshire
Auburn, Maine	Corpus Christi, Texas
Aurora, Colorado	Corta Madera, California
Austin, Texas	Creedmoor, North Carolina
Bartlesville, Oklahoma	Culver City, California
Bentonville, Arkansas	Dallas, Texas
Bergenfield, New Jersey	Davenport, Iowa
Berkeley, California	Davie, Florida
Beverly Hills, California	Decatur, Georgia
Birmingham, Alabama	Decatur, Illinois
Bisbee, Arizona	Delray Beach, Florida
Blacksburg, Virginia	Del Rio, Texas
Bloomington, Illinois	Denton, Texas
Boise, Idaho	Des Plaines, Illinois
Boynton Beach, Florida	Destin, Florida
Branson, Missouri	Dothan, Alabama
Brea, California	Dubuque, Iowa
Broken Arrow, Oklahoma	Duluth, Georgia
Brownsville, Texas	Dunedin, Florida
Bryan, Texas	Durham, North Carolina
Burbank, California	Eagle Pass, Texas
Carlisle, Iowa	Edmond, Oklahoma
Camarillo, California	Elgin, Illinois
Carson, California	Enfield, Connecticut

Pompano Beach, Florida
Portage, Michigan
Pueblo, Colorado
Queen Creek, Arizona
Richmond, California
Richmond, Virginia
Riverside, California
Riverview, Michigan
Roanoke, Virginia
Rockville, Maryland
Sacramento, California
St. Louis Park, Minnesota
Salem, Oregon
San Diego, California
San Antonio, Texas
San Fernando, California
San Francisco, California
San Jose, California
San Juan Capistrano, California
Sandersville, Georgia
Santa Ana, California
Santa Monica, California
Sarasota, Florida
Shaker Heights, Ohio
Simi Valley, California
Sioux City, Iowa
Springfield, Missouri
Storm Lake, Iowa
Stratford, Connecticut
Sunnyvale, California

Sunrise, Florida
Takoma Park, Maryland
Tempe, Arizona
Titusville, Florida
Thornton, Colorado
Traverse City, Michigan
Topeka, Kansas
Tucson, Arizona
Turlock, California
Unalaska, Alaska
Upper Arlington, Ohio
Urbandale, Iowa
Valdez, Alaska
Virginia Beach, Virginia
Waco, Texas
Waukee, Iowa
Warrensburg, Missouri
Washington, Illinois
West Des Moines, Iowa
West Hartford, Connecticut
West Hollywood, California
West Palm Beach, Florida
Wichita, Kansas
Winston-Salem, North Carolina
Winter Park, Florida
Worcester, Massachusetts
Worthington, Minnesota
Wyoming, Ohio
Ypsilanti, Michigan

COUNTIES

Adams County, Colorado
Alameda County, California
Albemarle County, Virginia
Arapahoe County, Colorado
Archuleta County, Colorado
Beaufort County, South Carolina
Broward County, Florida
Brown County, Wisconsin

Buffalo County, Nebraska
Chaffee County, Colorado
Chesterfield County, Virginia
Clark County, Nevada
Cobb County, Georgia
Dade County, Florida
Eagle County, Colorado
Escambia County, Florida

Ocala Housing Authority, Florida
Peoria Housing Authority, Illinois

Health Care Entities

Des Moines, Iowa, Mercy Medical
Center
Iowa City, Iowa, University of Iowa
Hospitals and Clinics
Lake County, Illinois, Nursing Home
Los Angeles, California, General Hospital
Los Angeles County, California,
Department of Public Health
Manning, Iowa, Manning Regional
Health Care Center
Minneapolis, Minnesota, Public Health
Department
Monterey County, California Hospital
Newton, Iowa, Skiff Medical Center
Port Lavaca, Texas, Memorial Medical
Center
San Francisco, California, Laguna
Honda Hospital
Sheldon, Iowa, Sanford Sheldon Medical
Center
Tracy Minnesota, Sanford Tracy Medical
Center
Wake County, North Carolina, Health
Department

Libraries

Birmingham, Alabama Public Library
Central Arkansas Library System
Lexington, Kentucky Library System
Metropolitan Library System of
Oklahoma

Non-Profits and Other Governmental Jurisdictions

California State Government
CDC Federal Credit Union, Atlanta,
Georgia
Children's Board of Hillsborough County,
Florida
District of Columbia
East Brunswick Township, New Jersey
Fresno Employment and Training
Commission, California
Jefferson County Personnel Board,
Alabama
Ketchikan-Gateway Borough, Alaska
Local Government Insurance Trust,
Maryland
Metropolitan Washington Council of
Governments
Miami Valley, Ohio Regional Planning
Commission
South Dakota State Government

APPENDIX C – PARTIAL LIST OF PROTECTED GROUP PLACEMENTS

CLIENT	POSITION	AFRICAN AMERICAN	FEMALE	LATINO
ALACHUA COUNTY, FL	County Administrator			X
ALBANY, GA	City Manager	X		
	Police Chief	X		
	Assistant City Manager	X		
	Human Resources Director	X		
ASPEN, CO	City Manager		X	
AUSTIN, TX	City Manager		X	
	Police Chief			X
BERKELEY, CA	City Manager	X		
	Public Works Director			X
BEVERLY HILLS, CA	Sanitation Director	X		
	Library Director		X	
BOCA RATON, FL	City Manager		X	
	Asst. City Manager		X	
BROWARD COUNTY, FL	Assistant Director of Equal Employment	X	X	
BRYAN, TX	Municipal Court Judge		X	
	City Manager		X	
CAMARILLO, CA	City Clerk		X	
CARSON, CA	Planning Director		X	
CHAPEL HILL, NC	Transportation Director		X	
	Human Resources Director		X	
CHARLOTTE COUNTY, FL	County Attorney		X	
CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA)	Director of Security	X		
CHARLOTTE, NC	Neighborhood Services Director	X		
COLUMBIA, MO	Police Chief	X		
CULVER CITY, CA	Finance Director			X
DALLAS INDEPENDENT SCHOOL DISTRICT (TX)	Chief Financial Officer	X	X	
DALLAS, TX	City Attorney		X	
DECATUR, GA	Chief of Police	X		
DISTRICT OF COLUMBIA	Executive Director Alcoholic Beverage Regulations Commission		X	
DURHAM, NC	City Manager	X		
	City Manager	X	X	
	Police Chief		X	
	Public Works Director	X	X	
ESCAMBIA COUNTY, FL	Assistant County Administrator	X		

CLIENT	POSITION	AFRICAN AMERICAN	FEMALE	LATINO
LOS ANGELES COUNTY (CA) HEALTH SYSTEMS AGENCY	Executive Director	X	X	
	Deputy Exec. Dir.			X
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH	Public Health Director	X		
LOS ANGELES OLYMPICS ORGANIZING COMMITTEE	Human Resources Director	X	X	
	Director of Venues		X	
METROZOO (MIAMI FL)	Director of Marketing		X	
MEMPHIS (TN) HOUSING AUTHORITY	Executive Director	X		
MIAMI (FL) OFF-STREET PARKING SYSTEM	Finance Director			X
MIAMI VALLEY REGIONAL TRANSIT AUTH. (DAYTON, OH)	Executive Director	X	X	
MIRAMAR, FL	City Manager		X	
MONTEREY COUNTY, CA	Hospital Administrator	X		
NOAH DEVELOPMENT CORPORATION	Executive Director	X		
NORFOLK, VA	Human Resources Director	X		
	Senior Engineer		X	
	Social Services Director	X		
OCALA (FL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
OBERLIN, OH	City Manager		X	
ORMOND BEACH, FL	City Manager	X		
OKLAHOMA CITY, OK	City Manager	X		
PALM BAY, FL	Human Resources Director		X	
PALM BEACH COUNTY, FL	Assistant County Administrator		X	
PALM BEACH COUNTY (FL) CHILDREN'S SERVICES BOARD	Executive Director		X	
PALM BEACH COUNTY (FL) HEALTH CARE DISTRICT	Executive Director		X	
PALM BEACH GARDENS, FL	City Manager (1992)		X	
	City Manager (1999)			X
PALO ALTO, CA	City Attorney		X	
PEORIA (IL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
PRINCE WILLIAM COUNTY, VA	Fire Chief		X	
RICHMOND, CA	City Manager	X		

CLIENT	POSITION	AFRICAN AMERICAN	FEMALE	LATINO
WAKE COUNTY, NC	Human Services Director			X
THE WEINGART CENTER (LOS ANGELES)	Executive Director		X	
WEST COVINA, CA	Planning Director	X	X	
WEST MIFFLIN, PA	Town Administrator		X	
WEST PALM BEACH, FL	Assistant City Administrator	X	X	
WICHITA, KS	Human Resources Dir	X	X	
	Community Services Dir	X	X	
	Communications Director		X	
	Director of Libraries		X	
	Housing and Development Director	X	X	
	City Manager	X		
YPSILANTI, MI	City Manager	X		
ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY)	Executive Director			X

TOURISM, RECREATION, AND CULTURE

South-central Oregon offers an outstanding array of natural and cultural wonders. Just sixty miles south of Crater Lake and seventy miles north of Mt. Shasta, the Klamath Falls area is noted for its beauty and diversity of tourism and recreation activities. Outdoor recreation opportunities include cross country skiing, golfing, fishing, hunting, sailing, and canoeing. There are four different trail systems in the community that provide access to 100 miles of trails. Also, Klamath Falls is known as one of the West Coast's best bird watching areas and has the highest concentration of bald eagles in the Pacific Northwest.



The City's Parks system consists of 30 areas totaling more than 600 acres including natural open space areas. There are four golf courses in the Klamath Falls area including Oregon's only Arnold Palmer designed course and Harbor Links Golf Course located adjacent to Klamath Lake, Oregon's largest natural lake.

The Ross Ragland Theatre and Cultural Center includes a 700-seat auditorium which hosts plays and musical events. Also, Kiger Stadium which is only one of two remaining North American all-wood stadiums is home to the Klamath Falls Gems of the West Coast League, a summer baseball league for college ballplayers.



EDUCATION

The Klamath Falls City School District has two high schools including a high-tech charter school in downtown Klamath Falls. There are also one junior high school and five elementary schools in the District. The District which has 19 students for every full-time equivalent teacher has a high school dropout rate of 3 percent compared to the national rate of 4.4 percent. Also, there are three religiously affiliated private primary and secondary schools in Klamath Falls.



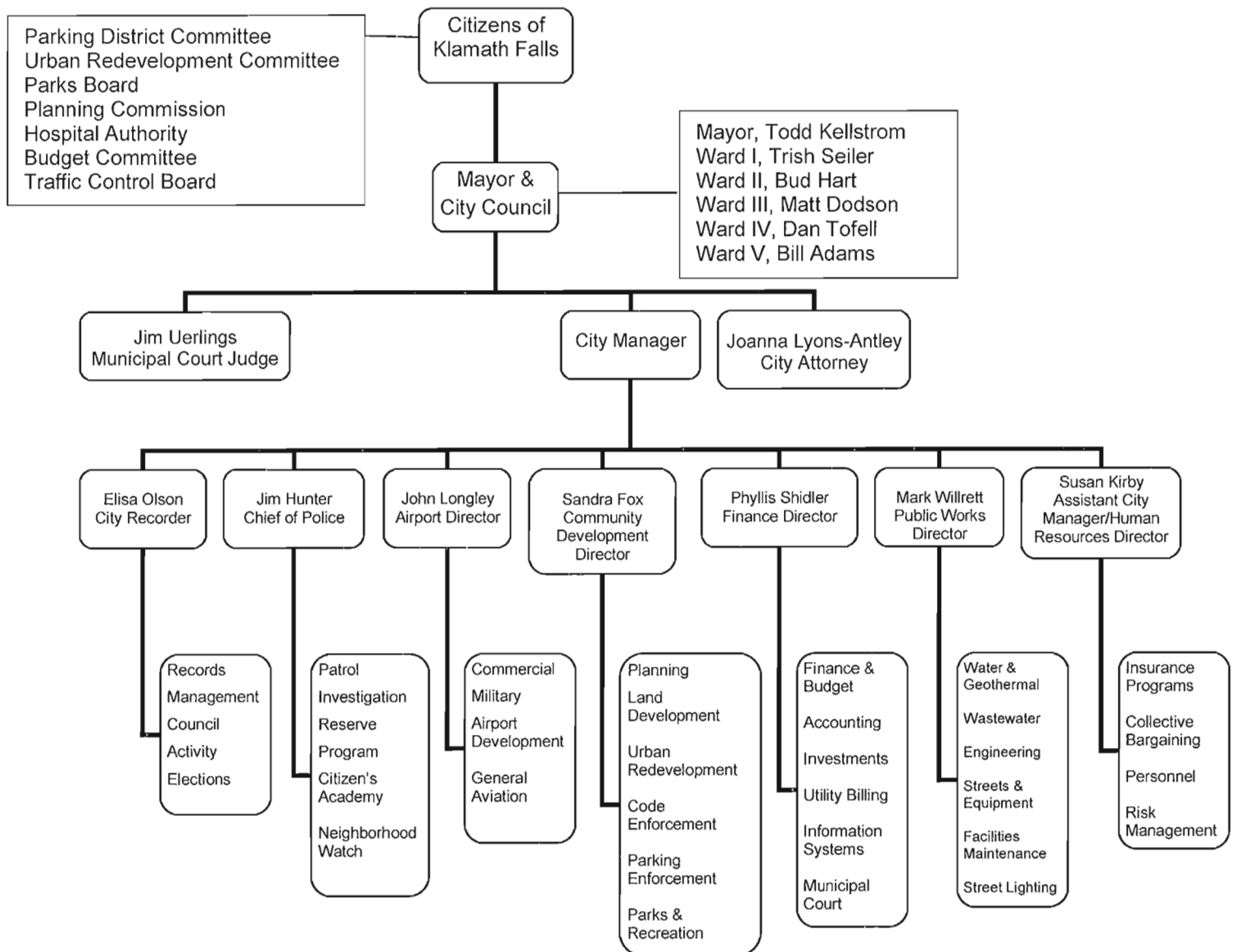
Post-secondary educational opportunities are provided by the Oregon Institute of Technology (also known as Oregon Tech) with 3,500 students and Klamath Community College with 3,000 students. Oregon Tech, the first higher education institution in North America to offer a Bachelor of Science degree in Renewable Energy Engineering, places more than 90 percent of its graduates.

Additional information about Klamath Falls
is available at <http://ci.klamath-falls.or.us/>



CITY OF KLAMATH FALLS

Organizational/Responsibilities Chart



ISSUES AND OPPORTUNITIES – The following is a summary of the issues and opportunities to be managed by Klamath Falls' next City Manager.

1. **Economic development**—the City Manager is the City's point person for economic development as professional economic development staff resides in Klamath County Economic Development Association (KCEDA). Additional community support is provided by Team Klamath which consists of representatives from the following organizations: Klamath County; City of Klamath Falls; Oregon Institute of Technology; Klamath Community College; Klamath Community Development Corporation; Klamath County Chamber of Commerce; and Oregon Business Development Department. Team Klamath has been in existence for more than 20 years and serves as the umbrella organization for economic development activities.

Team Klamath is currently focusing its efforts on three target industries: renewable energy; health care; and agricultural based value-added businesses. Also, there is considerable interest in establishing an incubator that would assist in helping entrepreneurs bring their products and services to the marketplace. Team Klamath is very interested in having the next City Manager assist in facilitating economic development strategies for Team Klamath and working with the City Council to implement those strategies.

2. **Airport Futures Group**-- the Klamath Falls Airport generates approximately \$440 million annually in economic activity for Klamath County. However the airport's operations are currently subsidized by the City by approximately \$800,000 annually. In light of this situation, the City established an Airport Futures Group in the summer of 2011 consisting of airport stakeholders to develop a strategic plan for the airport's future. The Futures Group is considering several alternatives such as establishing an airport or port authority that could make the airport a self-supported enterprise.
3. **Air National Guard**—the Klamath Falls Airport is home to the only U.S. Air Force F-15C fighter pilot training program in the country. This training operation is provided by the Air National Guard (ANG) which has approximately 800 employees at the Airport. The Air Force is currently considering expanding this operation which would add 120 employees at the Airport. In addition, the Klamath Falls Airport is one of only three airports in the country that is participating in a federally sponsored intergovernmental resource sharing project known as P-4. The City and the ANG have had a mutually beneficial relationship for many years, and the next City Manager is expected to continue to foster this relationship.
4. **Wastewater Upgrades**—the City is presently working with the Oregon Department of Environmental Quality (DEQ) to develop a plan for complying with DEQ quantity and quality discharge standards. In addition, there is a need to upgrade and expand the 60-year old primary wastewater treatment plant. In total, it appears it will cost the City \$40-50 million to make these upgrades some of which can be financed through a State loan program.
5. **Urban Growth Boundaries**--Oregon land use laws have established urban growth boundaries (UGBs) around every incorporated city. UGBs protect rural land by directing most urban density development to cities and UGBs. The Klamath Falls' UGB encompasses an unincorporated area of 21,000 residents with many urban-scale subdivisions known as the "south suburbs". Public services are provided in this area by special districts and Klamath County. The City Manager needs to be aware of the fiscal and service delivery impacts of current and future development in the UGB.
6. **Compensation Study**—the City's classification and compensation system was recently updated, and many of the recommendations in the study have been implemented. However recommendations related to pay-for-performance and step/merit adjustments which will require City Council approval have not yet been implemented.



JOB REQUIREMENTS – The minimum job requirements are: 1) a Bachelor's degree with a Masters in public administration, business, planning, or other related fields desired; and 2) five to ten years of local government management experience.



Desired Professional and Personal Attributes

The following are the desired professional and personal attributes for Klamath Falls' next City Manager.

- Decisive, visionary leader with ability to work with all stakeholder groups to advance the community's agenda especially related to economic development issues
- Demonstrated track record of leadership role in economic development successes
- Good financial management skills and a sense of fiscal discipline
- Strong intergovernmental relations skills with ability to work effectively with federal, state, county, and regional officials
- Track record of using human relations and leadership skills to develop cohesive management teams
- Visibility within the City workforce to keep employees informed about organizational initiatives
- Approachable and personable with a sense of humor
- Local government experience in rural communities a plus

COMPENSATION

The compensation for the City Manager job is competitive. The starting salary depends upon the selected individual's qualifications and match with the desired attributes being sought by the City. The City will pay reasonable and customary moving expenses for the next City Manager.

To Apply:

The position will remain open until filled. Please send your resume and cover letter with current salary as soon as possible to pwconsulting@cox.net. The first review of applications will be on **September 10, 2012**. For additional information about this job, please contact:

Paul Wenbert, ICMA-CM
Western Regional Manager
Slavin Management Consultants
480-664-2676
pwconsulting@cox.net

Dennis M. Taylor, ICMA-CM
Pacific Northwest Recruitment Manager
Slavin Management Consultants
406-443-3398
dmt4mt@aol.com



14. What is your present or most recent salary?

15. What information that may be of concern to a potential employer, if any, would someone find if they did a Google search of your name?

performance measures, and checking in with them periodically on the status of their projects as necessary depending on the individual.

9. His style is to be visible and available to all employees and to get to know them. When he worked in [REDACTED] he knew the names of all City employees and oftentimes information about their families.



AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
10/12/2015	Action Item 12. B & C	

TO: Mayor and City Council
FROM: Kate Mast, Finance Director
DATE: October 12, 2015

ISSUE: Agenda Item 12. B. Resolution No. 15-040 Adopting a Supplemental Budget for the fiscal Year 2015-16; **and**
Agenda Item 12. C. Resolution No. 15-141 Authorizing Transfers of Funds Between Categories of Various Funds.

BACKGROUND: These two proposed resolutions contained budget changes to support funding for the following items:

- Library Expansion Project
- Matching Funds for DLCD Technical Assistance Grant for a Housing Needs Study and a Residential Land Needs Study
- Allocation of a SAIF Dividend
- Software Project

At this time, we have been unable to negotiate a contract for the software project is ready to be presented to the City Council. Until we can get accurate figures for the project into a contract for Council to consider, staff recommends postponing the portion of these two resolutions that pertain to the software project.

BUDGET IMPLICATIONS: I have revised the two resolutions that were in the agenda packet, and removed the budget changes that are related to the software project. We will bring back budget changes related to the software project when we have negotiated contract(s) that we can recommend.

COUNCIL ALTERNATIVES:

1. **Move to revise both Resolutions No. 15-040 and 15-041 by removing changes associated with the software project.**

AND

Move to Adopt Resolution No. 15-040, as revised, Adopting a Supplemental Budget for the Fiscal Year FY2015/2016, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget;

AND

Move to Adopt Resolution No. 15-041, as revised, Authorizing Transfers of Funds Between Categories of Various Funds of the City of The Dalles Budget, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2016.

2. **Move to adopt both resolutions as presented, including the software project funding.**

Move to Adopt Resolution No. 15-040 Adopting a Supplemental Budget for the Fiscal Year FY2015/2016, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget;

AND

Move to Adopt Resolution No. 15-041 Authorizing Transfers of Funds Between Categories of Various Funds of the City of The Dalles Budget, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2016.