

Council Roundup for September 3, 2019

The Newberg City Council met on September 3, 2019.

The Council took the following actions:

- Approved several resolutions:
 - 2019-3597, WRK Engineers contract amendment for PSB seismic retrofit
 - 2019-3588, Hire of Court Clerk I – Charlotte Gabriel
 - 2019-3591, West End Mill District code amendment initiation.
 - 2019-3592, Waldron contract for City Manager recruitment services

- Appointed Noah Linhart as student commissioner to the Traffic Safety Commission.

In other business,

Heard activity report from City Manager.

Discussed Council committee and community activities.

Held 3 executive sessions on: pending litigation, real property, and records exempt from disclosure.



**City Council Work Session
September 3, 2019 - 6:00 PM
Newberg city hall 414 east first street**

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. REVIEW OF THE COUNCIL AGENDA AND MEETING**
- 4. COUNCIL BUSINESS ITEMS**
- 5. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) (H) LEGAL COUNSEL REGARDING LITIGATION OR LITIGATION LIKELY TO BE FILED**
- 6. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) (F) CONSIDER RECORDS EXEMPT BY LAW FROM PUBLIC INSPECTION**
- 7. ADJOURNMENT**



**City Council Business Session
September 3, 2019 - 7:00 PM
Public safety building 401 east third street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. CITY MANAGER'S REPORT**
- 5. COUNCIL APPOINTMENTS**
 - 5.A Traffic Safety Student Commissioner appointment of Noah Linhart
[RCA Motion student commissioner appointment to TSC Linhart 2019-0903.doc](#)
- 6. PUBLIC COMMENTS**
- 7. CONSENT CALENDAR**
 - 7.A Resolution 2019-3597, A resolution to authorize the City Manager to approve an amendment to the existing professional services agreement with WRK Engineers, Inc. for the Public Safety Building Seismic Retrofit Project to provide additional seismic design services
[Res2019-3597_Add'l Dgn Authorization wExhbA.pdf](#)
 - 7.B RCA and Resolution 2019-3588 new hires
[RCA Resolution 2019-3588 new hires.doc](#)
- 8. NEW BUSINESS**
 - 8.A Resolution 2019-3591, Establishment of a West End Mill District
[RCA Resolution - West End Mill District - initiate work.pdf](#)
[Attachment 1 West End Mill District.pdf](#)
 - 8.B Resolution 2019-3592 Professional Services Agreement with Waldron for the provision of City Manager recruitment services.
[2019-3592 RCA City Manager Recruitment Services.pdf](#)
[Newberg_CM_Timeline_Detail revised 2019-0828.docx](#)
- 9. COUNCIL BUSINESS**

9.A Council Committee Reports

9.B Issue Tracker

[Newberg Issue Tracker - Council Meeting complaint new v.docx](#)

9.C City Council Move

[Sept. 3 V2 Moving slide.pptx](#)

10. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) (E) REAL PROPERTY TRANSACTIONS

11. ADJOURNMENT

ADA STATEMENT

Contact the City Recorder's Office for physical or language accommodations at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 3rd, 2019

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No. No.

**SUBJECT: Appointment of Student member to
Traffic Safety Commission – Noah Linhart**

Contact Person (Preparer) for this
Motion: Mayor Rogers
Dept.: City Council

RECOMMENDATION:

Approve the appointment by Mayor Rogers of Noah Linhart, as Student Commissioner to the Traffic Safety Commission for a term immediate to May 31, 2020.

EXECUTIVE SUMMARY:

The purpose of the Traffic Safety Commission is to promote traffic safety through investigation, study, and analysis of traffic patterns. The Commission makes decisions on the location of parking, crosswalks, safety zones, traffic lanes, truck routes, and all manner of traffic control devices within the community. In addition, they conduct and promote traffic safety programs. The student representative is a non-voting, student commissioner position.

The commission's mission is "To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."

More information on Traffic Safety can be found online at <https://www.newbergoregon.gov/trafficsafety>

The Mayor recommends Noah Linhart be appointed as the student commissioner on the Traffic Safety Commission for a term effective immediately to May 31, 2020. Noah is interested in policing, and has the abilities to listen and learn. He is a High School student.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 3, 2019

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2019-3597

SUBJECT: A resolution to authorize the City Manager to approve an amendment to the existing professional services agreement with WRK Engineers, Inc. for the Public Safety Building Seismic Retrofit Project to provide additional seismic design services

Contact Person (Preparer) for this Motion: Paul Chiu, P.E., Senior Engineer
Dept.: Public Works Department
File No.:

RECOMMENDATION:

Adopt Resolution No. 2019-3597.

EXECUTIVE SUMMARY:

The City of Newberg received a grant in the amount of \$815,687.00 from the State agency Business Oregon in August 2018. Business Oregon will reimburse the City for the seismic retrofit design and improvements of the existing Public Safety Building. The City subsequently:

- (a) Retained WRK Engineers, Inc. (WRK) for \$84,968.00 to complete the engineering design, bid and construction phase services by authority of Council Resolution No. 2018-3504 in December 2018; and
- (b) Awarded the construction contract for \$167,840.00 to Cedar Mill Construction Company, LLC, by authority of Council Resolution No. 2019-3580 in July 2019.

Because of the unanticipated low contract cost, Business Oregon agreed to expand the scope of work to include additional seismic related enhancement work. Further roof investigation (by opening up selected roof areas) indicated that additional diaphragm strengthening for the entire roof system is warranted. The additional design work and administrative construction support requires \$36,500.00 in additional fees. This amount exceeds the authorized maximum 10% increase as stated in Resolution No. 2018-3504. To move forward with the work, an amendment to the existing professional services agreement with WRK is needed.

WRK submitted a detailed "Additional Services Request" dated August 14, 2019 for the City's consideration (refer to Exhibit "A"). WRK's proposed scope and fee, including an architectural subconsultant's cost, is reasonable.

FISCAL IMPACT:

The new work item as noted above will be funded through account number 21-5150-731024. The State will reimburse the City for the full design and construction costs of the project up to \$815,687.00.

STRATEGIC ASSESSMENT:

This proposed project enables the City to function, maintain law and order, and direct timely response, recovery and relief efforts in the event of a catastrophic seismic disaster.



RESOLUTION No. 2019-3597

A resolution to authorize the City Manager to approve an amendment to the existing professional services agreement with WRK Engineers, Inc. for the Public Safety Building Seismic Retrofit Project to provide additional seismic design services

RECITALS:

1. In August, 2018, the City received a grant from the State agency Business Oregon, in the amount of \$815,687.00 to retrofit and improve the existing Public Safety Building.
2. By authority of Resolution No. 2018-3504, the City retained WRK Engineers, Inc. to provide engineering design, bid and construction phase services for \$84,968.00.
3. By authority of Resolution No. 2019-3580, the City awarded Cedar Mill Construction Company, LLC the contract to retrofit and improve the existing Public Safety Building for \$167,840.00.
4. Due to a favorable bid result, the scope of work for the Public Safety Building Seismic Retrofit Project is expanded to include additional seismic related enhancement work that strengthens the diaphragm for the entire roof system.
5. WRK Engineers, Inc. submitted a detailed scope and fee proposal to design the additional improvement for the roof system for \$36,500.00, which is attached as Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager to approve additional seismic design to strengthen the Public Safety Building roof system by an amendment to the professional services agreement with WRK Engineers, Inc. in the amount of \$36,500.00.
2. The City Attorney will modify and approve all contracts and agreements as to form and content.
3. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the new total contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 4, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 3rd day of September, 2019.

Sue Ryan, City Recorder

ATTEST by the Mayor this 5th day of September, 2019.

Rick Rogers, Mayor

Additional Services Request

ENGINEER OF RECORD: CLIENT:

WRK Engineers 215 West 12 th Street Suite 202 Vancouver, WA 98660	Paul Chiu, P.E. City of Newberg PO Box 970 Newberg, OR 97132	Date:	August 14, 2019
		Project Name:	PSB Seismic Strengthening
		Project No:	18130.00
		Location:	Newberg, OR

SCOPE OF ADDITIONAL SERVICES:

Based on our current project understanding, our additional scope of services includes:

- Update structural drawings to reflect additional diaphragm strengthening due to incomplete nailing
- Provide additional Construction Administration support including Structural Observation and attending weekly construction progress meetings (as required).
- Re-roof existing low slope roof. Work includes the following tasks:
 - Survey of Existing Conditions
 - Prepare Architectural roof plan with notes
 - Prepare Architectural roofing details
 - Prepare specifications for roofing, roof deck insulation, misc. metals & flashing

Fee Breakdown	
WRK Engineers	\$18,500
Convergence Architecture	\$18,000

Charges for this change will be billed as additional services as a lump sum of **\$36,500**.

Services will proceed upon receipt of a signed copy of this form. All Terms and Conditions of the original contract shall remain in effect.



 8/14/19

Accepted by (Client):

 (signature)
 (date)

Brian Knight, PE, SE
 WRK Engineers, Inc.

 (printed name/title)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 3, 2019

Order ___ Ordinance ___ Resolution X Motion ___ Information ___
No. No. No. 2019-3588

SUBJECT: Resolution authorizing the City Manager Pro Tem to appoint recommended candidates to positions as listed below.

Contact Person (Preparer) for this
Motion: Anna Lee, Human Resources Director
Dept.: Administration
File No.:

RECOMMENDATION:

Adopt **Resolution No. 2019-3588** authorizing the City Manager Pro Tem to appoint recommended candidates to positions as listed below.

EXECUTIVE SUMMARY:

The City Charter, Chapter VIII, Section 34(h) provides the manager pro tem “has the authority and duties of manager, except that a Manager Pro Tem may appoint or remove employees only with council approval”.

The City Manager Pro Tem David Clyne and Human Resources Director Anna Lee have reviewed the recommendations for hire submitted by the position’s supervisors and recommend the hiring of said candidates to the council for their approval pursuant to the city charter as stated above.

The City of Newberg has successfully recruited for the vacant positions listed below. The recommended candidates have been vetted through the appropriate hiring procedure for the department as indicated.

Court Clerk I part time – Charlotte Gabriel

FISCAL IMPACT:

Funding for these positions are in the adopted FY 2019-2020 Budget under the appropriate salary and benefit line item as indicated above.

STRATEGIC ASSESSMENT:

Departments are working at less than full-staff capacity; quickly refilling these vacancies is the fiscally responsible solution.



RESOLUTION No. 2019-3588

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM TO APPOINT RECOMMENDED CANDIDATES TO POSITIONS

RECITALS:

1. Reason for Vacancy: These regular, full time position have been recently vacated.
2. Recommendations: Human Resources Director Lee recommends the appointment of the candidate listed for appropriate department as soon as possible.
3. Funding: Position funding is within the FY 2019-2020 Budget and is indicated by the applicable departmental personnel services line items.
4. Manager Pro Tem Appointment: David Clyne has reviewed the recommendation for hire submitted by the supervisors of the positions and recommends the hiring of said candidates to the vacant positions. The City Charter, Chapter VIII, Section 34(h) provides the manager pro tem “has the authority and duties of manager, except that a manager pro tem may appoint or remove employees only with council approval”.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The City Council approves the appointment by the City Manager Pro Tem of the selected candidates: Court Clerk I part time – Charlotte Gabriel.

EFFECTIVE DATE of this resolution is the day after the adoption date, which is: September 4, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 3th day of September, 2019.

Sue Ryan, City Recorder

ATTESTED by Mayor this _____ day of September, 2019. _____

Rick Rogers, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 3, 2019

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2019-3591

SUBJECT: A Resolution initiating amendments to the Newberg Comprehensive Plan, Zoning Map and Municipal Code, Title 15 Development Code to initiate the development of an Overlay zoning district for the West End/Mill District as described in the Newberg Downtown Improvement Plan

Contact Person (Preparer) for this
Motion: Keith Leonard, Associate Planner
Dept.: Community Development
File No.: CPMA19-0002/ZMA19-0002/DCA19-0008

RECOMMENDATION:

Adopt Resolution No. 2019-3591, initiating amendments to the Newberg Comprehensive Plan, Zoning Map and Municipal Code Title 15 Development Code to create a West End/Mill District per the recommendation in the Newberg Downtown Improvement Plan.

EXECUTIVE SUMMARY:

The recommendation to create a West End/Mill District stems from recommendations found in the 2016 Newberg Downtown Improvement Plan (NDIP). On December 5, 2016, the Newberg City Council adopted Resolution 2016-3345 adopting the NDIP as a guiding document for future downtown planning efforts and investments. On Pages 19 of the NDIP the West End/Mill District it's stated that "given its history, and suitability for a variety of employment and commercial uses, redevelopment within this district would be guided with a lighter touch, retaining some of the areas "gritty" feel and ambiance, which is a key part of its appeal". On page 27 of the NDIP it states "the West End/Mill District will flourish with a mix of craft industrial, office, and retail businesses". On page 29 of the NDIP it states "Create a new Craft Industrial Zoning District (M-5) to regulate the mix of uses allowed and prohibited, dimensional and design standards, and to provide better continuity for the area than can be achieved through existing split C-3 and M-2 zoning. Allow for the potential siting of a hotel to take advantage of the West End's unique craft industrial character and to provide a needed resource for downtown. The focus is on developing craft industrial uses and maintaining the area's gritty feel more in keeping with the industrial heritage than the main street, historic feel along parts of First Street. The recommended M-5 zone is discussed in Appendix H of this Plan, as it is the recommended creation of design guidelines to achieve the envisioned feel and character of this area." Pages 34 and 37 of the NDIP also discusses the West End/Mill District. On page 48 is where the implementation items pertaining to development of a West End/Mill District are located. To implement the NDIP and create a West End/Mill District it is likely that the Newberg Comprehensive Plan, Zoning Map and Municipal Code text will need to be amended. Attached is the general location of the West End Mill District.

The City Council is not asked to make a decision on these proposed changes at this time; only to initiate the amendment so that these proposed changes can be studied through the public hearing process. If the Council initiates the amendment then staff will prepare the specifics for these proposed amendments. Staff will conduct Planning Commission work sessions and then schedule the item for a Planning Commission public hearing to make a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision.

FISCAL IMPACT:

\$60,000 is budgeted in Professional Services (01-4110-580000) for consultant services to support the

implementation of the West End Mill District.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

Goal 11: Implement Newberg Economic Development Strategy (NEDS)

The May 2016 NEDS Commercial Sector section is applicable. The NEDS has two strategies and three actions that are related to creating a West End/Mill District including:

Strategy 2.1 Revitalization of Downtown Newberg

Action 6 - Implement the recommendations from the Newberg Downtown Improvement Plan

Action 9 – On-going implementation of recommendations from the Newberg Downtown Improvement Plan

Strategy 2.3 Redevelop Vacant and Underutilized Commercial/Retail Sites

Action 5 - Enhance existing or create new incentive packages

Attachment 1. West End Mill District Map



RESOLUTION No. 2019-3591

A RESOLUTION INITIATING AMENDMENTS TO THE NEWBERG COMPREHENSIVE PLAN, ZONING MAP AND MUNICIPAL CODE, TITLE 15 DEVELOPMENT CODE TO INITIATE THE DEVELOPMENT OF AN OVERLAY ZONING DISTRICT FOR THE WEST END/MILL DISTRICT AS DESCRIBED IN THE NEWBERG DOWNTOWN IMPROVEMENT PLAN

RECITALS:

1. The City Council adopted Resolution 2016-3345 on December 5, 2016, which adopted the Newberg Downtown Improvement Plan (NDIP) as a guiding document for future planning efforts and investments downtown. The final version of the NDIP was completed on January 26, 2017. According to the NDIP there is a need to create a West End/Mill District.
2. The 2017-2018 Council Goal 11 is for the City to implement the Newberg Economic Development Strategy.
3. The 2016 Newberg Economic Development Strategy (NEDS), adopted by Resolution No. 2016-3274, outlines two strategies and four action items that support establishment of the West End/Mill District.
4. The City of Newberg needs to evaluate its Comprehensive Plan, Zoning Map and Development Code to ensure that both the NDIP and the NEDS are being implemented.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council initiates an amendment to the Comprehensive Plan, Zoning Map and Newberg Municipal Code, Title 15 Development Code to implement the NDIP and NEDS.
2. By initiating these amendments, the City Council does not commit to taking any specific action on the proposal. It only wishes to give the amendments full consideration by the Planning Commission and City Council at public hearings.

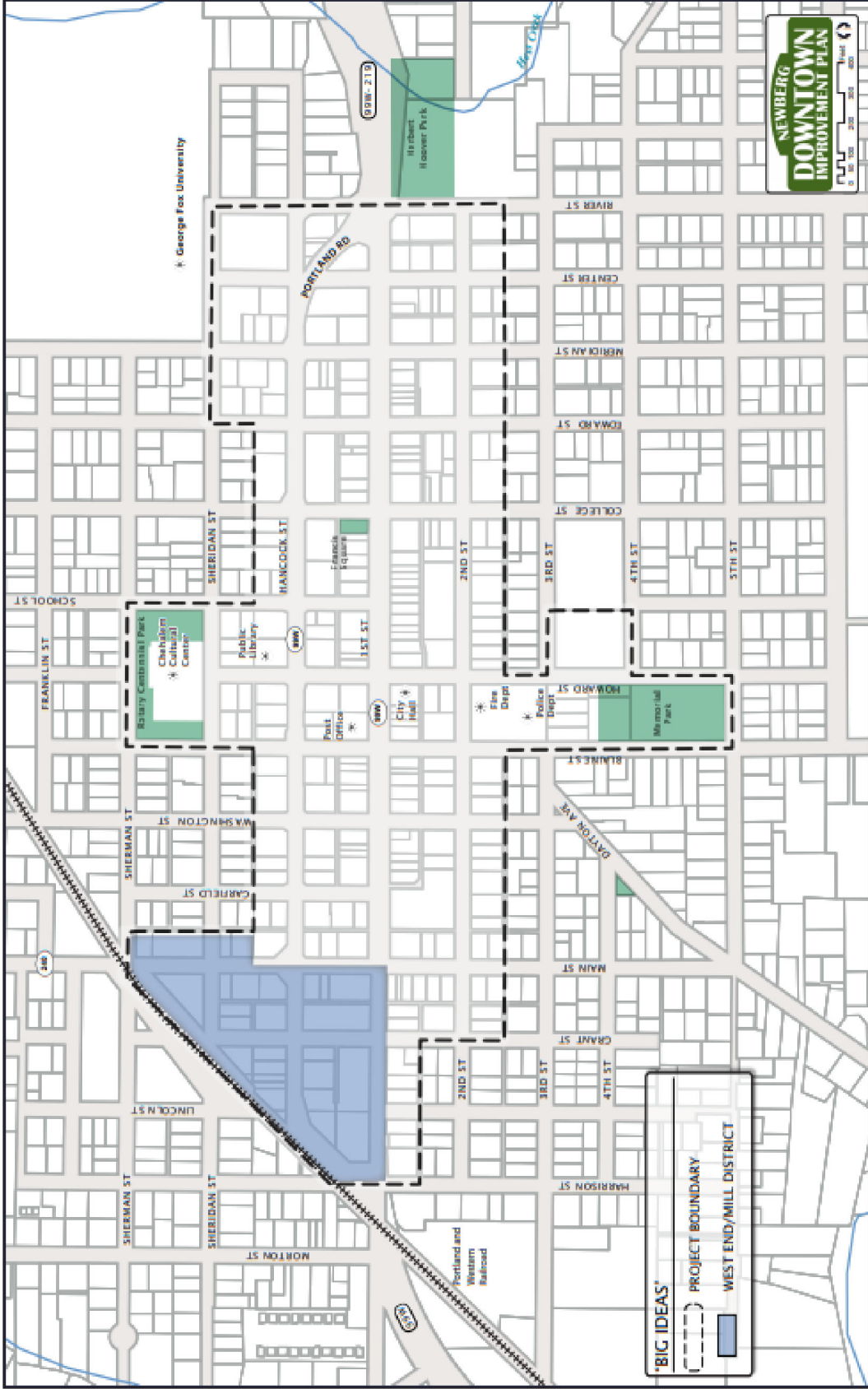
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 4, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 3rd day of September, 2019.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2019.

Rick Rogers, Mayor



Attachment 1: West End/Mill District

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 3, 2019

Order ___ Ordinance ___ Resolution X Motion ___ Information ___
No. No. No. 2019-3592

SUBJECT: Authorizing the City Manager Pro-Tem to enter into a Contract for Professional Services with Waldron for the provision of City Manager Recruitment Services.

**Contact Person (Preparer) for this Motion: Anna Lee, Human Resources Director
Dept.: Administration
File No.:**

RECOMMENDATION:

Adopt **Resolution No. 2019- 3592** Authorizing the City Manager Pro-Tem on behalf of the Mayor and City Council to enter into a Professional Services Agreement with Waldron for the provision of City Manager Recruitment Services.

EXECUTIVE SUMMARY:

The Sub-Committee for the City Manager Recruitment recommended to the City Council on September 3, 2019 the selection of Waldron to perform recruitment services for the position of City Manager. The City Council accepted this recommendation and called for a contract for professional services with said firm.

FISCAL IMPACT:

The fixed amount of the contract is \$28,000.00. The Waldron proposal is attached, Exhibit "A".

STRATEGIC ASSESSMENT:

The City Manager works closely with the Mayor and the City Council, and is the Chief Executive Officer of the City. Use of a professional recruiting firm that is very skilled at providing a successful and professional process will project a serious business image in the market place and create greater interest among candidates most likely suited for the City of Newberg.



RESOLUTION No. 2019-3592

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO-TEM TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH WALDRON FOR THE PROVISION OF CITY MANAGER RECRUITMENT SERVICES

RECITALS:

1. The City has need of a professional recruitment services provider to hire a new City Manager.
2. The Sub-Committee for the City Manager Recruitment recommended to the City Council on September 3, 2019 the selection of Waldron to perform recruitment services for the position of City Manager.
3. The City Council accepted this recommendation and called for a contract for professional services with said firm.
4. The Waldron proposal is attached and by this reference incorporated as Exhibit "A".

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The City Manager Pro-Tem is authorized to enter into a Contract for Professional Services with Waldron for the provision of City Manager Recruitment Services.

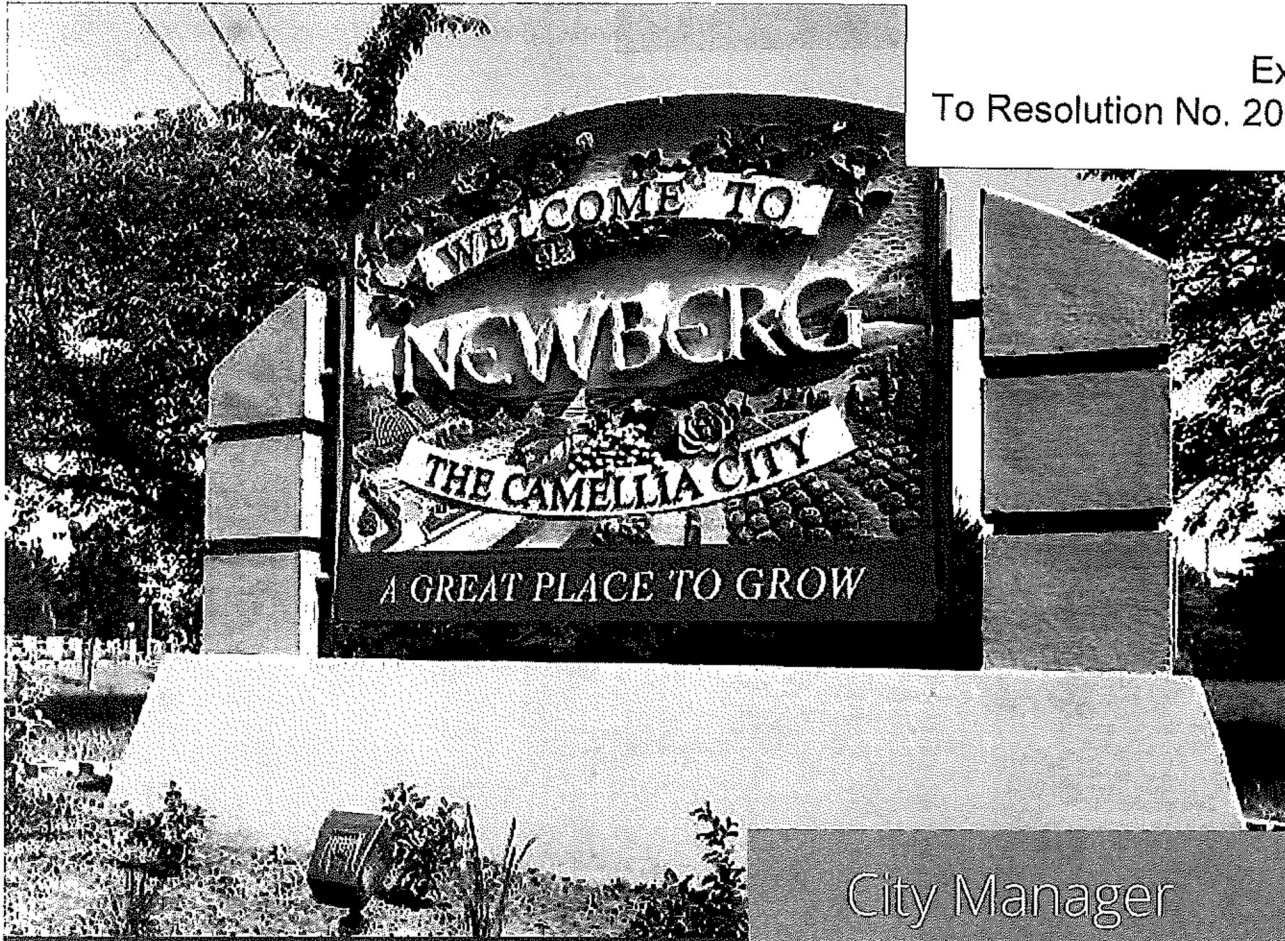
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 4, 2019.
ADOPTED by the City Council of the City of Newberg, Oregon, this 3th day of September, 2019.

Sue Ryan, City Recorder

ATTESTED by Mayor this _____ day of September, 2019.

Rick Rogers, Mayor

Exhibit "A"
To Resolution No. 2019-3592



City Manager

City of Newberg

August 7, 2019

executive search

PROPOSAL



waldron

WHAT'S INSIDE

- 1 OVERVIEW
- 2 PROCESS, METHODOLOGY & DELIVERABLES
- 4 SELECTED PUBLIC SECTOR RECRUITMENTS
- 6 DRAFT PROJECT TIMELINE
- 7 FEES AND TERMS
- Ex.A SAMPLE POSITION PROFILE: CITY OF LAKE OSWEGO - CITY MANAGER
- Ex.B SAMPLE POSITION PROFILE: CITY OF INDEPENDENCE - CITY MANAGER

OVERVIEW

Who is Waldron?

We are a dedicated team of executive search professionals who are passionate about social change. For over 35 years, we have collaborated with organizations to find mission-driven leaders to achieve impact. We are honored to be in partnership with clients who are foundations, non-profits, social enterprises, NGOs, funding collaboratives, impact investors, and community focused local governments. We promote mutual respect and appreciation, recognizing that the diversity of backgrounds, perspectives, and lived experiences enriches our success and furthers our client's impact.

Waldron is a socially responsible, privately-held company with B-Corp certification. Our commitment to being a responsible corporate citizen includes an unwavering commitment to environmental responsibility; diversity, equity, and inclusion; community; and corporate philanthropy. We recognize the urgent need to bring more diversity into leadership in philanthropy to ensure the communities served are represented. We understand the critical role we play in not only supporting our clients' diversity hiring objectives, but also in ensuring a consistent, equitable, and transparent process for candidates.

We have a diverse, committed, full-time team of 15 in the search practice, with physical offices in Portland, Seattle, and San Francisco. Our team is comprised of mission driven and intellectually curious search associates, researchers, engagement managers, and directors who work collaboratively on cross-office project teams to deliver the best solutions for our clients. Waldron staff and leaders are dedicated to supporting our communities through civic engagement, charitable giving, board service, and volunteerism.

Why work with Waldron?

As your search partner, we are focused on your mission, your organization, and your talent needs. Executive search is not one-size-fits-all; in collaboration with you, we adapt our process and our methods based on the role and the needs of all stakeholders involved.

Our dedication to prioritizing social values enables us to find candidates who best align with your mission, community, and culture, while also meeting your organizational needs. We are purposeful and thoughtful in our interaction with candidates. Our commitment to providing each candidate with the highest level of service ensures a consistent, equitable, and transparent experience with your organization's "brand", even when they are not the selected candidate.

Our expertise in search allows us the flexibility to apply that knowledge and skill to any cause area. We are learners at heart - inquisitive and curious about each client's sphere of impact. The diversity of our team enables us to identify equally diverse candidate pools in our searches. Meanwhile, we apply high standards when evaluating candidates' leadership qualities and are tenacious in assessing overall fit for our clients' culture and mission.

Our approach recognizes the dynamism of the candidate pool. We conduct fresh research with every search, which expands our reach to new potential candidates and increases diversity into our networks. Meanwhile, leveraging long-standing relationships, we seek referrals from sector insiders and ensure the visibility of the position profile in a thoughtful and targeted way.

PROCESS, METHODOLOGY & DELIVERABLES

STAGE 1 - DISCOVERY

A distinctive part of our delivery model is our background discovery work. We interview key stakeholders to ensure that we have a comprehensive understanding of the culture and operating environment, selection criteria, functional skills, geographical preferences, key issues, and any concerns relating to the City Manager position and the City of Newberg.

WHAT YOU CAN EXPECT FROM US:

- Waldron representatives will meet with the City of Newberg's Leadership to outline the project plan and timeline.
- Waldron representatives will speak confidentially to stakeholders to gain input for the position profile.
- Waldron will review related documents such as strategic plans, marketing/communications collateral, annual reports, budget documents, job descriptions and goals, and more.
- Waldron will create a comprehensive position profile that addresses the scope of the role, including priorities, responsibilities, operational issues, education, training, competencies, and other factors relevant to the position.

STAGE 2 - OUTREACH

We engage with potential candidates proactively, frequently, and personally, using a variety of methods. Our background information gathering informs the development of a custom recruiting strategy to target and source candidates for the position. Our reputation for discretion, our networks, knowledge, and our client roster build trust with leaders across the country.

WHAT YOU CAN EXPECT FROM US:

- Open dialogue with you to guide and refine our outreach to ensure that we target the right level of expertise.
- Targeted visibility campaigns through multi-media channels for position posting.
- Customized sourcing strategy.
- An approach that's heavily recruitment-driven - we succeed in bringing the best candidates forward because we directly solicit desirable candidates in-person, by phone, video conferencing, email, and social media.
- Targeted distribution of the position profile to high-potential prospects.
- Preliminary phone, video conferencing, and in-person interviews with candidates.
- Initial backgrounding on candidates (online media searches, network contacts, etc.).
- Weekly confidential dashboard progress reports with details on each candidate.

STAGE 3 - CANDIDATE PRESENTATION

Extensive recruitment, screening interviews, and peer reviews let us bring the best prospects forward who can meet or exceed your qualifying standards. We use the position profile as our roadmap to establish the assessment criteria for evaluating each candidate to ensure we advance leaders with the skills and attributes they need to succeed. ALL candidates presented will have had at least one preliminary interview with Waldron.

WHAT YOU CAN EXPECT FROM US:

- Initial interviews and competency evaluations with all high-potential candidates.
- Assessment of each candidate's key strengths and potential weaknesses.
- A facilitated discussion with you concerning the relative merits of each high potential candidate to identify who should move forward. In advance of this session, Waldron will provide candidate cover letters, resumes, evaluations from our interviews, and matrix and/or presentation materials which help to highlight ways in which candidates can be contrasted and compared to each other.
- Notification on a timely basis to all candidates regarding their status.

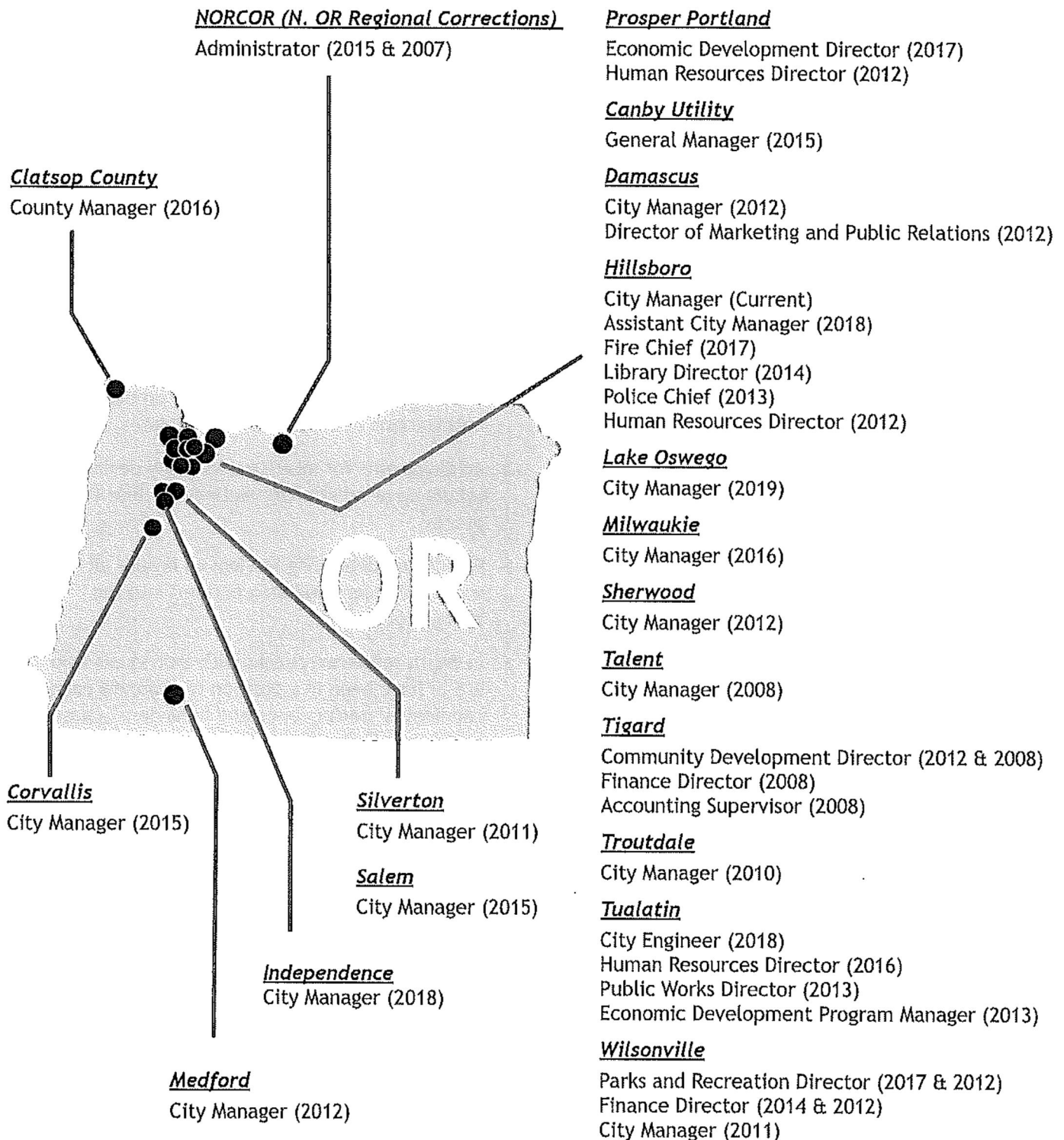
STAGE 4 - FINAL CANDIDATE SELECTION

Waldron will work with you to select the top finalist candidates. We facilitate the involvement of City Council, City leadership, City staff, and key stakeholders (if appropriate) in the interview process. We drive completion by ensuring excellent project management through the extension of an offer and acceptance.

WHAT YOU CAN EXPECT FROM US:

- Collaboration with you to design an appropriate interview process.
- Communication with all candidates about their continuing status, including respectful notifications to unsuccessful candidates.
- Arrangements for interviews and any desired follow-up or additional meetings to close the process.
- Facilitated debriefing sessions to ensure all voices get heard and incorporated into the hiring process.
- In depth reference checks with individuals who are or have been in a position to evaluate each candidates' performance and behaviors in past professional roles.
- Facilitated background checks from a third party.
- Negotiation of the offer.

Selected Public Sector Recruitments Pacific Northwest



Selected Public Sector Recruitments Pacific Northwest

Lacey

IS Manager (2017)
 Assistant City Manager (2012)
 Finance Director (2009)
 Parks and Recreation Director (2009)
 Fire Chief (2009)
 Community Development Director (2008)
 Public Works Director (2007)

Fife

City Manager (2017)

Federal Way

City Attorney (2014)
 Economic Development Director (2014)

Vancouver

Special Operations Division Chief, Fire (2018)
 Deputy Chief, Fire (2017 & 2012)
 EMS Division Chief, Fire (2017)
 Deputy Human Resources Director (2016)
 Training Division Chief, Fire (2016)
 Fire Chief (2010)
 City Manager (2010)
 Parks and Recreation Director (2008)
 Deputy Fire Chief (2007)
 Police Chief (2007)

Spokane Regional Health District

Administrative Officer (Current)

Richland

Community Development Director (2015)
 Police Chief (2010)
 Assistant City Manager (2008)

Clark County Fire District 6

Assistant Fire Chief x2 (2019)

Camas

City Administrator (2012)

DRAFT PROJECT TIMELINE

ACTIVITY	CLIENT PARTICIPATION
Phase 1: Weeks 1-3	
Kick-Off and Begin Discovery	
<ul style="list-style-type: none"> Review timeline and scope of work Background discussions with stakeholders as identified by the City of Newberg Source photos and logos for use in position profile and communications plan 	<ul style="list-style-type: none"> ✓ ✓ ✓
Carry Out Discovery, Deliver Position Profile, Design Recruitment Strategy	
<ul style="list-style-type: none"> Write and deliver draft position profile Develop research and visibility campaign strategy 	
Phase 2: Weeks 4-12	
Launch Recruitment & Visibility Campaign	
<ul style="list-style-type: none"> Review and final approval of position profile Launch national visibility and outreach campaign 	<ul style="list-style-type: none"> ✓
Active Recruitment & Outreach (Continuous)	
<ul style="list-style-type: none"> Targeted recruitment and outreach; networking and sourcing for referrals with a focus on creating a diverse pool of candidates Begin screening and interviewing potential candidates Conducting regular check-in calls with the City of Newberg to discuss progress 	
Mid-point Status Report and Dashboards	
<ul style="list-style-type: none"> Deliver first dashboard report to the City of Newberg Weekly dashboard reports delivered to the City of Newberg until formal candidate presentation Continued screening and interviewing of potential candidates 	<ul style="list-style-type: none"> ✓
Target Date for Candidate Materials	
<ul style="list-style-type: none"> Complete active recruitment phase; interested candidates to provide cover letter and resume by this time Screening and interviewing still in progress 	
Phase 3: Week 13	
Candidate Presentation and Shortlist Selection	
<ul style="list-style-type: none"> Deliver high potential candidate materials for the City of Newberg to review before presentation Meet with the City of Newberg to discuss high potential candidates and determine which will proceed to next stage 	<ul style="list-style-type: none"> ✓ ✓
Phase 4: Weeks 14-18	
Semi-Final Interviews (if applicable)	
<ul style="list-style-type: none"> Phone screening; panel interviews; and debriefings Select candidates for final interviews Waldron conducts references on selected final candidates 	<ul style="list-style-type: none"> ✓ ✓
Final Interviews	
<ul style="list-style-type: none"> Panel interviews, tours, and debriefings with relevant stakeholders Additional references conducted as necessary 	<ul style="list-style-type: none"> ✓
Offer, Negotiations, Acceptance	
<ul style="list-style-type: none"> Successful candidate selection Waldron assists with offer and negotiations as needed Waldron notifies unsuccessful candidates 	<ul style="list-style-type: none"> ✓ ✓

PROJECT COST

Professional Services Fee:

Our typical fee is one-third (33 1/3 percent) of the starting salary for each position. In the interest of partnering with the City of Newberg, and our knowledge of the public sector, Waldron proposes a flat fee of \$28,000 for the City Manager search.

Expenses:

Costs incurred by Waldron in the course of conducting the search are at the expense of the City of Newberg. Waldron will pre-approve expenditures over \$1,500 and maintain accurate records at all times. Relevant expenses include, but may not be limited to:

- Candidate travel (regardless of amount, all candidate travel will be pre-approved)
- Search consultant travel (regardless of amount, all search consultant travel will be pre-approved)
- Position postings for visibility
- Comprehensive background checks (conducted externally)

Invoicing:

Professional fees are invoiced in three equal installments during the course of the search. The initial installment is invoiced at the time Waldron is engaged and a contract is signed. The second installment is invoiced following the Candidate Presentation stage. The final installment is invoiced at the conclusion of the search when the selected candidate accepts the position and a signed offer is in place. Expenses may be billed monthly. All invoices are due upon receipt by the client.

Early Termination:

You have the right to cancel the search at any time, with 15 days notice to allow for an orderly disengagement. Your only obligation to Waldron would be the fees incurred pro-rata and expenses actually incurred through the search termination date. The fee is pro rated over a 90-day schedule for these purposes. Cancellation must be in writing; via email is acceptable.

Guarantee:

Waldron guarantees placement of a qualified candidate. If presented candidates do not meet the agreed upon specifications, Waldron will continue recruiting at no extra charge until a qualified candidate is selected. In the event that, within the first twelve (12) months after the start date, the successful candidate leaves the organization for any reason other than death or disability, or separation initiated by the Client without cause, Waldron will conduct a replacement search on a cost-sharing basis at one third of the original search fee. Within the guarantee period, Waldron must be notified in writing of a separation within 30-days of its occurrence.

Follow-Up:

Waldron continues its involvement throughout the first year following the completion of the search by conducting check-in calls with you and the candidate at the three month, six month, and one year marks.



City of Lake Oswego

City Manager

Salary: \$145,000 - \$176,259

Contract at Council Discretion

Search conducted by:



waldron

www.waldronhr.com

LAKE OSWEGO COMMUNITY

The City of Lake Oswego has a population of 38,215 and is a community rich with art, culture, historical resources, quality schools, vibrant business districts, and an abundance of activities and events for all ages.

Located in the northwestern corner of Clackamas County, on the banks of the scenic Willamette River and hugging the shore of a 405-acre lake, Lake Oswego is nestled among many of Oregon's greatest attractions: Mount Hood, the Oregon Coast, the Columbia Gorge and nearby vineyards, farmlands, and forests. Lake Oswego is also ideally situated close to Oregon's major metropolitan areas – just eight miles south of downtown Portland and about 40 miles north of the state capitol in Salem.

Lake Oswego is a community of well-respected residential neighborhoods and although the City is primarily residential, there is some light manufacturing and commercial development. Most of the businesses are located downtown near the Willamette River or in the Lake Grove business district and neighborhood. Commercial properties on Kruse Way, near the interstate highway, offer some of the most sought after Class A office space in the region.

The City of Lake Oswego values and supports education, recognizing that quality education is good for the social and economic interests of the community. Lake Oswego is proud that the schools consistently rate among the best in the state and are nationally recognized. Residents have access to a variety of high quality educational opportunities that provide for lifelong learning, including: the Lake Oswego School District (LOSD), private primary and secondary schools, and close proximity to Lewis and Clark College and Portland Community College Sylvania campus.

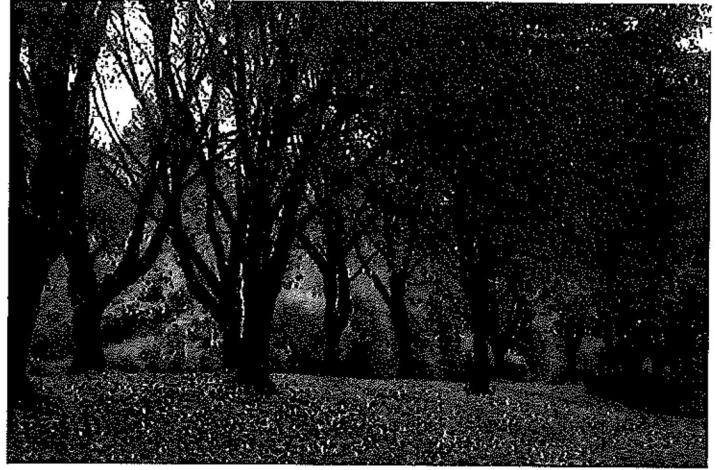
The City has a growing system of pathways around the community. Each loop is designed to connect neighborhoods with schools, parks, and commercial centers. These pathways are multi-use and shared by walkers, runners, bikers, and pets. There is a city-owned sports center and amphitheater on the Willamette River, a public swimming facility on the privately managed Oswego Lake, an 18-hole golf course, a working farm, and an indoor tennis center. These amenities, managed by the City's Parks and Recreation Department, help promote Lake Oswego as a place to live where you play.

The City sponsors numerous community events throughout the year. The Farmers' Market, Summer Concerts, Movies in the Park, 4th of July Celebration, Festival of the Arts, and Tree Lighting Ceremony are some of the free events available to the public. Be entertained, celebrate with your neighbors, and meet new friends in Lake Oswego.



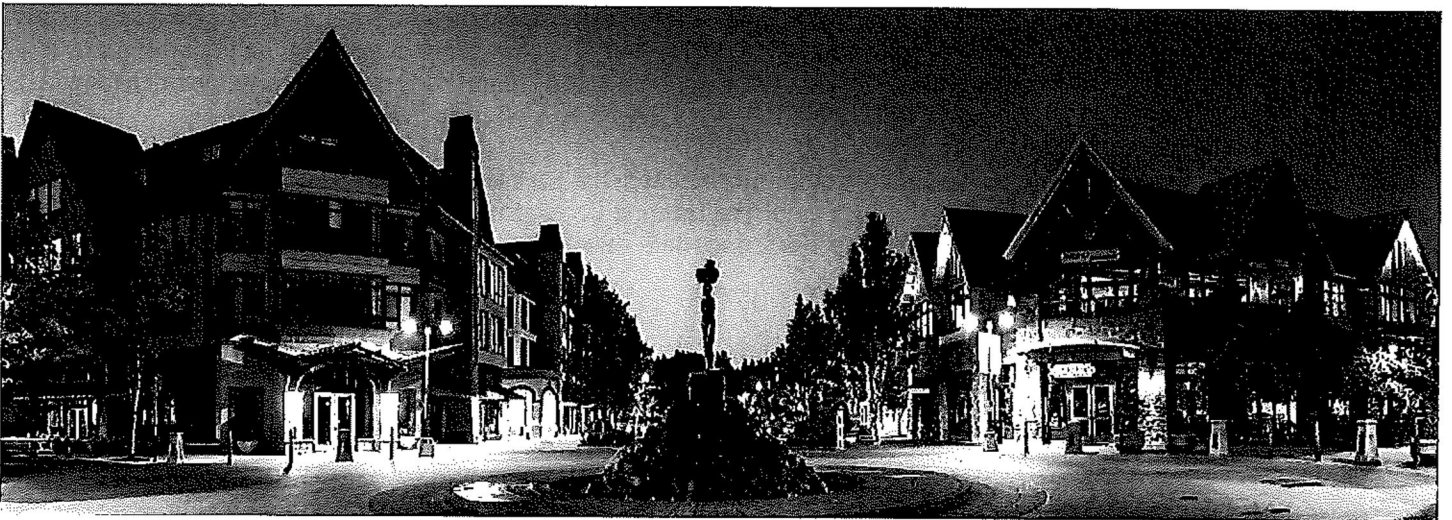
INSIDE CITY HALL

The City of Lake Oswego operates a council-manager form of government, which vests policy authority in a volunteer city council and administrative authority for day-to-day operations in an appointed, professional City Manager. The City Council is the governing body of Lake Oswego and the citizens elect members at large. The Mayor and Councilors are elected to four-year terms. The Charter provides that the term of office for the Mayor and Councilors not exceed a period of eight consecutive years. At least three council positions are up for election every two years.



The City of Lake Oswego is a full service city providing excellent services through the following departments: City Manager's Office; City Attorney; Engineering; Facilities Management; Finance; Fire; Human Resources; Information Technology; Library; Municipal Court; Parks and Recreation; Planning and Building Services; Police; Public Works; and the Redevelopment Agency. The City employs 302 full time and 43.3 part time employees with a 2018-19 adopted budget of \$211.4 million with a general fund of \$74.5 million.

[City of Lake Oswego Organization Chart and 2018-19 Adopted Budget](#)



POSITION

The City Manager is the full time Chief Administrative Officer of the City and is responsible for the effective and efficient administration of the City, assuming full management responsibility, leadership, and accountability for all City operations, including direct or indirect supervision of all employees. The City Manager conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of City services to ensure they are provided in the most effective manner. The City Manager serves at the pleasure of the Council and is accountable for achieving policies, goals, and objectives established by the Council.

The City Manager performs all duties as provided in the Charter and ordinances of the City of Lake Oswego. The City Manager directs the development and implementation of the City's goals, objectives, policies, and priorities and routinely provides advice and assistance to the Mayor and Council on a wide variety of issues. The City Manager prepares and submits a proposed City budget for the ensuing fiscal year, properly administers the budget as adopted, and keeps the Council advised of the financial condition and needs of the City. The City Manager is also responsible for enforcing and administering all City laws, ordinances, policies, and regulations.



PRIORITIES

Internal

- Develop and maintain positive relationships with the Mayor and City Council. Establish trust, drive effective communication, and provide sound guidance to execute on the 2019 City Council Goals ensuring Lake Oswego remains a welcoming and inclusive community.
- Develop an understanding of the organization, its current culture, structure, staffing, and labor relations. Prioritize projects and initiatives and continue to encourage collaboration to meet the growing demands of the community.
- Continue to drive financial stability. Develop sustainable budgets, maintain fiscal accountability, and plan for the long-term. Work to understand financial impacts of council goals, projects, and staffing to balance the fiscal reality with the City's needs.
- Formalize programs and create opportunities for employee development, training, and succession planning with a clear focus on retention, building diversity, and providing outstanding services.
- Identify Smart Cities initiatives. Embrace innovation, leverage data, and increase efficiencies to ensure Lake Oswego is a place that uses technology to create improved opportunities for everyone.
- Support the City's Diversity Task Force. Promote respect for diversity, equity, and inclusion as an organizational value through leadership and the decision-making process.



External

- Embrace the Lake Oswego community and quickly establish oneself as a visible figure. Develop positive relationships and partnerships that not only encourage, but increase public participation and engagement.
- In partnership with the Mayor, City Council, City staff, and key stakeholders, implement and successfully execute on a wide variety of projects, including: a new City Hall, Foothills redevelopment, North Anchor mixed-use, Mercantile Center mixed-use, Southwest Employment Area, and Boones Ferry Road improvements. Focus on sustainability, while preserving the character and livability of Lake Oswego.
- Prioritize planning for recognized deficiencies in affordable housing and transit. Collaborate with the Mayor, City Council, and City staff to actively identify and determine the most effective opportunities to integrate a variety of housing options.
- Develop an understanding of the City's infrastructure and maintenance needs. Proactively move forward with planning and project prioritization with a focus on maintaining a connected and livable community.
- With a \$30 million parks bond on the ballot in May, collaborate with the Mayor, City Council, Parks Board, and Parks and Recreation staff to strategize and prioritize projects that would improve neighborhood parks, acquire land for future parks and open space, and identify bicycle and pedestrian trails.
- Promote a more direct and proactive effort around economic development. Embrace Lake Oswego's assets and leverage existing resources including the City's dedication to arts and culture, award winning schools and educational opportunities, strong property values, and an intelligent, active, and engaged community to identify and attract businesses, entrepreneurs, and talent.
- In partnership with the City of Portland, continue to make progress on the Wastewater Treatment Plant Project. Consider the proper timing, planning, funding, and community support to determine how to proceed.



SUCCESSFUL CANDIDATE

The new City Manager has the ability to quickly understand the values of Lake Oswego and is comfortable working in a community accustomed to high quality municipal services and a strong tradition of community involvement. The ideal candidate brings a fresh, yet experienced voice and perspective to City initiatives with a proven ability to move projects forward. A true community ambassador, the successful candidate leads by example and is fully invested in the City's success.

The City Manager brings highly developed communication skills and maintains objectivity in working with elected officials. The successful candidate has a strong history of developing effective relationships and partners with the Mayor and City Council to provide sound advice and guidance as necessary. The ideal candidate is confident, yet humble, and diplomatic with a willingness to push back as needed.

A strategic thinker, the City Manager easily sees the big picture and long-term vision for the City. In addition, the preferred candidate understands the importance of building off a solid foundation and works to ensure infrastructure and service fundamentals are sound. The City Manager values and appreciates partnerships at all levels, including public-private partnerships. With a financial mindset, the successful candidate has an appreciation for lean management and continuous improvement and uses data and analytics to drive decisions. Additionally, the City Manager embraces technology and innovation and utilizes both to drive efficiency.



The City Manager naturally develops positive relationships, establishes a high level of trust, and enjoys being an active member of the community. The preferred candidate maintains an understanding of the issues affecting Lake Oswego and leverages that knowledge to drive decisions. With a belief in open government and civic engagement, the City Manager encourages participation, welcomes input, connects with the community, and is effective in garnering public support for controversial projects. An approachable leader, the successful candidate has a history of engaging in effective, meaningful communication with business and community leaders, key stakeholders, and regional partners and routinely demonstrates an ability to build consensus and guide others to decisions.

An effective leader, the City Manager models behaviors expected throughout the organization, including initiative, commitment to high quality work, and enthusiasm for public service. The successful candidate employs a leadership style that invites participation and gathers input, but at the end of the day is decisive and results-oriented. The City Manager has a strong background in managing and empowering employees and believes in professional development, retention, and succession planning. The ideal candidate is fair, establishes clear expectations, and holds others accountable. The City Manager believes in work-life balance and above all, has a good sense of humor.



QUALIFICATIONS

Ideally ten years of progressively responsible experience in municipal government, including at least seven years of administrative or leadership responsibility. A successful track record as a City Manager, Deputy City Manager, or senior Department Director with exposure to the full range of municipal services, or a similar role in an equivalent type of organization, in order to successfully fulfill the requirements of the City is preferred. Strong managerial experience and the ability to work closely with the City Council are essential. A sound financial background with a strong understanding of budgets and financial management is required. An exceptional ability to develop effective partnerships is required, as is successful, prior experience working with the business community.

A Bachelor's degree in Business Administration, Public Administration, or similar field, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A Masters of Public Administration, Business Administration, or Urban Planning is highly desirable. Ideally, the City Manager will reside within the City of Lake Oswego.



TO BE CONSIDERED

The City of Lake Oswego is an Equal Opportunity and Affirmative Action Employer. Minorities, women, and qualified individuals with disabilities are strongly encouraged to apply. If you wish modification of the selection process in order to accommodate a disability, please make your request in writing and submit it with your required materials.

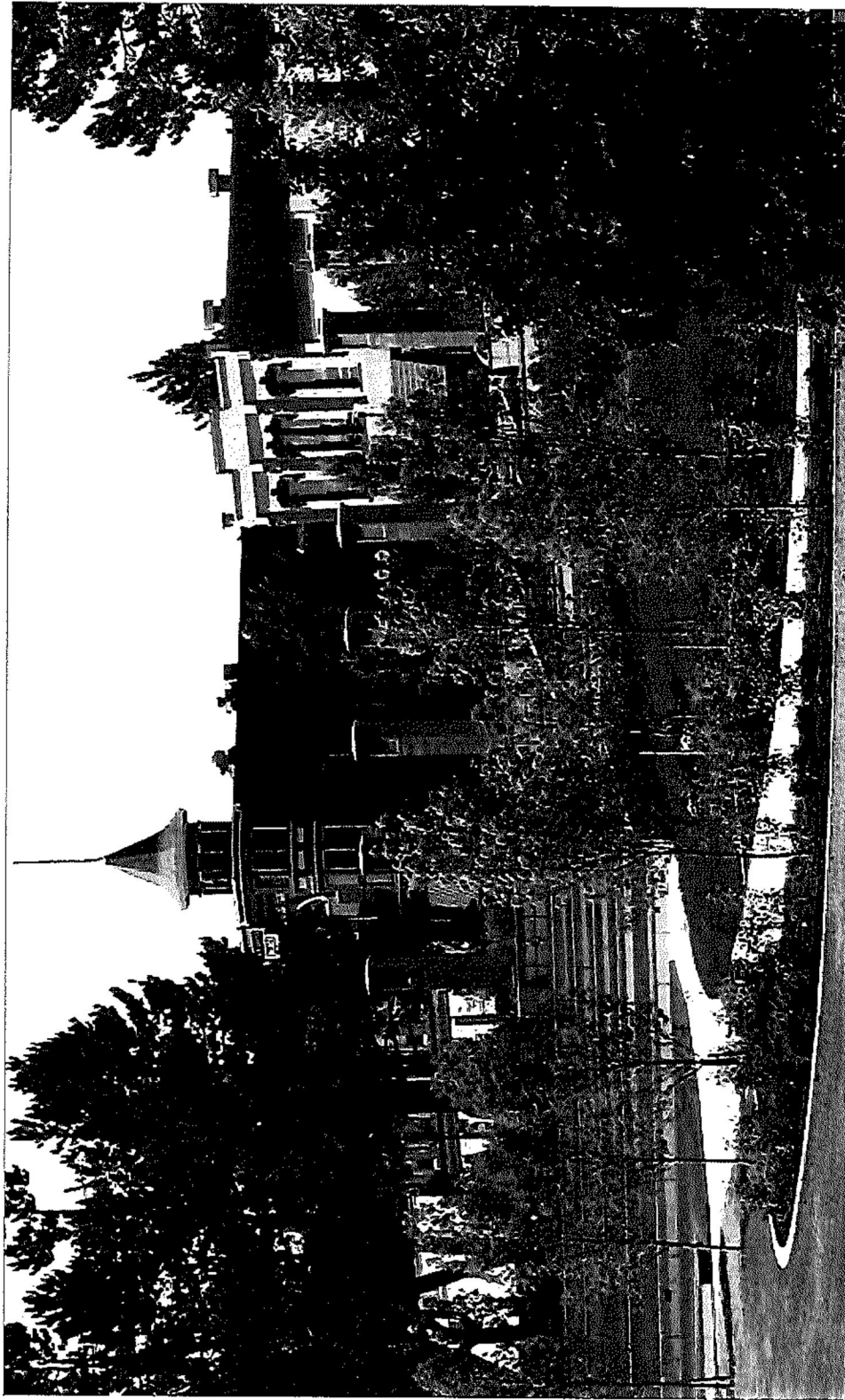
Cover letters expressing your interest in the City of Lake Oswego and how you would succeed in the role of City Manager should be addressed to Heather Gantz. Please submit your resume and cover letter via [Waldron's Candidate Web Portal](#) no later than May 19, 2019.

The search for Lake Oswego's City Manager is being conducted by a team from Waldron:

Heather Gantz, Search Director
503.620.1266
heatherg@waldronhr.com

Megan Malcolm, Senior Associate
206.792.4217
megan@waldronhr.com





City of Independence City Manager

Salary: \$120,000 – \$140,000

Search conducted by:



waldron

www.waldronhr.com

INDEPENDENCE MISSION

Independence is a full-service City helping our diverse community achieve and maintain health, prosperity, safety, stability, and a desirable quality of life.

INDEPENDENCE COMMUNITY

Independence, with a population of approximately 10,000, is a mid-sized city in Polk County, Oregon, on the western side of the Cascade Mountains. The city sits in the fertile Willamette Valley alongside a wide bend in the Willamette river, between nearby Salem, the state capital to the northeast and Corvallis, the home of Oregon State University to the south. Additional universities nearby include Western Oregon and Willamette, as well as Chemeketa Community College and Linn-Benton Community College. Portland is approximately an hour drive north and Eugene is an hour drive south.

There's always something going on in Independence! From annual festivals to free movies and concerts in the park, farmer's markets, great restaurants and fun shops, Independence has a host of fun places to go and things to do. The City actively cultivates a sense of belonging.

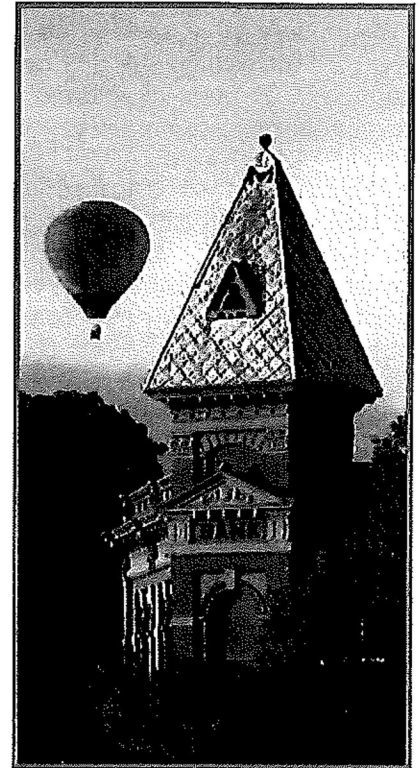
The Public Library serves nearly 100,000 patrons per year and the Cineplex entertains more than 130,000 annually. When Independence throws its Community Fiesta, 5-10,000 people show up. Nearly 2-3,000 will show up to see weekly summer concerts and outdoor movies in the amphitheater. When Independence honors the 4th of July with its Independence Days, 20,000 people come to town to celebrate. Designated a Playful City USA by the national recreation organization Kaboom, the community boasts four neighborhood parks and an almost 2.5 mile-long recreational greenway along the Willamette River. In addition, Independence is home to several sports fields which are used for formal and informal athletic competitions.

Independence has many engaged volunteers doing a whole host of community based activities. The City received national recognition earning the 2014 "All-America City" award for its many volunteer efforts: such as the Inspiration Gardens, a seven-acre garden complex that includes an education center and many hands-on opportunities spearheaded by the local Master Gardeners.

The City's investment in MINET, a fiber-to-the-home broadband system has paid dividends in terms of job creation and has also allowed the City to become a hub for testing and development of smart agriculture and smart city technologies. Last year Independence won an international Smart Cities competition and partnered with an Italian firm to develop a virtual situation room to monitor our Independence Days celebration.

Additional partnerships have developed a farm-to-fork tracking project with Intel, and a sensor data aggregation and visualization system with Portland-based Seabourne. The City is leveraging tech connections to integrate more STEM education, technology, and innovation programs into local schools as well. Efforts like these have resulted in Independence being named the first "Innovate Oregon" city by the Technology Association of Oregon.

Independence welcomes you and makes you feel like you belong. Watch this great [video](#) to see more.



INDEPENDENCE TRANSFORMATION

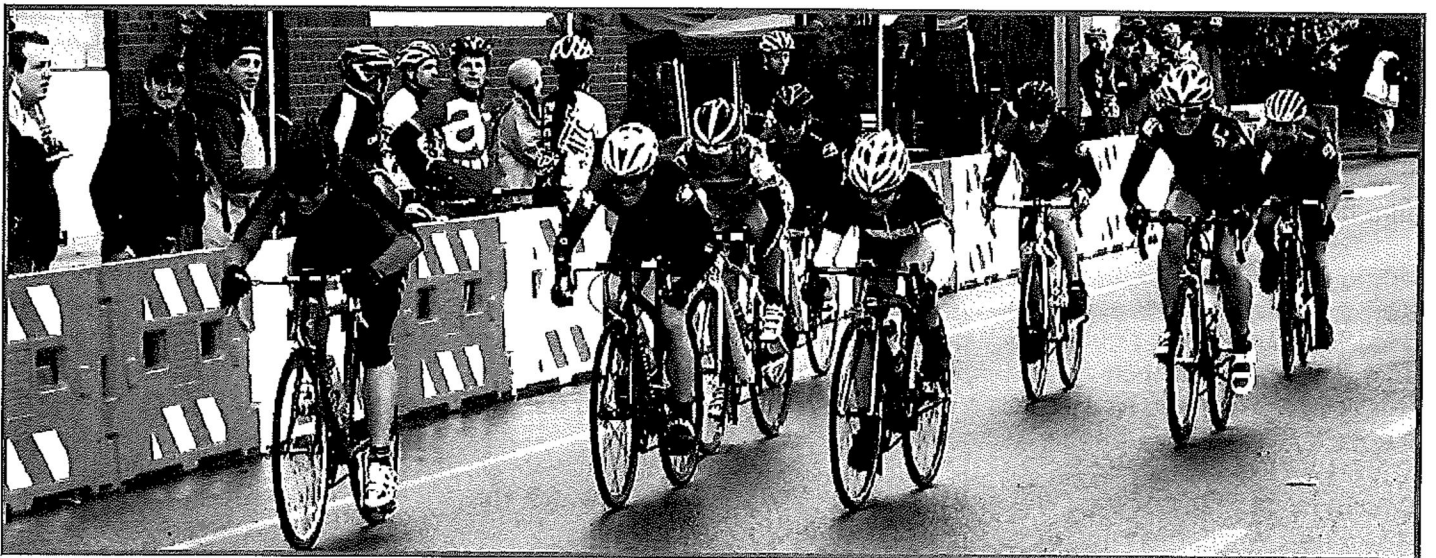
Independence is, in many ways, not unlike other small, rural American towns...with the exception that, over the past twenty years, this city has managed to build an atmosphere of transparency and trust in local government, a reputation for trying new things, a solid track record of getting things done and - what stands out most starkly to visitors - a community of exceptionally engaged residents. Throughout its twenty-year transformation, Independence has developed, and continues to develop, a community-wide human capacity that has enabled the City to harness the abilities of every resident to participate in the transformation of the City. This human capacity has been developed through a fundamental effort to develop Attitude, Engagement, and Alignment throughout the community.

It takes a lot to transform a City into something better. As the fourth fastest growing City in Oregon, Independence is an example of how thoughtful governance and community engagement can foster revitalization in a rural community. By giving the public a voice and allowing them to help chart a path for the community, the revitalization of Independence became a "community" project instead of a "City" project. In the last twenty years Independence has rebuilt its downtown streetscape, constructed an amphitheater, built a new library, developed new soccer fields, constructed a fenced dog park and running trail, created new community events, developed neighborhood parks, and countless other projects. In each case, the City leveraged creative partnerships and put the public front and center - identifying projects, helping raise money, advising on design choices, and celebrating the completion of each project.



INDEPENDENCE VISION

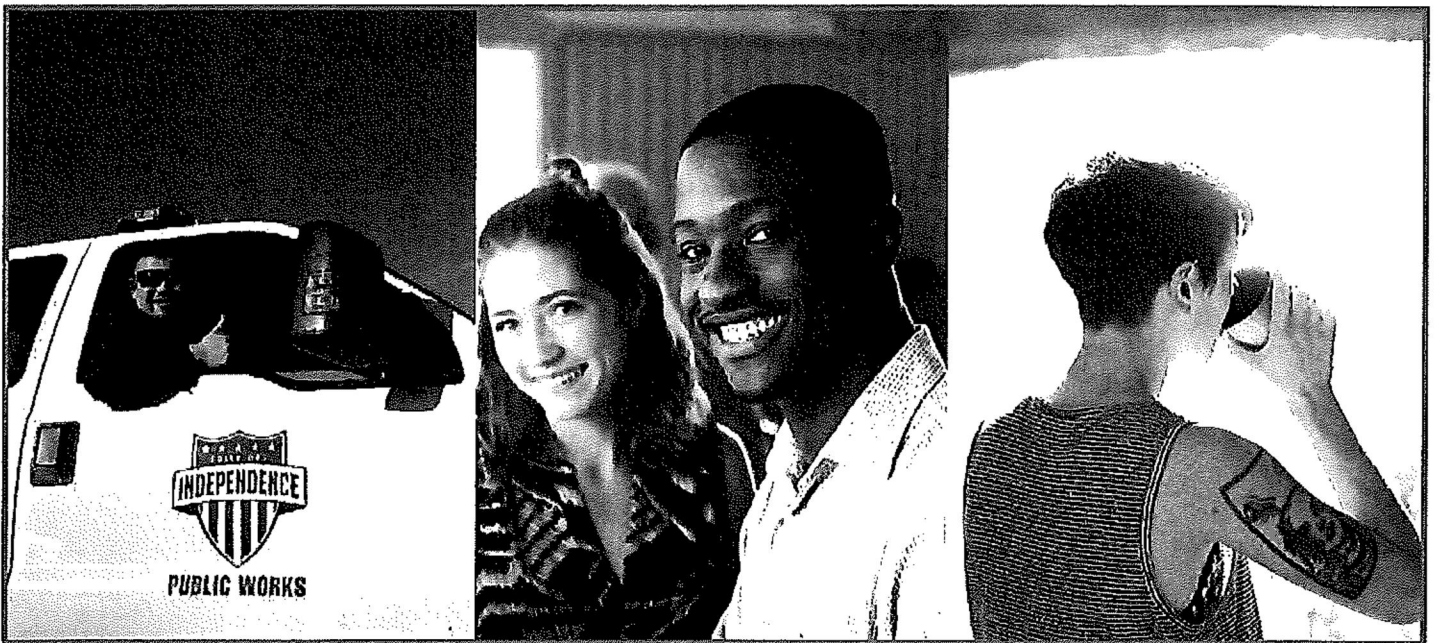
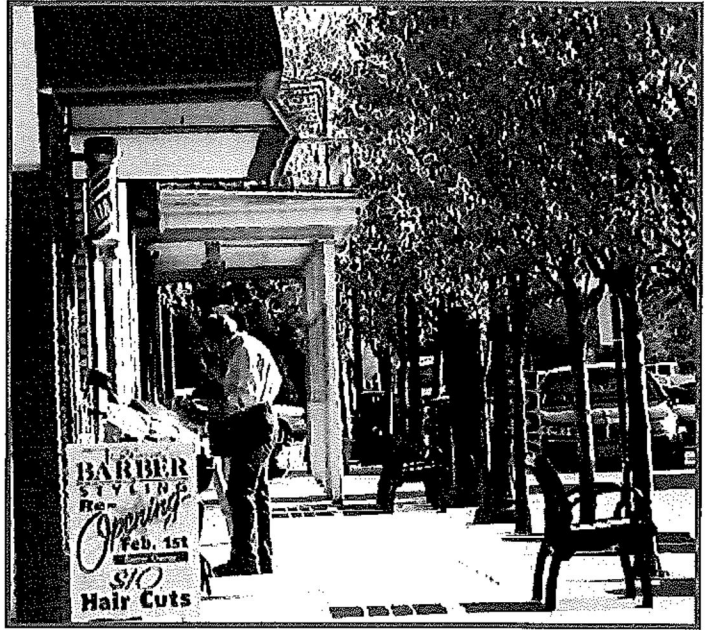
Our vision is one in which Independence remains a vibrant, historic, riverfront, full service community that celebrates its unique multi-cultural heritage and respects the environment while fostering a stable, diversified economy. It is, and will continue as, a community long recognized for its resident volunteerism and active participation; where neighbors know one another and take pride in their neighborhoods, parks, trails, and schools. Independence honors the past, celebrates the present, and embraces the future.



INSIDE CITY HALL

The City of Independence operates a Council Manager form of government. The City Council is comprised of six council positions, all elected at large to four-year terms. The Mayor is elected to two-year terms with current Mayor, John McArdle serving since 1998. The City Council is the legislative branch of local government and adopts laws called ordinances, sets policies, adopts the budget, levies taxes, and conducts public meetings.

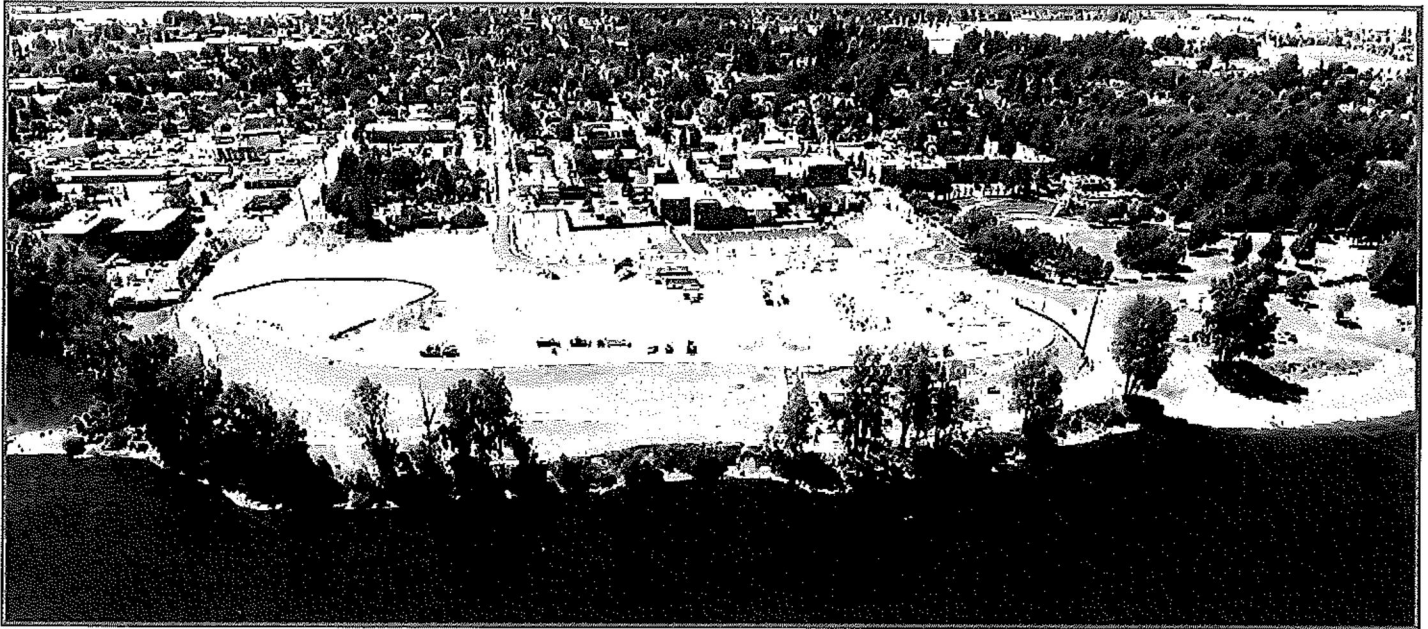
The City provides a full range of municipal services, with the exception of Fire/EMS, which is provided by Polk County Fire District No. 1. Independence services are provided through the following departments: Administration; Building Inspection; Community Services; Economic Development; Finance; Human Resources; Information Services; Legal; Planning-Zoning; Police; and Public Works. The City employs 46 full time and seven part time/seasonal staff with an annual budget of \$28.7 million.



POSITION

The City Manager is responsible for the effective and efficient administration of the City, assuming full management responsibility, leadership, and accountability for all City operations including direct or indirect supervision of all employees. The City Manager conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of City services to ensure they are provided in the most effective manner. The City Manager serves at the pleasure of the Council and is accountable for achieving policies, goals, and objectives established by the Council.





PRIORITIES

- Develop and maintain positive relationships with the Mayor, City Council, and City staff. Work to understand the current organization, culture and structure. Establish trust and encourage collaboration to prioritize and execute on achievable goals.
- Collaborate to complete the Independence Landing development – a \$50 million public private partnership that will bring a 75-room boutique hotel, 120 multifamily residential units, and a 35,000 sq. ft. mixed use building.
- Lead and proactively engage the community in strategic, long term planning for the City's 2040 Visioning process. Focus on the goal to become one of Oregon's most dynamic downtown living, working, and recreational places regardless of size.
- Continue to build community connections and engagement as the City grows, fostering a culture of civic engagement, participation, and volunteerism. Identify opportunities to directly engage the Latino community and ensure the City and community are connected at all levels.
- Embrace technology innovation and work to make Independence a Smart Rural Community – a place that uses technology to create opportunities for everyone. Continue to be a hub for innovation and development of agricultural technologies.
- Execute on the Parks Master Plan with continued progress around parks, trails, connectivity, and waterfront initiatives.
- Facilitate and plan for residential development in the 250-acre Urban Growth Boundary as well as industrial development and redevelopment at various City locations.
- In partnership with the Mayor and City Council, further define and prioritize projects pertaining to Housing, Homelessness, Traffic, Water and Sewer upgrades, and the MINET Expansion. Consider the proper timing, planning, funding and community support to bring reality to these initiatives.
- Develop and maintain positive long-term relationships with neighboring communities. Effectively partner and look for opportunities to collaborate while protecting Independence's identity and interests as the City continues to grow.



IDEAL CANDIDATE

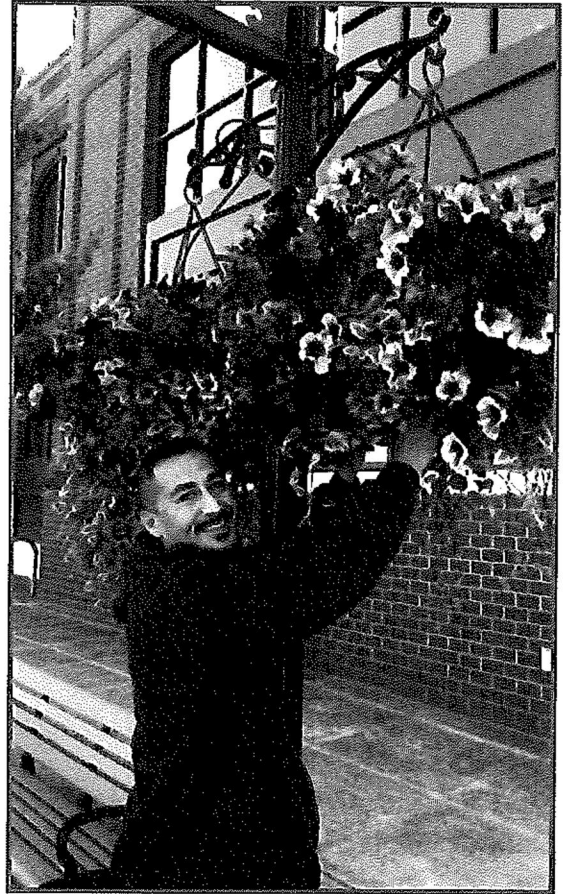
The City of Independence seeks a City Manager that is creative and innovative and brings a fresh, yet experienced voice and perspective to City initiatives. With a proven ability to move projects and initiatives forward, the ideal candidate will successfully guide the City through this exciting time of continued growth and transformation.

The City Manager has a strong history of developing effective relationships with elected officials and effortlessly partners with the Mayor and City Council to provide sound advice and guidance when necessary. A strategic leader and effective communicator, the City Manager values the opinions of others and encourages diversity of thought. Considered a calculated risk taker, the ideal candidate routinely supports innovative ideas and drives success. The preferred candidate is an active listener that values honesty and integrity and believes in fostering mutual respect at all levels.

A strategic thinker, the City Manager easily sees the big picture and long-term vision for the City. In addition, the preferred candidate understands the importance of building off a solid foundation and works to ensure infrastructure and service fundamentals are sound. With a financial mindset, the successful candidate has a strong background in strategic planning and execution. Knowledge of real estate and development would be advantageous as would a legal background. Additionally, the successful candidate embraces technology and innovation and utilizes both to drive efficiency.

A proactive leader, the City Manager creates a forward-thinking culture that encourages and supports collaboration amongst staff. The City Manager promotes an environment where creativity, communication, and customer service are highly valued. The successful candidate has a strong background in managing and empowering employees. The ideal candidate is fair, establishes clear expectations, and holds others accountable. A good sense of humor with the ability to laugh is essential.

The City Manager naturally develops positive relationships, establishes a high level of trust, encourages public engagement, and enjoys being an active member of the community. The preferred candidate maintains an understanding of the issues affecting the community and leverages that knowledge to drive decisions. The City Manager understands and appreciates public service, providing quality of life services and, above all, values a sense of community. Importantly, the ideal candidate is genuinely excited about the Independence community.



QUALIFICATIONS

At least seven years of progressively responsible experience in municipal government, including five years of administrative or leadership responsibility. Strong managerial experience and the ability to work closely with the City Council is essential. An exceptional ability to develop effective partnerships is required. Bilingual ability in Spanish a plus. A Bachelor's degree from an accredited college or university or any equivalent combination of education and experience.



TO BE CONSIDERED

If you love innovation, getting things done, family, and community - we want you in Independence. The City is an equal opportunity employer and is dedicated to a policy of non-discrimination. All qualified applicants are encouraged to apply as soon as possible and no later than September 23, 2018. Cover letters expressing your interest in the City of Independence and how you would succeed in the role should be addressed to Heather Gantz.

Please submit your resume and cover letter via [Waldron's Candidate Web Portal](#).

The following team from Waldron is assisting the City of Independence in their search:

Heather Gantz, Search Director
heather@waldronhr.com
503-620-1266

Robert Colichio, Senior Consultant
robert@waldronhr.com
503-620-1269





waldron

City of Newberg, City Manager

Search Timeline (Draft)

Week of	Activity	Status	Newberg Participation
09/03/19	Kick Off, Timeline, Recruitment		
	Kick off discussion		✓
	Review and timeline		✓
	Review and discuss recruitment strategy and backgrounding		✓
09/09/19	Initial Backgrounding		
	Gather input from City Council, City Leadership Team		✓
09/16/19	Further Backgrounding		
	Validate input received from City Council and City Leadership, seek any additional feedback from City Staff, Community Partners, Residents, and others as identified through listening sessions or survey		✓
	Develop research and visibility campaign strategy		
	Begin writing position profile		
09/30/19	Position Profile		
	City Council review and final approval of position profile		✓
10/07/19	Visibility Campaign, Active Recruitment and Outreach		
	Launch visibility campaign, targeted advertising		
	Begin targeted recruitment and outreach, networking and sourcing for referrals		
10/21/19	Status Report and Dashboards		
	Deliver first progress report to Interim City Manager, Human Resources; dashboards weekly thereafter		
10/21 Executive Session	Provide detailed search update to City Council, discuss and further define interview process with City Council		✓
10/28/19	First Review		
	Begin screening and interviewing of potential candidates		
11/24/19*	Target Date for Candidate Materials (*actual date, 7 week recruitment)		
	Complete active recruitment phase; Interested candidates should provide materials (cover letter and resume) by this time		
	Finish screening and interviewing		



12/02/19	Candidate Presentation		
12/02 Executive Session	Deliver candidate materials prior to presentation		✓
	Meet with City Council, Interim City Manager, Human Resources to present candidates and determine who will proceed to final interviews		✓
	Finalize arrangements, details for final interviews		✓
12/16/19	Final Interviews		
	Conduct final interviews		✓
	Complete reference and background checks		✓
	Successful candidate selection		✓
TBD	Site Visits		
	Conduct site visits on final candidate(s)		✓
TBD	Offer and Contract Negotiation		
	Contract Negotiations		✓
	Contingent Offer		✓
TBD	Council Vote		
	City Council Votes on Candidate Selection and Contract		✓
TBD	City Manager Start		
	New City Manager Starts		✓

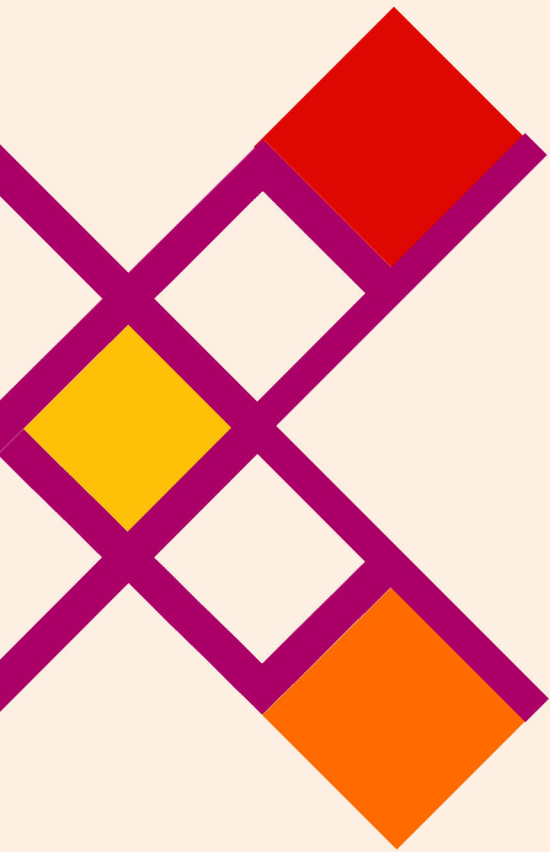
2019 NEWBERG ISSUE TRACKER

DATE	TYPE	SUMMARY	DEPT.	STATUS	COMPLETE
8/5/19	Public Comment	Wesley Crockett – Elliott Road widening – safety concerns traffic study? Issue with it being designated a collector street	PWS/ENG	<ul style="list-style-type: none"> • 7/23 & 7/24: City (Engineering & Consultants) conducted two Neighborhood Walks with homeowners and received comments/concerns. • 8/6: The city’s team has been collecting data and reviewing comments/concerns from residents in a multi-step process. <ul style="list-style-type: none"> - 7/15: City (Engineering & Mayor) met with Wesley & Brandy Crockett, Dan & Aimee D'Hondt and Nick Morace and received their concerns. - 8/21: Arborist completed the field work for tree survey. - 8/21: Traffic analyst completed the traffic analysis. - 8/23: Surveyor completed additional topographic survey. - 8/28: PGE will walk Elliott Road for planning aerial conversion to underground power. • 8/26: Open House is confirmed to be on Wednesday 9/18/19. <ul style="list-style-type: none"> - Notification post cards will be in the mail; - Open House will be announced on the city's project website. - City Recorder needs to inform Council. (If four or more councilors plan to attend, it will constitute a quorum and thus a “public meeting”.) 	

2019 NEWBERG ISSUE TRACKER

DATE	TYPE	SUMMARY	DEPT.	STATUS	COMPLETE
				<ul style="list-style-type: none"> - Conceptual plans will be presented at the Open House. • 8/28: City (Engineering) plans to respond to Wesley Crockett regarding the traffic speed analysis and the designation as a collector street. • 9/18: Open House from 6:00 pm to 7:30 pm at Mabel Rush Elementary School Library, 1441 Deborah Road. 	
8/5/19	Public Comment	Patty McIntire - Homeless car camping in her neighborhood near library. Called Police, told answer that they can't do anything because of cooling shelter at Library. Wants to know where she can find information to assist people.	???	Councilors gave her some resources at meeting. 8/14 – Discussion of issue at Dept. Head meeting. Scheduled YCAP to come to future Work Session to present homeless count data.	
8/19/19	Councilor Curtis – Gemeroy	Would like to know why state building code doesn't allow gender neutral signage	CMPT	Answer sent to Council on August 19 th . Building Code section 2902.2	✓
8/19/19	Councilor Findley	Tree Lighting issue	CMPT	8/21 – Discussed at Dept. Head Meeting. Jay/PWS to take lead.	

2019 NEWBERG ISSUE TRACKER



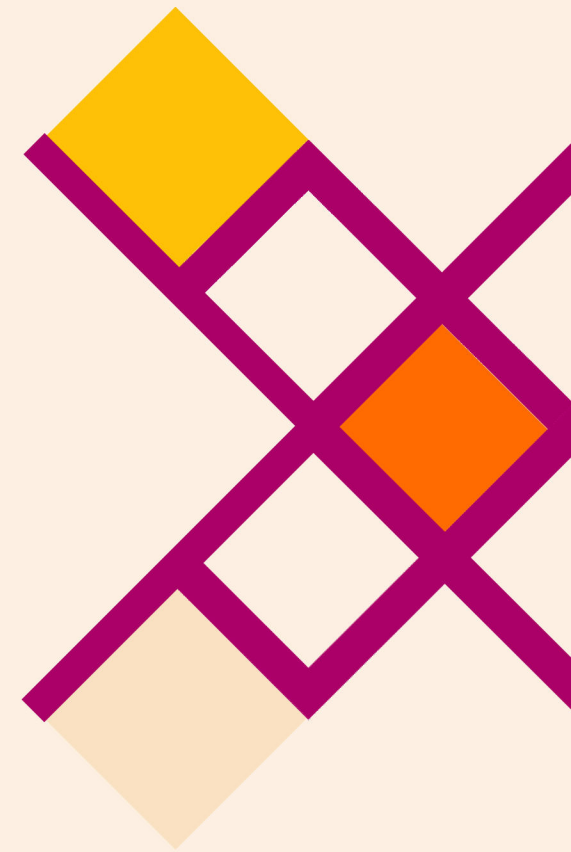
City Council is
moving!



Sept. 16



Library – 503 E.
Hancock



2019 Newberg City Council

Meeting Roll Call & Voting Log

Date: 9/3/19 Start Time: 6:00 p.m. End Time: 8:47 p.m.

Roll Call

<input checked="" type="checkbox"/> Councilor Findley	<input checked="" type="checkbox"/> David Clyne, CMPT	<input checked="" type="checkbox"/> Will Worthey, LD
<input checked="" type="checkbox"/> Councilor Bacon	<input checked="" type="checkbox"/> Truman Stone, CA	<input type="checkbox"/> Rosa Olivares, CE
<input checked="" type="checkbox"/> Mayor Rogers	<input checked="" type="checkbox"/> Sue Ryan, CR	<input type="checkbox"/> Jeff Kosmicki, PD
<input checked="" type="checkbox"/> Councilor Curtis Gemeroy	<input type="checkbox"/> Doug Rux, CDD	<input type="checkbox"/> Kaaren Hofmann, ENG
<input checked="" type="checkbox"/> Councilor Corey	<input checked="" type="checkbox"/> Brian Casey, PD	<input type="checkbox"/> Russ Thomas, PWS-M
<input checked="" type="checkbox"/> Councilor Yarnell Hollamon	<input checked="" type="checkbox"/> Jay Harris, PWS	<input type="checkbox"/> Dan Wilson, PWS-Ops
<input checked="" type="checkbox"/> Councilor Johnson	<input type="checkbox"/> Matt Zook, FD	<input type="checkbox"/> Craig Pack, PWS -Ops
	<input checked="" type="checkbox"/> Anna Lee, HR	<input type="checkbox"/>
Yes	<input type="checkbox"/> Dave Brooks, IT	<input type="checkbox"/>
	<input type="checkbox"/> DawnKaren Bevill, ACM	<input type="checkbox"/>

Voting – see additional pages as needed

	Res 3592 <u>Waldron</u> <u>CM Recruitment</u>	Traffic Safety <u>Commission</u> <u>Noah Linhart</u>	Consent <u>Res 3597 WRK Engineers</u> <u>Res 3588 Hires</u>	Res 3591 <u>West End Mill District</u> <u>Code initiation</u>
Findley	Yes	Yes	Yes	
Bacon	Yes	Yes	Yes	
Rogers	Yes	Yes	Yes	
Curtis Gemeroy	Yes	Yes	Yes	
Corey	Yes	Yes	Yes	
Yarnell Hollamon	Yes	Yes	Yes	
Johnson	Yes	Yes		
	Move: <u>Johnson</u> _____ Second: <u>Curtis Gemeroy</u> _____	Move: <u>Corey</u> _____ Second: <u>Curtis Gemeroy</u> _____	Move: <u>Johnson</u> _____ Second: <u>Corey</u> _____	Move: <u>Curtis Gemeroy</u> _____ Second: <u>Johnson</u> _____
	Yes <u>7</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>7</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>7</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>7</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>

Executive Session ORS 192.660 (2) h _____ Topic: Legal Counsel - pending litigation

Start: 6:05 p.m.

Stop: 7:00 p.m.

Staff: City Manager Pro Tem David Clyne, Finance Director Matt Zook

Other: Attorney Todd Lyons

**2019 Newberg City Council
Meeting Roll Call & Voting Log**

Executive Session ORS 192.660 (2) e Topic: Real Property

Start: 7:30 p.m.

Stop: 8:15 p.m.

Staff: City Manager Pro Tem David Clyne, Finance Director Matt Zook, City Attorney Truman Stone, Public Works Director Jay Harris.

Executive Session ORS 192.660 (2) f Topic: Consider records exempt by law from public inspection.

Start: 8:25 p.m.

Stop: 8:47 p.m.

Staff: City Manager Pro Tem David Clyne, Finance Director Matt Zook