

City of Brookings
MEETING AGENDA
Monday, February 5, 2024, 5:00pm

CITY COUNCIL WORKSHOP

EOC, 888 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics

1. Salmon Run – CourseCo [Pg. 1]
2. Discussion regarding City Manager hiring process and proposals received from recruitment companies [Pg. 2]
 - a. Lane Council of Governments Proposal [Pg. 3]
 - b. Protham Proposal [Pg. 8]
 - c. WBCP Proposal [Pg. 29]
 - d. Columbia Ltd Proposal [Pg. 49]
3. Recreational Immunity Review [Pg. 72]
 - a. CIS Recreational Immunity – Recent Changes to Recreational Immunity [Pg. 74]
 - b. CIS Article – Real Time Risk [Pg. 78]
 - c. February 13, 2017 Staff Report – Resolution 17-R-1096 Recreation Immunity [Pg. 83]
4. ODOT Transportation Grants 2024 [Pg. 86]
 - a. ODOT Carbon Reduction Program Power Point Presentation [Pg.88]
 - b. Planning Level Cost Estimated – Guide for Oregon EV Charging Deployment (Pg 10-11) [Pg. 101]
5. Draft Camping Ordinance [Pg. 106]
 - a. Draft Camping Ordinance Language [Pg. 107]
6. Seacrest Lane Roadway Dedication [Pg. 115]
 - a. Map [Pg. 116]

D. Council Member Requests for Workshop Topics

E. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 541-469-1102 if you have any questions regarding this notice.

You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: <https://www.youtube.com/@cityofbrookingsoregon8039>, or search 'City of Brookings Oregon YouTube' in your browser.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 5, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: Salmon Run - CourseCo

Background/Discussion:

CourseCo operates Salmon Run Golf Course for the City of Brookings and is here to present on the following:

- Introduce CourseCo and what we do under the management agreement.
- Clubhouse investment
- Customer service results
- 2023 Calander Year Financial Review vs 2022
- 2024 Budget
- Environmental Stewardship
- Community Inclusion

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: February 5th, 2024

Originating Dept: Administration

Signature (submitted by)

Kelly McChase
City Manager Approval

Subject:

Discussion regarding City Manager hiring process and proposals received from recruitment companies.

Background/Discussion:

Council requested staff contact executive recruitment companies for proposals as an option for hiring a permanent City Manager. A total of four companies were contacted, from a combination of recommendations and companies that currently send us job announcement flyers.

After reviewing proposals, each company appears to provide substantially the same offerings regarding number of meetings, recruitment plans, applicant screening, interviews, and hiring timelines. Each provided a professional consulting services fee and two provided a separate expenses fee that varies depending upon the type and number of services requested. Each company is available to begin immediately.

	<u>Consulting Services</u>	<u>Expenses</u>
Lane Council of Governments, Eugene, OR	\$14,500	Lodging Only
Prothman, Issaquah, WA	\$16,500	\$7,020-\$9,190
WBCP, Rogue River, OR	\$26,900	\$6,200 max
Columbia ltd, Colorado Springs, CO	\$27,000	Included

Attachments:

- a. Lane Council of Governments Proposal
- b. Prothman Proposal
- c. WBCP Proposal
- d. Columbia ltd Proposal



January 25, 2024

City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: Executive Recruitment Proposal

Dear Mayor and City Council,

We look forward to providing you this proposal and outline as you prepare to hire Brookings' next City Manager.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that supports the requisition of new leadership. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the LGPS Program Manager. We offer this base package for a not to exceed amount of **\$14,500.00**. Should there be a need to exceed this amount, LGPS will notify the City and obtain the appropriate approvals before moving forward.

Executive Recruitment Experience/Credentials

Executive Recruiter, **Howard Schussler**.

Mr. Schussler presents the following qualifications:

- 30+ Years of Experience in HR (Human Resources)
- City of Silverton, Executive Recruitment Support
- City of Oakridge, Executive Recruitment Support
- City of Lowell, Executive Recruitment Support
- City of Coquille, Executive Recruitment Support (Public Works)
- Lane County Administrator (*Interim* Human Resources Director)
- Sr. Consultant, Lane Council of Governments

Executive Recruiter/Program Manager, **Stacey Marple**.

Ms. Marple presents the following qualifications:

- Nine Years of Government Based Recruitment
- City of Toledo, Executive Recruitment Support
- City of Union, Executive Recruitment Support
- SHRM-CP, (Society for Human Resource Management, Certification)

- Master's Degree in Adult Education
- LGPS Program Manager

Benefits of Using LGPS

Simplicity

We strive to maintain simplicity from the beginning to the conclusion of your time with us. We understand you are busy professionals, most likely getting pulled in multiple directions. We want to ensure efficiency and excellence in our partnership.

Cost Effective

Because we are working through an IGA (intergovernmental agreement), we can be very competitive with our services while still maintaining the utmost professionalism and quality.

Flexibility

How would you like to proceed? Let's talk about you, your strengths, weaknesses, and how we can fill the gap for you.

Modern Approach

We are a diverse team with varied backgrounds and approaches. This helps us relate more directly with our government services partners and produce a range of possibilities to meet your needs.

Timeline

A detailed outline is provided on page 4.

LGPS References and Controls

References

City of Yamhill, Oregon (2022)

- Sharon Bregante-Candau, s.b.candau@cityofyamhill.org
- Yvette Potter, Mayor, y.potter@cityofyamhill.org

City of Toledo, Oregon (2023)

- Rod Cross, Mayor, rod.cross@cityoftoledo.org

Cost Controls

Our Executive Recruiter works directly with an assigned LCOG Fiscal Analyst. The Fiscal Analyst supports the development, tracking, and routing of the IGA and provides periodic reports through our fiscal system to track costs. They also prepare and route the invoices.

The do-not-exceed includes all meetings, staff labor hours, travel time, sourcing, background checks, and administrative support.

Contract Administration

Work between LGPS and the City is done through an IGA. The IGA is prepared by the Program Manager, then routed through several internal LCOG approvers, including our attorney, Division

Director, and Executive Director. We utilize Caselle, an integrated financial and project management software system to manage time and prepare invoices and DocuSign to administer approvals. Our template IGA is attached.

Coordination with Elected Officials

Our staff are well versed in collaborating with elected officials (city councils) and other government based staff. This experience has been developed over years of coordinating, managing, and supporting government agencies, including counties, municipalities, and special districts with a variety of human resources consultative projects such as; representation during labor disputes, classification and compensation studies, union contract negotiations, and executive recruitment. We have been in front of boards and councils to understand their individual perspectives, present information, and answer questions related to our projects. One of the first meetings our Executive Recruiter will facilitate with the City is to seek understanding of several components including:

- Current state of affairs and historical context of the city
- Workplace culture
- Organizational structure
- Characteristics of the council and council goals

Scheduling

Our Executive Recruitment staff have the flexibility to meet with the city through online remote options and in person. We predict the recruitment will utilize both formats in order to accomplish the tasks timely and in consideration of keeping costs down.

General Notes

- The timeline is our best-case scenario, knowing it may have fluctuations due to internal scheduling, entity schedules, and candidate availability. It is not uncommon to cycle through more than one round in order to find the best candidate for your needs.
- Do-not-exceed amount does not include candidate travel for final interview.

Thank you for the opportunity to help you with this important recruitment and I welcome any questions you may have.

Stacey Marple
Program Manager, LGPS
541-682-3638
smarple@lcog.org

Outline of Event	
Authorization to Proceed: Prepare IGA	February 05, 2024
Meet With City: Job Research, Position Description and Wage Review <ul style="list-style-type: none"> • Interview individual councilors, Mayor, other stakeholders • Develop list of qualifications, competencies, and cultural understanding 	February 09, 2024
Meet With City: Finalize Timeline and Documents <ul style="list-style-type: none"> • Fliers, posting, application materials, screening tools, sourcing 	February 13, 2024
Go Live: Activate Job Posting and Targeted External Sourcing	February 16, 2024
Application Tracking and Review: LGPS (Smartsheet)	Ongoing
Meet With City: Status Check on Applicants (Open Until Filled)	March 01, 2024
First Interviews: LGPS	March 04, 2024 Ongoing
Meet With City: Present Candidate Recommendations (Executive Session) Second Interview Preparation	March 11, 2024
Notify Advancing Candidates: LGPS Arrange and Schedule 2nd Interviews	March 12, 2024
Second Interviews: City Representative and LGPS Remote (most likely)	March 25, 2024
Meet With City: Debrief Second Interviews, Determine Finalists	March 28, 2024
Third Interviews: Council/Mayor/Community, On Site	April 08, 2024
Reference Checking	
Help Prepare Final Offer	TBD
Conduct Background/Credit Check	TBD
Provide Final Offer	TBD
Notify Non-Advancing Candidates	TBD
Discuss Contract, Route to Manager /Legal /HR for Review	TBD



Pop. 6,744
County: Curry
State: Oregon

Now Hiring



CITY MANAGER

A truly unique opportunity awaits you in this coastal town with access to trails, the ambiance of the Pacific Ocean, the Port of Brookings, and ample outdoor recreation. Please consider this opportunity to be Brookings' next City Manager. You will be responsible for a robust portfolio including, *City Administration, Finance, Public Works, XXX, XXX.*

If you enjoy variety and challenge with a mission to unite people and exercise practical leadership, this may just be the right position for you.



Just six miles from the California border, Brookings is bounded by the Chetco River and home to the fishing and lumber industries. As the largest city in Curry County, it boasts a mild climate and beautiful coastline.

As a leader, you must possess the skills necessary to address public relations challenges, handle personnel relations, understand budgeting and finance, and project management. For more information about the town, please visit:

[Brookings, OR - Official Website](#) | [Official Website](#)

POSITION DETAILS

- ✓ **WAGE:** \$\$\$, DOE
- ✓ **BENEFITS:** Comprehensive & Competitive Benefits Package.
- ✓ **QUALIFICATIONS:** TBD
- ✓ **TO APPLY:** Please visit,
- ✓ **FIRST APPLICATION REVIEW:** XXX

QUESTIONS: jobs@lcog.org ♦ 541-682-3638



January 26, 2024

Council Members
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Council Members,

Thank you for the opportunity to submit the enclosed City Manager recruitment proposal for the City's consideration. We understand that the City of Brookings has recently experienced some turmoil, resulting in a special election; three new Council Members joining the Council, the subsequent termination of the City Manager and the appointment of the Police Chief as interim City Manager. This is an exciting time for the new Council to move the City forward and choose their next City Manager.

The advantages of hiring a recruitment firm under these unique circumstances are:

- 1) A neutral partner – Applicants often call the lead consultant to ask about the council dynamics, experience of staff, and overall “health” of the organization. Your lead consultant will meet with Council and staff at the beginning of the recruitment and represent the City as a neutral resource to applicants. Staff will not have to answer these questions when applicants call, thus adding a neutral credibility to the response.
- 2) Council facilitation – Your lead consultant has 30+ years of local government experience and will facilitate and help the Council through all the decisions they will need to make throughout the recruitment process.
- 3) Staff availability to support the recruitment – Our staff manages the entire process! City staff support us by scheduling meetings, providing information for the recruitment brochure, and providing final interview coordination support. We have the experience of running hundreds of recruitments that your staff does not have, and they will thank you for the help!
- 4) Council's responsibility to hire the City Manager – Your lead consultant works directly for the Council, not staff. The new City Manager will be the direct supervisor of staff; thus, staff should not be involved in collecting applications and, potentially, in the screening of the candidates.

Our strength is understanding our client's needs, tailoring the search process to meet those needs, facilitating the Council throughout the process, and then collaborating with you to find the right candidate who will not only be professionally qualified, but just as importantly, will be a great “fit” for you and your organization. If you wish to discuss the proposal in detail or have any questions, please feel free to give us a call.

Sincerely,

A handwritten signature in blue ink that reads 'Sonja Prothman'.

Sonja Prothman
CEO

Proposal

for

City Manager Recruitment Services



Leadership is Key to the Sustainability of Any Organization

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

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 22 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 750 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 8,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our Ability to Connect to Potential Candidates is Unmatched! Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

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

OUR GUARANTEE

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

CONTACT INFORMATION

Owner/CEO: Sonja Prothman – sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com

Submittal Date: January 26, 2024

STATEMENT OF QUALIFICATIONS – PROJECT TEAM

Richard Kuhns – Project Lead

Richard recently retired as County Administrative Officer for Trinity County, CA, and served eleven years as the Regional Housing Authority Director for the Shasta, Siskiyou, Trinity, Modoc Housing Authority and concurrently served as the Executive Director of the Shasta County Community Action Agency. Richard began his 30-year career in public service as a police officer in Del Norte County, CA, and next as a Behavioral Counselor for the Del Norte County Department of Mental Health where he managed a juvenile program for at risk youth. Richard earned his Bachelor of Science degree in Business Management from Brigham Young University, his Master of Arts degree in Behavioral Science from California State University-Dominguez Hills, and his Doctorate in Psychology from California Southern University.

Cliff Moore – Project Support

Cliff Moore joins Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, WA, and City Manager of Yakima, WA. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his master's degree from the University of San Francisco, and he is fluent in Spanish.

Sonja Prothman – Project Support

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

Barry Gaskins – Project Support

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

Jared Eckhardt – Project Support

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

Prothman Recruitments - Last 3 years

Annenberg Foundation, CA
Director of Accounting & Finance

City of Ashland, OR
Human Resources Director

Spokane Airports, WA
Exec. Asst./Confidential Secretary

Skookum Contract Services, WA
Utility Manager

City of Port Townsend, WA
Deputy Public Works
Director/City Engineer

Town of Avon, CO
Public Works Director

City of Sutter Creek, CA
Public Works Director

City of Bainbridge Island, WA
Public Works Manager

Bainbridge Island Fire Dept., WA
Deputy Fire Chief

Basin Recreation, UT
Business Manager

Beacon Hill Water District, WA
Accounting Clerk

City of Belgrade, MT
City Manager

City of Bellingham, WA
Police Chief

Port of Bellingham, WA
Dir. of Real Estate & Asset Mgmt.
Marine Terminals Business Dev. Mgr.
Director of Aviation

Ben Franklin Transit (WA)
General Manager
Financial Services Manager
Director of Marketing
Safety & Environmental Svcs. Mgr.
Senior Manager of Operations
Chief People Officer
Chief Planning & Dev. Officer
Sr. Manager of Human Resources
Senior Mgr. of Customer Experience
Chief Financial Officer

BERK Consulting, WA
Senior Planner

City of Bingen, WA
City Administrator

City of Boardman, OR
Deputy City Manager

Bonner County, ID
Information Systems Manager
Staff Engineer
Accountant
Network Engineer
Data Systems Analyst
Comptroller

City of Box Elder, SD
City Engineer
City Clerk

City of Bremerton, WA
Engineering Project Mgr.-Transp.

City of Brier, WA
Police Chief

Brighton Fire Rescue District, CO
Fire Chief

City of Buckley, WA
City Administrator

Cannon Beach Fire & Rescue, OR
Fire Marshal

Cedar River Water District, WA
Operations Manager

Chelan County PUD (WA)
Procurement & Contracting Mgr.

Clallam Transit, WA
Finance Manager

Clark County, WA
Public Works Director
Capital Project Manager III
Preservation Section Manager
Engineering Svcs. Div. Manager
Roads Capital Programming Mgr.
County Engineer

Port of Clarkston, WA
Executive Director

Clatsop County, OR
Director of Public Health

City of College Place, WA
Public Works Director

**Columbia 911
Communications District, OR**
Chief Financial Officer

Columbia Industries, WA
Chief Financial Officer
Chief Operating Officer

Columbia River Fire & Rescue (OR)
Fire Chief

City of Connell, WA
City Administrator

City of Coquille, OR
City Manager
Finance/HR Director

City of Corvallis, OR
Building Official
Assistant Building Official

City of Covington, WA
Community Development Director

Cowlitz 2 Fire & Rescue, WA
Fire Chief

Cowlitz 911 (WA)
Executive Director

**Cowlitz-Wahkiakum Council
of Governments, WA**
Planner II / III

Crook County, OR
Finance Director

Douglas County, OR
Chief Financial Officer
Deputy Finance Officer

Douglas County, WA
Planning Director

Douglas County Sewer Dist. #1, WA
District Manager

Duval-King County Fire Dist. 45, WA
Deputy Fire Chief

City of Eagle Point, OR
Public Works Director

East Grays Harbor Fire & Rescue, WA
Fire Chief

El Dorado County, CA
Chief Administrative Officer

City of Ellensburg, WA
City Manager

Elmhurst Mutual Power, WA
Director of Finance & Administration

Enumclaw Fire, WA
Deputy Fire Chief

City of Ephrata, WA
City Administrator

Town of Erie, CO
Finance Director

Port of Everett, WA
Chief Financial Officer

**Federal Public Defender –
Northern District of California**
Computer Systems Administrator

City of Federal Way, WA
Economic Development Director

City of Ferguson, MO
City Engineer
Community Development Director

City of Fircrest, WA
Police Chief

Flathead County, MT
Health Officer

**Foothills Rails-to-Trails
Coalition, WA**
Executive Director

Town of Friday Harbor, WA
Town Administrator

Garfield County, WA
Public Works Director

Gig Harbor Fire & Medic One, WA
Fire Chief

City of Gillette, WY
Police Chief

Graham Fire & Rescue, WA
CFO/District Secretary
Executive Assistant
Human Resources Director

City of Grandview, WA
City Administrator

Grant County Fire District 8, WA
Fire Chief

Grant Transit Authority, WA
General Manager

City of Grants Pass, OR
Fire Chief
Superintendent – Wastewater

Gunnison County, CO
Human Resources Director
IT Director
Dep. Dir. of Health & Human Svcs.
Planning Manager

Hood River County, OR
County Administrator

City of Hubbard, OR
City Administrator

Intercity Transit, WA
Development Director

Island County, WA
County Administrator

Town of Jackson/START Bus, WY
Transit Director

Jefferson County, OR
Community Development Director
Human Resources Manager
Finance Director

Jefferson County, WA
County Administrator
Community Development Director
Central Services Director
Wastewater Project Manager

City of Kalispell, MT
Fire Chief

City of Keizer, OR
City Manager

City of Kenai, AK
Finance Director

City of Kennewick, WA
Community Planning Director

Key Peninsula Fire Dept., WA
Fire Chief

King County Fire District #2, WA
Fire Chief

Kitsap Transit, WA
Human Resources Director

Kittitas County, WA
Budget & Finance Director
Planning Manager

City of Klamath Falls, OR
City Engineer

Klickitat County, WA
Fiscal Manager
Chief Accountant
Sr. Planner – Long Range Planning

Lake Cushman Maintenance Co. (WA)
General Manager

City of Laurel, MT
City Planner

Lewis County, WA
911 Communications Director

Lewis County Fire District 6, WA
Fire Chief

**Lewis–Mason–Thurston Area
Agency on Aging, WA**
Chief Financial Officer

City of Lewiston, ID
Public Works Director

Port of Lewiston, ID
General Manager
Broadband Mgr./ Operations Mgr.

City of Liberty Lake, WA
City Administrator

City of Lincoln City, OR
City Manager

Lincoln County, OR
Human Resources Director
Public Works Director
County Administrator

Link Transit, WA
Chief Executive Officer

**Livermore Amador Valley
Transit Authority, CA**
Capital Projects Manager

Lopez Island Fire & EMS, WA
Fire Chief

City of Loveland, CO
Police Chief
Parks & Recreation Director

Loveland Fire Rescue Authority, CO
Fire Chief

City of Madras, OR
City Manager

Mason County, WA
County Administrator
Human Resources Administrator

Mason Transit Authority, WA
General Manager

City of McMinnville, OR
City Engineer

City of Mills, WY
Assistant Fire Chief

City of Monroe, WA
City Clerk

Morrow County, OR
County Administrator
Public Health Nurse Supervisor
Finance Director

City of Moses Lake, WA
Municipal Services Director
Human Resources Director
Finance Director
Engineering Services Director
Assistant City Manager

City of Mukilteo, WA
Finance Director

Mukilteo Water District, WA
General Manager

**North Lake Tahoe Fire
Protection District, NV**
Fire Marshal

City of Olympia, WA
Water Resources Director
Transportation Director
Drinking Water Utility Director

Port of Olympia, WA
Planning/Environmental Sr. Mgr.
Airport Senior Manager
Marine Terminal Senior Manager
Finance Director
Capital Assets Manager
Director of Strategic Projects

Ouray County, CO
Road & Bridge Superintendent
Registered Nurse – Health Educator

Pacific City Water–Sanitary, OR
Authority Manager

Pacific County, WA
Public Works Director

Pacific Transit System, WA
Director

City of Pasco, WA
Senior Traffic Engineer
HR Director

Pierce County, WA
Court Reporter

City of Port Angeles, WA
Senior Engineer – Transportation

City of Powers, OR
Police Chief

PUD #1 of Whatcom County, WA
General Manager

City of Rawlins, WY
City Manager

City of Ridgefield, WA
Public Works Director

Rio Blanco County, CO
Road & Bridge Director

City of Salem, OR
Chief Accountant

City of Sandpoint, ID
Utilities Director
City Planner
Civil Engineer

City of Sedona, AZ
Director of Community Development

City of Sedro–Woolley, WA
Finance Director

City of Sequim, WA
Public Works Director

City of Sheridan, WY
Police Chief

City of Sherwood, OR
Police Chief

South King Fire & Rescue, WA
Assistant Chief of Operations

City of South Lake Tahoe, CA
Human Resources Analyst
Building Official
Parks & Recreation Director

South Pierce Fire & Rescue, WA
Dist. Secretary/Finance Officer

Southwest District Health, ID
Clinical Specialist

City of Spearfish, SD
City Administrator

City of Spokane Valley, WA
City Manager

Sunrise Water Authority, OR
Project Engineer

Town of Superior, CO
Public Works & Utilities Director

**Suquamish Seafood
Enterprises, WA**
Staff Accountant

City of Tacoma, WA
Deputy City Manager
City Treasurer

**Tahoe Regional Planning
Agency, NV**
Executive Director

City of The Dalles, OR
City Manager

City of Thornton, CO
Parks & Recreation Director
City Development Director
Presiding Municipal Judge

Thurston County, WA
Public Health & Social Services Dir.
Road Operations Supervisor

**Tillamook County
Transportation District, OR**
General Manager

City of Toppenish, WA
Police Chief
City Manager
Public Works Director
Administrative Services Director

City of Troutdale, OR
Public Works Director

Tualatin Hills Park & Rec. Dist., OR
Sports Manager
Recreation Manager

City of Vineyard, UT
City Manager

Town of West Yellowstone, MT
Town Manager

PROPOSED SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitment takes approximately 10-14 weeks to complete, depending on the scope and direction from the client.

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 5 & 12, 2024	Travel to Brookings or meet via Zoom for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
February 19, 2024	Post Profile and Start Advertising
February 26, 2024	Send Direct Mail
March 24, 2024	Application Closing Date
Weeks of March 25 & April 1, 2024	Prothman screens applications & interviews top 6 – 12 candidates
Week of April 8 - 12, 2024	Travel to Brookings or meet via Zoom for Work Session to review semifinalists and pick finalists, and design final interviews
Week of April 22 - 26, 2024	Travel to Brookings for Final Interview Process, which typically includes an evening reception and next day interviews

This supports a late May or early June start date.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 22 years. We understand politics, Board and Council dynamics, and community passion; and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

Some of our Executive Management Recruitments – In Progress

City Manager – City of Maupin, OR; City Manager – City of Milton-Freewater, OR; Community Development Director – Jefferson County, OR; Finance Director – Jefferson County, OR; Executive Director – Mason County Economic Development Council, WA; Parks Director – Tillamook County, OR; Executive Director – Spokane Arts, WA; Executive Director – Port of Olympia, WA; Executive Director – MACECOM, WA; Finance Manager – Mason Transit Authority, WA; Director of Real Estate – Port of Skagit, WA; Operations Manager – Coos Bay-North Bend Water Board, OR; Harbor Master – Port of Skagit, WA; Public Works Director – City of Pasco, WA; Fire Chief – Adams County Fire Rescue, CO.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research *(Soliciting Input)*

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

- ◆ Meet with the City Council
- ◆ Meet with Department Directors
- ◆ Meet with staff, as directed
- ◆ Meet with community and other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

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

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

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

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

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

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

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

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

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

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

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

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

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

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

Background checks include the following:

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

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

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

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

5. Warranty

Repeat the Recruitment

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

6. Guarantee

Replacement Recruitment

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

FEE & EXPENSES

Professional Fee

The fee for conducting a City Manager full recruitment with a one-year guarantee is \$16,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

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

Expenses

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

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging (approx. \$1,100 - \$1,500 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$450)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

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

Cancellation

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

Equal Opportunity

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

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

EXAMPLE OF POSITION PROFILE



Since 1889

OREGON

CITY MANAGER

\$150,000 - \$160,000

Plus Excellent Benefits

Apply by

February 4, 2024

(First Review, Open Until Filled)



THE COMMUNITY



Located in the picturesque gateway to the Blue Mountain range, the City of Milton-Freewater, is home to a population of 7,421 and is known as a vibrant and diverse community where the

rustic charm of rural life meets a rich tapestry of cultural and recreational activities. The community boasts a varied landscape, offering residents and visitors an array of outdoor activities including both downhill and cross-country skiing opportunities, hundreds of miles of snowmobiling and ATV trails, kayaking, horseback riding, hiking, fishing, and hunting. Local wildlife is abundant, and includes pheasants, ducks, elk, deer, bears, and cougars. The city is also located within the Rocks District; an internationally renowned and critically acclaimed wine AVA. This region is a magnet for tourists, drawing increasing numbers each year to explore over 100 wineries and tasting rooms in the valley. Overall, Milton-Freewater exudes a relaxed "country" vibe, where pick-up trucks towing horse trailers coexist with luxury cars on wine release weekends.

The community is known for its friendly and quiet residents who welcome newcomers with open arms. Milton-Freewater is proud of its agricultural roots, and has a robust economy primarily based on farming. The major crops include apples, wheat, wine grapes, and alfalfa hay, reflecting the diverse population of which approximately 43.5% are Hispanic citizens. The city's top employers span a range of sectors, from government and school districts to service, medical facilities, and agriculture-based industries. The city has an excellent school system that includes a state-of-the-art elementary school and is conveniently located within 20 miles of two community colleges and 10 miles from two major universities – Walla Walla University and Whitman College. In addition, a hospital and numerous medical clinics are within 10 miles, and a major medical hospital in Tri-Cities Washington just 40 minutes away.

Milton-Freewater is more than just a city; it's a community where natural beauty, rich culture, and a warm, welcoming spirit come together to create a unique and inviting place to call home.

THE CITY

The City of Milton-Freewater was chartered in 1950, when voters from two abutting towns (Milton and Freewater) voted to merge the two cities into one. The City operates under a Manager/Council form of government, and has enjoyed a stable, high functioning, and unquestionably ethical City Council for decades. The majority of the council members have been serving in their role for over 20 years.

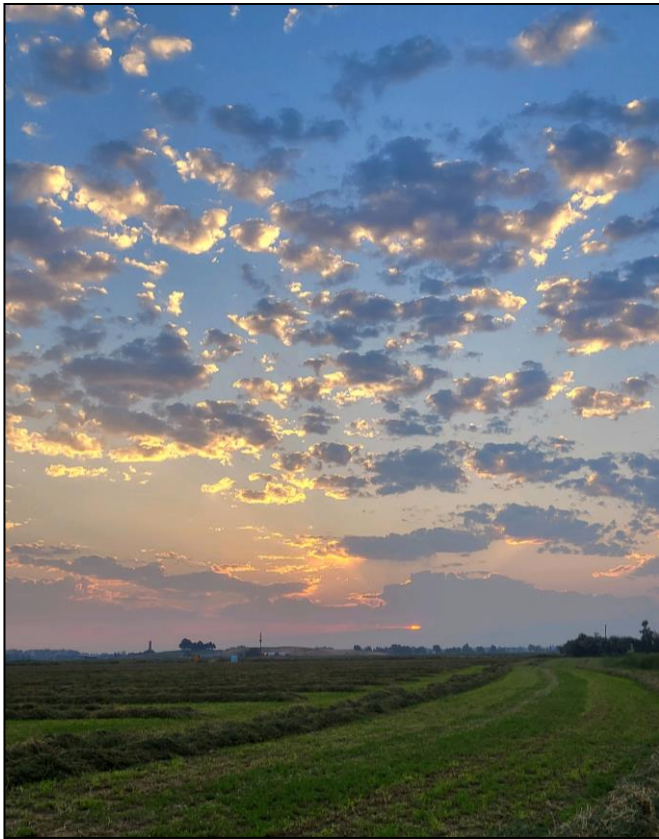
Milton-Freewater is a "full service" city with electric, sewer (both industrial as well as treated), water, solid waste, recycling, and library services. The City currently employs 65 FTEs and operates on a budget of \$63.7 million, which includes \$10 million of staff garnered grant monies for various programs and services to the citizens.



The City offers over 60 acres of parks, a seasonal aquatic center, 18-hole year-round golf course, foot golf, splash pads, walking trails, frisbee golf course, skate park and many other recreational opportunities. The City is also responsible for a large city-owned landfill, a 24/7 police and 911 emergency dispatch center, a fire department, code enforcement, planning and economic development, public transportation, finance, municipal court, city shop, finance department, and a 600-acre farm located outside of the city where settling ponds are located for the City's treated sewer effluent. The City's Assistant City Manager/Recorder handles all public records requests, elections, city code updates, maintenance of the city's records and contracts, and is the right-hand person of the City Manager. The City is proud to be extremely transparent, and takes a great deal of pride in city services provided to the citizens.

THE POSITION

Under the direction of the City Council, the City Manager is the Chief Executive Officer for the City of Milton-Freewater and is responsible for planning, directing, managing and reviewing the day-to-day operations of the City. This position is responsible for assuring all laws, policies and ordinances are faithfully executed, the preparation and submission of the annual City budget to the City Council, and for its administration upon its adoption by the City Council. The City Manager is expected to perform all assigned duties in accordance with the City of Milton-Freewater's Charter, develop and maintain collaborative and respectful working relationships with team members and others, and to consistently provide quality service to the citizens of Milton-Freewater.



The City Manager directly supervises the Assistant City Manager/City Recorder, Human Resource Officer, Finance Director, Library Director, Electric Superintendent, Public Works Superintendent, City Planner, Fire Chief, Police Chief, and Housing Code Officer.

To view a full job description please view the attachment found [here](#) or visit www.prothman.com.



CHALLENGES & OPPORTUNITIES

Challenges:

- Reliable access to safe and adequate potable water is becoming an issue as the city grows. The City will need a new basaltic well drilled on the south hill to continue to economically serve the growing number of subdivisions and businesses developing there.
- The completion of a new police/911 facility has fallen behind schedule. Among a number of hurdles includes a critical electric panel component which will not ship until mid-February 2024 at the earliest.
- A number of key staff at senior levels have either recently retired, or soon will. Rebuilding the City's leadership capacity will be necessary. There will potentially be new department leadership in the Finance, Electric Utility, Human Resources, Library and Police departments.
- Recycling law changes coming in the upcoming two years will be expensive and will likely double the cost of service.
- The City's electric utility may need to review its rate structure modified to ensure that revenue will be adequate to maintain services and build a reserve to undertake required maintenance and future expansion.





Opportunities:

- The City of Milton-Freewater is described as a “friendly place” with a “close knit and supportive” community with “good schools” and “a lot of outdoor recreational opportunities, both in the winter and summer.”
- The current City Manager is retiring after 31 years with the city, including 16 years serving as the City Manager. The City Council is solid, tenured, and very supportive. In addition, the City is government friendly and supportive of governmental operations. Voters have not turned down a local option tax levy or a GO Bond in the last 31 years.
- The City's financial state is sound. The City has cash reserves of over \$11 million, and property tax - a major revenue source for the city - is growing as development of the region continues. Recent audits have been strong, and the City has virtually no debt on the books. There have been no layoffs, reductions in force, cuts in programs or services, and staff has consistently received cost of living increases.
- Several department directors are new in their role and several more key staff will be retiring soon. There will be an opportunity to build a strong team and mentor/coach individuals who are in the process of building their skill set.

THE IDEAL CANDIDATE

Education & Experience:

Candidates should have at least five (5) years of progressively responsible municipal management experience, preferably as a successful City Manager/Administrator or Assistant City Manager. A bachelor's degree in public administration or a closely related field is preferred but not required, as is being bilingual.

Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will be a demonstrated visionary with team-building skills and the ability to lead the city into a period of expected growth and expansion.
- Considerable knowledge of the operations of publicly owned utilities, municipal finance, planning, labor relations, and human resources.
- A proven history of establishing cooperative relationships with City officials, employees, citizens, and representatives of other agencies in the capacity of agent for the City Council.
- The ability to come in and get to know the city, staff and operational protocols for the first 6 months before trying to make any big changes.
- A strong financial acumen and fiscal discipline. Demonstrated success in applying for and obtaining grants and federal and state funding.
- The ideal candidate will trust staff, be a good listener, have an open-door policy, and have the back of staff.
- Skill as a team-builder who can coach and mentor staff, be willing to explore new ideas and provide solutions to difficult problems, and provide clear direction, expectations and deadlines.
- The selected candidate will have a sense of humor, be honest, have integrity, be open and transparent in their communications, and be willing to give and receive constructive feedback.
- A willingness to be the face of the city, and actively be out in the community, going to events, attending Rotary meetings, football games, and community celebrations, to name a few.
- Experience with code enforcement, and a willingness to focus on infrastructure and parks maintenance.
- The ability to articulate and communicate a 5- and 10-year vision for the city.

COMPENSATION & BENEFITS

➤ \$150,000 - 160,000 DOQ

➤ Excellent medical, dental, vision and ortho insurance plan (Regency Blue Cross) with most services being a \$20 co-pay and a very low maximum out of pocket ceiling (preferred provider = out-of-pocket \$2,250 (individual) and \$4,750 (family)). This is a tier system with newly hired employees paying 10% of the total premium cost and the city paying 90%.

➤ Paid life insurance.

➤ Oregon PERS - City pays the employee and employer costs.

➤ Up to 4 weeks of vacation per year, which increases with longevity, plus an additional 10 days per year in lieu of overtime.

➤ 12 days of sick leave per year. Sick leave benefits may be accumulated up to a maximum of 1040 hours.

➤ 12 ½ holidays per year.

➤ Cell phone stipend and mileage allowance.

➤ City paid membership dues in all professional organizations, local civic club membership, etc.

➤ Additional negotiated incentives may be available for the selected candidate.



Since 1889

**For more information on the
Community, and the City of Milton-
Freewater, please visit:**

www.mfcity.com

The City of Milton-Freewater is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 4, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**City of Milton-Freewater, OR – City Manager**" and click "**Apply Online**," or click [here](http://www.prothman.com). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

PROTHMAN

www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



OREGON

CITY MANAGER

\$80,000 - \$110,000

Plus excellent benefits.

First Review:
December 3, 2023
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

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

Thank you for your consideration and help!

PROTHMAN



WHY APPLY



Maupin is a small community with a unique “hometown” feel where people care about each other and help each other in times of need. This is an excellent opportunity for an individual who loves to hunt, fish, river-raft and enjoy the many recreational opportunities the area provides.

The incoming City Manager will have an opportunity to join a cohesive and efficient team that will help lead this small town's journey through imminent growth, while working alongside with the community to maintain a small-town feel to keep Maupin as special as it is.

THE COMMUNITY

The City of Maupin, Oregon is located on the Lower Deschutes River in South Wasco County at the crossroads between central and eastern Oregon and the Columbia River Gorge. The region's unique location, climate, and landscape has made it a sought-after place for recreation and an increasingly desirable place to live. Maupin is home to approximately 431 residents and serves as an important center of services for the entire region of approximately 2,700 people, in an area of over 900 square miles.

Maupin has been a destination for Oregon residents and people from all over the world for decades. Aside from having direct access to recreational opportunities on the Lower Deschutes River, Maupin is also just 45 minutes by car from Mount Hood, the Columbia River Gorge, and two hours from Bend or Portland. Unlike many rural communities, Maupin also boasts Gigabit fiber connections available to nearly all homes and businesses.

Each summer, Maupin's population swells with visitors who come for world-class rafting, fishing, cycling, camping, and hunting. Visitors will find charming boutique hotels with views of the Deschutes, exceptional restaurants for families, and plenty of opportunities to make memories outdoors. Local residents will find affordable homes and friendly neighborhoods. As residents say around town, “There's never a bad day in Maupin.”



THE CITY & POSITION

The City of Maupin operates under a City Council consisting of a mayor and six councilors, each elected to four-year terms. The Council is responsible for managing Maupin's budget and legal matters such as drafting of ordinances, and oversees economic development, public safety, public works, parks and recreation, and all aspects of governing the city. The City also has a Planning Commission which is comprised of five members appointed by the Council.

The City operates on a FY 2024 budget of \$4.2 million, with 10 full-time employees, and two part-time employees. City departments include City Hall (Administration and Code Compliance), Public Works (Water, Sewer, Streets), City Park, and Southern Wasco County Library (funded by taxes from Wasco County Library Service District).

Under the direction of the Mayor and Council, The City Manager will be responsible for the overall operation of the City of Maupin, to include public works, city administration, parks, and library. The City of Maupin City Manager has management and oversight responsibilities for all City personnel, programs, buildings, budget, planning, safety, and security. Additionally, the City Manager will develop and nurture a working relationship with other area cities, county, state, federal agencies and private organizations; and confer with the Mayor and council to discuss issues, problems, projects, regarding operations of City government.

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



RECRUITMENT SERVICES FOR



CITY MANAGER

JANUARY 24, 2024

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I. COVER LETTER.....

January 24, 2024

City of Brookings Council
898 Elk Dr,
Brookings, OR 97415



RE: City of Brookings – City Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Manager of the City of Brookings. **WBCP has worked on many City Manager recruitments, and we look forward to the opportunity to partner with the City of Brookings on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position, and we guarantee that placement for 24 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future City Manager will lead.

My team and I know the Oregon candidate marketplace and have many clients in your region, such as the **City of Grants Pass, City of Rogue River, City of Gold Hill, City of Phoenix, City of Talent, County of Jackson (just to name a few)**. We have exceptional experience successfully recruiting for City Manager positions, with several of our recruitments including, but not limited to:

- **City Manager, City of Garibaldi, OR**
- **City Manager, City of Talent, OR**
- **City Administrator, City of Rogue River, OR**
- **City Manager, City of Gold Hill, OR**

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/2dfrk4k2>

Either I or one of my experienced executive recruiters will take the lead in managing this recruitment. We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. My executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you can see on pages 8 & 9 of this proposal. WBCP now has offices in Oregon, Arizona, North Carolina, and California, including offices in the South Bay Area and Central California.

I. COVER LETTER.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate in-person interviews and/or hybrid virtual and/or in-person interviews.

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2023 year-end review, we found that over the last three years, 90% of our applicants and 83% of our candidates placed in positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them. In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

83%

*of WBCP candidates
placed in positions
come from a diverse
background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc.

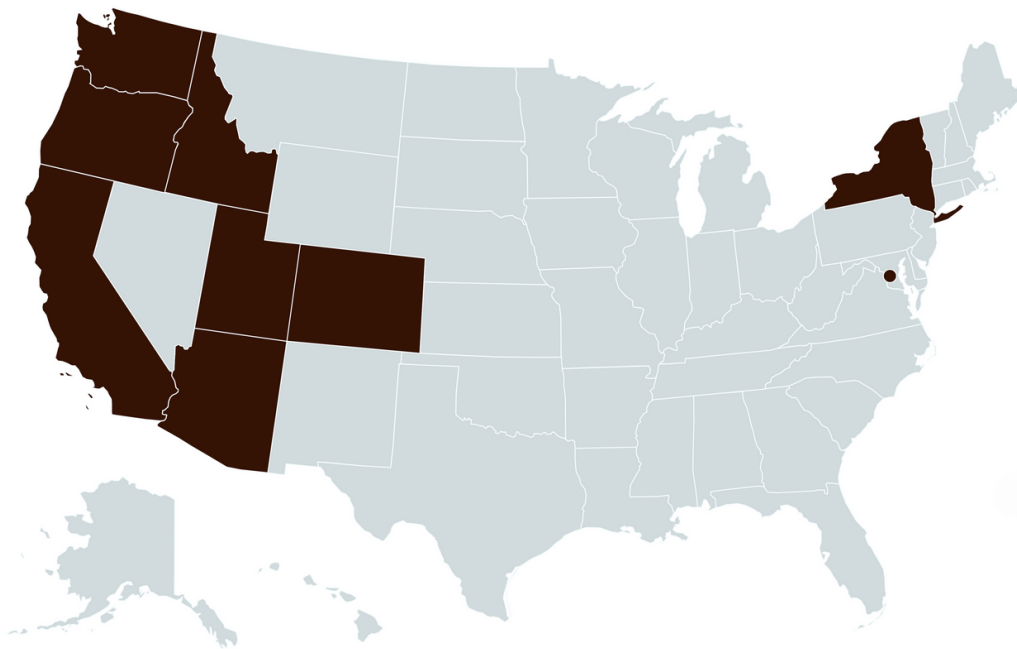
Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon Main Office:** 213 E Main St., Rogue River, OR, 97537
- **California Main Office:** Santa Barbara, CA, 93101
- **Arizona Main Office:** Gilbert, AZ 85233
- **North Carolina Main Office:** Jacksonville, NC, 28540
- **Satellite Offices (3):** San Jose, CA; Gilroy, CA



WOMEN OWNED

WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in California, Oregon, Washington, and Arizona and soon expanding in other states. WBCP files and pays California S Corp and personal income taxes.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting; organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in California, Arizona, Colorado, Idaho, Oregon, and Washington.

California, Arizona, Oregon, and Washington Cities of: Arcata (CA), Ashland (OR), Astoria (CA), Berkeley (CA), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fremont (CA), Fresno (CA), Garibaldi (OR), Grants Pass (OR), Gold Hill (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Oxnard (CA), Palo Alto (CA), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Port Hueneme (CA), Redding (CA), Riverside (CA), Roseville (CA), Rogue River (OR), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), and Windsor (CA).

California, Colorado, Idaho, Oregon, and Washington Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Orange (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Mateo (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tuolumne (CA), Yuba (CA), and Yolo (CA).

Local and National Councils, Boards, and Districts: Boulder Creek Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Sacramento Area Flood Control Agency (SAFCA), Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Sewer District, Sacramento Suburban Water District, San Benito Council of Governments, San Diego Port Authority, San Rafael Sanitation District (SRSD), Sonoma County Library, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, and Valley Water.

Nonprofit and Joint Powers Authorities (JPAs): Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), Los Angeles Unified School District (LAUSD), La Public Media, Latino Public Broadcasting, Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento Public Library Authority (SPLA), Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum and West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont, City of Medford, City of Santa Maria, City of Santa Paula, County of Humboldt, County of Mariposa, County of Santa Barbara, and County of San Luis Obispo.

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

II. BACKGROUND & QUALIFICATIONS.....

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

ORGANIZATIONAL LEADERSHIP

- City Manager, City of Independence, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Phoenix, OR
- City Manager, City of Garibaldi, OR
- City Manager, City of Pasadena, CA
- City Manager, City of Port Hueneme, CA
- City Manager, City of Ceres, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Dunsmuir, CA
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- City Manager, City of Sutter Creek, CA
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- City Administrator, City of Rogue River, OR
- City Administrator, City of Hubbard, OR
- City Administrator, City of Duvall, WA
- County Executive Officer, County of Shasta, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Director, Valley Consortium of Medical Education, CA
- Executive Director, Water Forum, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Community Food Bank, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, Sacramento Employment and Training Agency, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Vice President, Center Point, CA
- Vice President/Business Development Director, WBCP Inc., OR

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- ACEO – Assistant County Executive Officer, County of Napa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Operating Officer, IT and Administrative Services, Valley Water, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer/Executive Director, Valley Consortium for Medical Education, CA
- Chief Operating Officer, WBCP Inc., OR
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- General Manager, Radio Bilingüe, CA
- General Manager, Santa Cruz County Animal Services Authority, CA

Check out our full list of
recruitments here:
<https://tinyurl.com/2dfrk4k2>

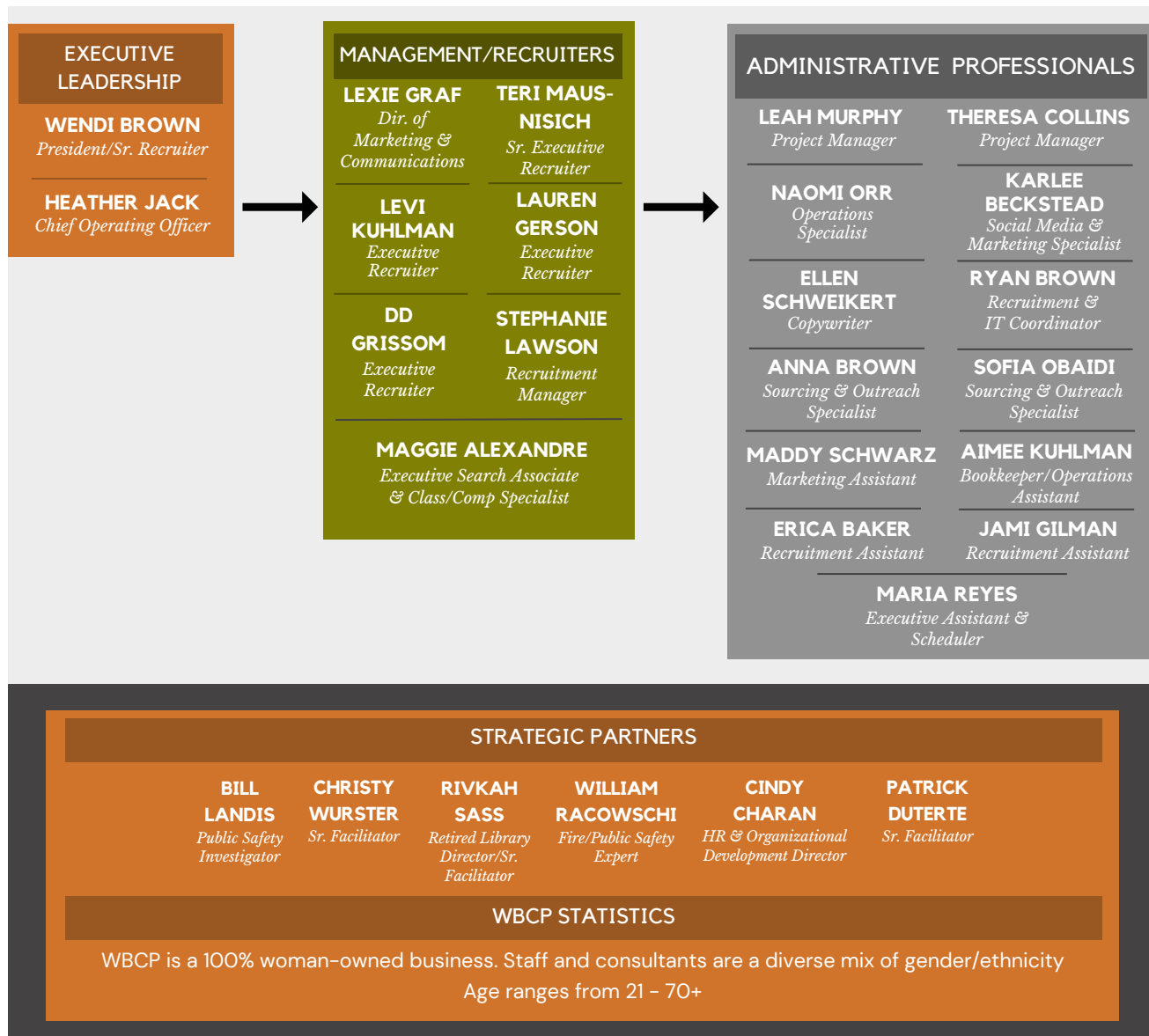
III. GUARANTEE.....

(1) We guarantee successful placement and will provide continued consulting services for **one** additional recruitment/replacement (however, client will pay for any additional direct cost expenses).

(2) The one additional recruitment/replacement is valid in the case of: Unsuccessful Recruitment **OR** Employment Termination **OR** Employment Resignation within the first 24 months of service (guarantee valid for only one of the three circumstances aforementioned). WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at no cost to the Client; however, additional expenses will be covered by the Client. The Guarantee is valid for **one** recruitment/replacement only.

(3) **Work Performed Out Of Scope:** To provide the best results for our clients, we strongly recommend a steadfast commitment to agreed-upon dates/times for critical recruitment milestones (shortlist meeting and interview dates). Any timeline changes to agreed upon dates after a recruitment has been opened may result in additional charges at our hourly rate.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN
*Lead Consultant/
 Sr. Executive
 Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

TERRI MAUS-NISICH
*Sr. Executive
 Recruiter*



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

LAUREN GERSON
Executive Recruiter



Lauren serves as an Executive Recruiter at WBCP, where she excels in managing the entire recruitment process. Beginning her career in operations and events for renowned breweries and restaurants, she later transitioned to business operations and career services. Prior to joining WBCP, she assisted jobseekers overcoming employment barriers through a career coaching company. Lauren's diverse background encompasses project management, client relations, resume writing, HR operations, and risk management. She holds a Bachelor's degree in Philosophy with a minor in English Literature from Whittier College, showcasing her analytical and communication skills. Her multi-faceted expertise and dedication make her an asset to WBCP's executive recruitment endeavors.

V. WBCP KEY STAFF.....

LEVI KUHLMAN

Executive Recruiter



Levi serves as one of WBCP's Associate Recruiter/Project Managers and plays an integral role in managing our recruitments and clients. Some of his primary duties include meeting with clients, screening candidates, preparing for interviews, leading headhunting efforts, and overseeing candidate coordination. Levi's strong interpersonal skills coupled with his eagerness to work with others helps him create lasting relationships with clients and candidates. Prior to his time with WBCP, Levi was the President of a real estate company where he oversaw a residential real estate team in the Willamette Valley, Oregon. In addition to the great work he does for WBCP, our clients, and our candidates, Levi also operates a small catering company on the side. Currently, Levi is dually enrolled at Oregon State University and Western Governors University pursuing his MBA/MPA.

LEXIE GRAF

*Director of Marketing
& Communications/
Recruiter*



Lexie Graf is WBCP's Director of Marketing & Communications. As a marketing professional, she has been primarily focusing on copywriting, content creation, and brand strategy in her career. Lexie has a knack for understanding each clients' unique needs, allowing her to adapt her writing voice and branding as needed. Along with developing and overseeing the creation of social media, marketing materials, and advertising plans for WBCP, Lexie collaborates with the recruitment team in meeting clients' needs and deadlines. Before working at WBCP, Lexie wrote for Indeed and the University of Wisconsin Colleges, helping her develop a deep understanding of career development, recruitment, and public sector careers. Throughout her marketing career, Lexie has produced a wide variety of campaigns and deliverables, such as blogs, digital and print ads, website content, brochures, social media posts, eBooks, and magazines. Notable projects throughout her career include developing content for two websites and collaborating on an email marketing campaign that won an American Advertising Award in multiple categories. Lexie has a Bachelor's in Communications with certificates in Digital Studies and Environmental Studies from the University of Wisconsin – Madison.

V. WBCP KEY STAFF.....

HEATHER JACK

*Chief
Operating
Officer*

Heather Jack is WBCP's Chief Operating Officer and lead Project Manager. Since starting at WBCP in 2015, she has grown into an integral part of the business. Heather uses her strong organizational skills and attention to detail to support all recruitments from start to finish, coordinate timelines, oversee the team's productivity. Meeting clients' deadlines and major milestones is one of Heather's top priorities, making her our go-to person for all things calendar and project management-related. Heather also assists with projects in human resources with several municipalities in Oregon and California. Other aspects of her role include supporting employee engagement, salary and benchmark studies, and business operations. During her time at WBCP, Heather has modernized processes and scaled technology systems for the company. Prior to working with WBCP, Heather worked at Hannon Library, developing organizational, research, and interpersonal skills. Heather has a Bachelor of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.

STEPHANIE LAWSON

*Recruitment
Manager*

Stephanie started working for WBCP in 2019. She acts as support for all facets of the recruitment process, as well as any other tasks to assist the WBCP team. Some of her core responsibilities include candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation. Prior to working for WBCP, Stephanie had several roles in hospitality where she further developed her client relations, communications, and clerical skills. Stephanie has a Bachelor's of Science degree in Business Administration with a focus in Hospitality from Southern Oregon University.

MAGGIE ALEXANDRE

*Executive Search
Assoc. &
Class/Comp
Specialist*

Maggie Alexandre is a Human Resources professional with over 30 years of experience, and is WBCP's key Executive Search Associate and Classification and Compensation Specialist for WBCP since 2018. Prior to working at WBCP, Maggie was a Human Resources Director in the San Francisco Financial District and led an 80 person team of human resource professionals. She began her career in HR at Robertson, Stephens & Company, a boutique investment bank, and continued in the HR Director role at other investment banks and private equity firms until 2016. Maggie studied Anthropology at California State University, Long Beach and received her Human Resources Management Certificate from California State University, San Francisco.

REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Our 2023 review indicates that 83% of candidates placed with WBCP clients have diverse backgrounds — a 21% increase from last year's review.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1–City Manager Reference

Relationship:

- WBCP City Manager Consultant and Interim City Manager

Contact Information:

- Christy Wurster – christy.wurster@gmail.com | 503-881-8214

2–City of Independence, Oregon

Positions Filled:

- City Manager

Contact Information:

- John McArdle , Mayor – mcardle.john@ci.independence.or.us | 503-838-1212

3–City of Rogue River, Oregon

Positions Filled:

- City Administrator
- Chief of Police

Contact Information:

- Ryan Nolan, City Administrator – rnolan@cityofrogueiver.org | 541-582-4401 Ext. 106

X. MARKETING MATERIAL EXAMPLES.....

*Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: #wbcp202212**

- [City Manager, City of Independence, OR](#)
- [City Administrator, City of Rogue River, OR](#)
- [City Manager, City of Garibaldi, OR](#)
- [City Manager, City of Talent, OR](#)
- [City Administrator, City of Hubbard, OR](#)
- [City Manager, City of Phoenix, OR](#)

XI. COST PROPOSAL.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT CITY MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-IV in the proposal's scope of work	\$28,900 <u>-\$2000 (discount)</u> \$26,900 (flat rate)
Expenses Include: Travel to client location (up to 2 trips); for document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; delivery charges; fees for background and reference checks; may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day (\$700/day); brochure/graphic design (\$950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn \$395, InMails \$300, Circa Diversity Job Boards \$295, Zoom Info \$299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	\$7,900 <u>-\$1,700 (discount)</u> \$6200 (direct expenses not-to-exceed)

Force Majeure: Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.

Work Performed Out Of Scope: To provide the best results for our clients, we strongly recommend a steadfast commitment to agreed-upon dates/times for critical recruitment milestones (shortlist meeting and interview dates). Any timeline changes to agreed upon dates after a recruitment has been opened may result in additional charges at our hourly rate.

XII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2023 year-end review, we found that over the last three years, 90% of our applicants and 83% of our candidates placed in positions with our clients came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President

JANUARY 24, 2024

Date

Client, Title

Date

WBCP RECRUITMENT SERVICES

OPTION 1

PARTIAL RECRUITMENT

ADVERTISING & HEADHUNTING

Consulting Services:
\$5,900

CONSULTING SERVICES INCLUDE:

- Hiring authority and stakeholder meetings (up to 2 hours for community/employee engagement)
- Develop ideal candidate profile & recruitment timeline
- Produce recruitment announcement
- Produce and implement advertising campaign
- Headhunt (LinkedIn, past lists, databases, associations, etc.)
- Implement direct mail campaign (as needed)

*Plus expenses: Between **\$3,000 - \$4,500** for the advertising plan and creative brochure*

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 12-24 month guarantee

OPTION 2

PARTIAL RECRUITMENT

UP TO INTERVIEWS

Consulting Services:
\$18,900

CONSULTING SERVICES INCLUDE:

Everything in Option 1, plus...

- Hiring authority and stakeholder meetings (up to 8 hours for community/employee engagement)
- Application screening
- Shortlist recommendations
- Produce recommended selection assessment tools
- Coordinate candidate scheduling and invitations to interview

*Plus expenses: Between **\$3,000 - \$4,900** for the advertising plan and creative brochure*

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 12-24 month guarantee

OPTION 3

FULL SEARCH SERVICES

Consulting Services:
\$24,900 - \$28,900*

*Depending on position

CONSULTING SERVICES INCLUDE:

Everything in Option 2, plus...

- Hiring authority and stakeholder meetings (up to 2 days of community/employee engagement)
- Panel coordination & interview facilitation
- Background and reference checks
- Virtual and/or in-person interviews (travel up to 2 trips) to client location
- 12-24 month guarantee

*Plus expenses: Between **\$5,500 - \$7,900** for the advertising plan and creative brochure; travel expenses; shipping; multiple panel facilitation, etc.*



WBCP

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HOURLY RECRUITMENT SERVICES

SENIOR RECRUITMENT
CONSULTING SERVICES

\$250/hour



January 22, 2024

Hon. Isaac Hodges, Mayor, and
Members of the Brookings City Council
City of Brookings
898 Elk Drive
Brookings, OR 97415
(via electronic mail to ppereda@brookings.or.us)

Dear Mayor Hodges and Councilors:

Thank you for inviting Columbia Ltd to compete for the opportunity to assist the City of Brookings in the recruitment of a new City Manager.

For over seven years, I have served as the lead recruiter in over 100 successful executive recruitments on behalf of local governments in seven western states, with a heavy emphasis in the chief executive position and significant experience in the Pacific Northwest. I have successfully recruited the city, town, or county manager positions in mountain, resort, tourist, or smaller communities, including nearly all of Colorado's major resort and mountain communities (Aspen, Carbondale, Gunnison, Telluride, Vail, and Winter Park), similar communities in Arizona (Camp Verde, Chino Valley, Flagstaff, Prescott, and Prescott Valley), Utah (Summit County (Park City, etc.)), and Washington (Mill Creek), as well as others in California and New Mexico. I have also served Benton County, OR, in similar recruitments.

I would serve as Brookings' recruiter. I have served 25 of the last 27 years in local government, including experience as a county manager, city manager (acting), and county attorney, including 19 years at the executive level, both full- and part-time.

The attached proposal includes more detailed information regarding Columbia Ltd, the search process and timeline, professional fee and expenses, a placement guarantee, and references. The sample candidate profile documents give you a good sense of how Columbia Ltd would present your opportunity nationally. **My understanding is that time is somewhat of the essence, and if this proposal meets your needs, I am prepared to visit with each of you individually in person on Monday, February 12, the date of your next regularly scheduled meeting.**

Please feel free to call me directly at (970) 987-1238 if you have any questions.

Sincerely,

/s/ Andrew Gorgey

Andrew (Drew) Gorgey
CEO and Founder

Attachment

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Columbia ltd

In General

Columbia ltd provides executive search services to local government agencies throughout the western United States. Founded and incorporated in 2016 by Chief Executive Officer and lead recruiter Andrew Gorgey, the firm maintains its principal place of business and headquarters in Colorado Springs, Colorado. Please visit: <https://columbialtd.com>.

Mayors, commissioners, supervisors, council members, trustees, directors, and board members trust Columbia ltd to help them with one of the most important decisions they will ever make, choosing their next manager. Similarly, managers and human resources professionals trust Columbia ltd to find high-performing professionals to complete their leadership teams.

“Excellence in executive recruiting since 2016.”

The essence of our motto, “Excellence in executive recruiting,” is a deep commitment to our clients and the communities we serve. We listen actively, and carefully. Through diligence, a strong work ethic, working with a sense of urgency, attention to detail, and anticipation of every client agency’s unique needs, we are able to find the chief executive, director, manager, or department head, who best fits the community, its elected officials, the organization, and its professional management. We help you find the ideal candidate to address the challenges you are facing now, to execute faithfully your policy priorities, to help develop strategy and meet your goals, and to provide solid, consistent leadership and management for years to come.

Values-based. Mission-driven.

Columbia ltd is the executive recruiter of choice in the western United States. This is because we are completely committed to a principle-centered, values-based approach to the essential local government function of bringing the best-qualified professionals into the organization. Everything we do is fueled by five values: **Excellence, Professionalism, Ethics, Courage, and Adaptability**. These are not just words – these are core values to which we adhere every day. Living our values allows us to meet

Our Mission:

We serve local governments and their citizens through excellence in executive recruiting, advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

We ensure each client agency has meaningful choice between highly-qualified candidates, who meet the needs of the organization and community, in every professional discipline for which we recruit.

We are committed to maintaining a positive, professional working environment, and to the professional development of every Columbia ltd team member.

Experience

Columbia ltd celebrated its seven-year anniversary in December, 2023. In its early years, Columbia ltd provided executive recruiting services to an established, California-based executive search firm. At that time, client contracts were with that firm. Columbia ltd and Andrew Gorgey provided professional services, served as lead recruiter, and successfully completed the recruitments. With that in mind, Columbia ltd has successfully completed several dozen city/county manager and other recruitments in five states, and over 50 other executive recruitments in seven western states in every major discipline.

Commitments to Local Government and Professional Development

Columbia ltd is an associate member of the Colorado Municipal League and a cooperating member of the Washington City/County Management Association. At the invitation of the International City/County Management Association (ICMA), Columbia ltd offers training annually to local government managers in career transition. Columbia ltd is also a proud sponsor of the City/County Management Associations in Arizona, Colorado, Montana, North Dakota, South Dakota, Washington, and Wyoming. Andrew Gorgey has lectured on various topics at the state management conferences in multiple states, and at the Schools of Public Affairs at the University of Colorado and Arizona State University, and at Arizona’s Next Generation Leadership Conferences at the University of Arizona in Tucson, and in Scottsdale.

THE Columbia ltd TEAM

Philosophy

The philosophy of Columbia ltd is that citizens are the ultimate client in every executive recruitment we perform, so that in addition to our values-based, mission-driven approach, we are always aware of the public service underlying our professional services. In this way, we help elected officials hire the best chief executives, and we help chief executives hire the best new additions to their executive leadership teams.

Although we have considerable geographic reach, we carefully manage both the number of recruiting assignments we accept, and more important, when and how we accept them. This allows us to maintain the highest possible service level for all clients, because each recruiter maintains a limited, manageable number of assignments at any given time. Furthermore, each recruiter's assignments are appropriately scheduled, so that clients never compete against each other for the same talent, and every client, recruitment, and process step receive the recruiter's full, effective attention.

Your Team

Andrew Gorgey, CEO and Founder

Since founding Columbia ltd in 2016, Andrew (Drew) Gorgey has established himself as one of the premiere executive recruiters in the United States. A sought-after industry professional, Mr. Gorgey has completed dozens of major executive recruitments in Arizona, California, Colorado, New Mexico, Oregon, Utah, and Washington.

Mr. Gorgey has served in Colorado local government for 25 of the last 27 years, including 19 years full- and part-time at the executive and management levels, making his first executive hire in 2004. Mr. Gorgey served as County Manager and County Attorney for Garfield County in Glenwood Springs, Colorado. He also served as First Assistant and Chief Deputy County Attorney in El Paso County in Colorado Springs, Colorado. In addition, Mr. Gorgey served as Acting City Manager for the City of Glenwood Springs. Mr. Gorgey continues to serve local government as District Counsel to and Administrative Manager of the Garfield County FML District, part-time executive positions he has held since June 2011. He continues to serve local governments throughout the United States as an executive recruiter.

Mr. Gorgey is gifted at organizational assessment and accurate analysis of an entity's business case, critical in effective executive recruitment. His candid, genuine, and respectful style, discretion, professionalism, and legendary work ethic are all major benefits to client agencies, as are his experience and expert-level communications skills. Mr. Gorgey's strong skills in talent identification, recruitment, development and retention, and his commitment to excellence in the hiring process, have helped many diverse organizations advance, improve, and meet their strategic objectives quickly.

Moving to Colorado in 1987, Mr. Gorgey began his career in the resort and hospitality industry, serving as a Corporate Trainer for The Broadmoor, a Forbes Five-Star and AAA Five-Diamond Resort in Colorado Springs. He later served as Editor of *The Colorado Springs Business Journal*. Since his youth, Mr. Gorgey has been an enthusiastic student of leadership, dedicating substantial volunteer hours to leadership positions in various professional associations. The El Paso County Bar Association in Colorado Springs named Mr. Gorgey "Outstanding Young Lawyer" in 1999 and elected him one of the Association's youngest Presidents in 2003-04. Mr. Gorgey twice served the Colorado Bar Association as Vice President. He is also Past President of the Association of Colorado County Administrators. Mr. Gorgey has lectured on leadership at the American Bar Association's prestigious Bar Leadership Institute in Chicago, the Colorado Bar Association's Bar Leadership Training course (COBALT), and the Special District Association of Colorado's Leadership Academy, among others. He has lectured on recruitment, interviewing, and related topics at the City/County Management Association conferences in Arizona, Colorado, and Washington, as well as at the Arizona State University School of Public Affairs and Arizona's Next Generation Leadership Conference at the University of Arizona. He completed the International City/County Management Association's (ICMA's) Gettysburg Leadership Institute in 2017.

Mr. Gorgey holds an undergraduate degree in English from the University of Colorado, as well as a Juris Doctor from the University of South Carolina School of Law. He has been a member of the Glenwood Springs Sunset Rotary Club since 2015, serving as the club's Scholarship Chairman for many years.

Sue Autry, Senior Executive Recruiter and Strategist

Based in Greenwich, CT, Sue Fowler Autry has a reputation for professionalism in human resources and executive recruitment enjoyed by few others in the United States. Following successful careers in banking, elite private-sector executive recruiting (Texas), employment law, finance, and manufacturing, Ms. Autry held executive leadership and management positions for 20 years in local government human resources.

Creative and resourceful, Ms. Autry meets the challenges of every assignment, regardless of difficulty, with a “can do” attitude. Her career started in banking, where she was the first female Officer Candidate in a large Atlanta bank. Under a Consent Decree at the time, the bank retained Ms. Autry to focus on affirmative action, compliance, and recruiting. After a few years, Ms. Autry’s talent and excellent reputation drew the attention of several executive search firms.

A private sector executive search firm noticed Ms. Autry’s success managing the bank’s college recruiting, executive hiring, and manpower planning. The firm’s partners invited her to Dallas and within a year made her an equal partner. Ms. Autry’s strong intuition and relationship-building skills with clients brought success. Her work in affirmative action and compliance piqued her interest in law, so after years of successful recruiting practice, she sold her company shares to her partners and was admitted to the Southern Methodist University School of Law.

After graduation, she practiced employment and labor law at Haynes and Boone, LLP (Dallas). In the years that followed, Ms. Autry was recruited away from the firm to major private sector assignments including with First National Bank of Texas, where she improved operations of the \$9 billion personal trust administration department. She was recruited a second time to the team that brought Northern Trust of Chicago to Texas. Northern Trust as Statewide Marketing Director. In an unexpected turn, family health issues led her to assume responsibility for her spouse’s footwear manufacturing company. As President and CEO, Ms. Autry transformed the company from manufacturing to licensing of the company’s patents and trademarks.

Ms. Autry transitioned to the public sector as a human resources consultant, but the City of Colorado Springs, Colorado, quickly hired her full-time to manage employee relations, disciplinary hearings, executive recruitments, pay for performance, performance management, and benefits. She redrafted all of the City’s policies and procedures. El Paso County, CO, recruited her to a similar role, but the City soon recruited her back to serve as Human Resources Manager for the police department. The police chief quickly promoted her, giving Ms. Autry responsibility for Management Services (finance, human resources, information technology, records and ID, the volunteer program, fleet, facilities, and asset management). In Colorado’s second-largest city, Ms. Autry was the only civilian on the chief’s command staff.

Her years of success in both the private and public sectors uniquely position Ms. Autry to help clients resolve difficult organizational challenges. She understands city and county organizations in a way most search consultants never will. Ms. Autry excels in identifying candidates in alignment with Columbia Ltd’s mission of advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

Ms. Autry holds bachelor’s and master’s degrees from Georgia State University, as well a Juris Doctor from the Southern Methodist University School of Law.

Elizabeth (Liz) Eubank, Administrative Assistant

Elizabeth (Liz) Eubank came to Columbia Ltd as an award-winning customer service specialist from Vail Resorts (Colorado), where she earned the Spirit of Beaver Creek (Ski Resort) Award in recognition of her professionalism and her exemplification of corporate values. During her tenure, Ms. Eubank led The Ambassadors, an essential guest service group, and Street Team “On the Spot,” an employee engagement program. She also completed extensive leadership training in emotional intelligence, the DISC assessment, managing expectations, team dynamics, leadership communications, delivering performance feedback, developing talent on the team, championing change, coaching to develop, and navigating conflict. In addition to over 17 years of experience in hospitality and customer service, Ms. Eubank previously worked for the Town of Vail, Colorado, as a local government concierge. Ms. Eubank also has

considerable direct experience with information technology, and diverse experience in emergency medicine, health care, and live theater.

Ms. Eubank brings a formidable work ethic and strong sense of professionalism to Columbia ltd, where she creates a highly-organized, welcoming environment, which is a solid base for true teamwork and excellent client relations.

Ms. Eubank holds a bachelor's degree (Sociology), *magna cum laude* and with distinction, from the University of Colorado. She also has certifications in Yoga Teacher Training, Health Coaching, and running a chainsaw.

Michelle Holder, Research Manager

Formerly with the City of Aspen, Colorado, Michelle Holder brings skill and excellence to Columbia ltd in several areas pertaining to local government: project management, community engagement, program management, priority-based budgeting, sustainability reporting, and research. A Certified Professional Project Manager, Lean Six Sigma Green Belt, and graduate of the highly-regarded Roaring Fork Leadership Academy (Aspen), she is passionate about empowering communities by helping them realize their largest goals. Ms. Holder earned her bachelor's degree (Political Science and Criminology) from the University of Florida and her Master of Public Administration degree from the University of North Carolina at Chapel Hill. She is based in Portland, Oregon.

Kathy Callaway Conarro, Art Director

Kathy Callaway Conarro has been a graphic designer for over twenty years. The art director and production manager at a reputable alternative news weekly in the United States for over ten years, she also served for over five years as creative director at a fast-growing, international professional sports corporation, before relocating to Central America. Ms. Conarro ensures every local government client is marketed in a genuine, positive, and impactful way and offers creative guidance in corporate marketing.

Ms. Callaway Conarro holds a bachelor's degree in art with an emphasis in graphic design from Western Washington University. She works from her office in Roatán, Honduras.

Background Checking, Candidate Evaluation, Social Media, Marketing, and Cybersecurity

Columbia ltd retains experts and contracts with established vendors in key areas related to background checking, emotional intelligence and integrity testing, social media, marketing, and cybersecurity, all essential aspects of an effective, confidential, successful, and safe recruitment process.

RECRUITMENT PROCESS

Professional executive recruitment generally follows the service steps described below. Columbia ltd can customize the recruitment process to meet your specific needs.

First Steps

The recruitment begins with a brief, organizational conference call or videoconference meeting, a time when we get to know each other, manage initial administrative details, and discuss a preliminary schedule for the recruitment. Your Recruiter is the project manager for Columbia ltd, and likewise, we ask that you identify a single point of contact to serve as a project manager on behalf of the City of Brookings (Brookings). During this meeting, we will finalize the professional services agreement, make arrangements to gather data from you relevant to the recruitment (current job description, salary range, organizational and departmental budget basics, etc.), submit our initial invoice, and identify a date for the Kickoff Meeting. We will share some thoughts about how to plan the Kickoff Meeting in a way that maximizes the benefit of that time for you. We'll give you other information you'll need, such as specifications for photos to be used in the Candidate Profile, etc.

Kickoff Meeting (On-Site Meeting No. 1)

The Kickoff Meeting is the first of three on-site meetings when your Recruiter is physically present in Brookings, meeting in person with you and your team. Your Recruiter will listen actively, and carefully, interviewing whomever you designate and gathering information about the community, the organization, the department, and the position you are trying to fill. This is cultural immersion: the goal for the day is for your Recruiter to leave Brookings with the best possible understanding of who you are, where you've been, where you're going, and what you're looking for. We will coordinate a marketing and advertising plan and discuss recruiting strategies and tactics used to find your next City Manager. The kickoff meeting can include one-on-one interviews with elected officials, a group meeting with the executive leadership team, meetings and interviews with key stakeholders and community representatives, and whatever else you may need. All recruitments are a little different, and we will make sure we address your unique situation. During the kickoff process, we are working together to define, then describe precisely the Ideal Candidate for the City Manager position, the person best suited to meet your needs, both immediately and for the long-term.

The Candidate Profile is the work product resulting from the interviews, meetings and cultural immersion at the Kickoff Meeting. More than a marketing brochure or advertisement, the Candidate Profile is a carefully written document that drives the recruitment process, the central point of reference that literally keeps everyone on the same page. We describe your community, organization, and opportunity accurately and specifically. We also announce the final recruitment schedule, so everyone has the same expectations and can plan accordingly. Columbia ltd uses electronic and digital distribution, and also still uses targeted direct mailing to deliver the Candidate Profile to approximately 350 to 450 qualified candidates.

Go Live Date

Although word about the City Manager opportunity will be out well before this, it's helpful to declare a Go Live Date, the earliest, reasonable date at which the search responsibly "opens." This is the day the completed Candidate Profile is posted to the Brookings and Columbia ltd websites. As legendary basketball Coach John Wooden famously said, "Be quick, but don't hurry." In order to keep the recruitment on schedule, it is very important that both Columbia ltd and Brookings both work quickly regarding drafting and final approval of the Candidate Profile.

Active Recruitment Period

The Active Recruitment Period is the four to six weeks (depending on your needs) between the Go Live and Filing Deadline dates. During this time, Columbia ltd executes the national marketing and advertising campaign, including use of the Professional Diversity Network (and its eight affinity sites), and the outlets most relevant to the professional discipline at issue. We also begin targeted direct mailing and digital distribution of the Candidate Profile to approximately 350-450 qualified candidates. Your Recruiter serves as the point of contact for all interested persons and prospective candidates, answering their questions about Brookings, the position, and the recruitment process. Columbia ltd is your agent and responds in full to all inquiries on your behalf, treating each person with respect and professionalism, just as you would want them to be treated. We acknowledge all cover letters and resumes within two business days after receipt.

Filing Deadline

The Filing Deadline is the date by which Columbia ltd receives cover letters and resumes.

Initial Review, Preliminary Screening, and Research

To ensure fairness to applicants, your Recruiter will review all submittals in the same way, at the same time after the Filing Deadline. The Recruiter's initial task is to narrow the field to those candidates best qualified for the position and who most closely fit the description of the Ideal Candidate. Some number of leading candidates are then invited to initial interviews with Columbia ltd. These candidates will receive a written questionnaire to be returned in advance of their interview. Later in the process, these written responses will provide you with deeper insights into each candidate's communication skills, philosophy, and qualifications. Columbia ltd conducts first-level research (internet) for all invitees.

Your Recruiter conducts preliminary screening interviews via videoconference or telephone, with the goal of further narrowing this field as necessary to the candidates most qualified for the City Manager position. Columbia ltd then prepares a written Report of Recommended Candidates for delivery to Brookings. You will receive the report with enough time for a meaningful review, before we meet with you in person to discuss it.

Recommendation of Candidates (On-Site Meeting No. 2)

During the Recommendation of Candidates meeting, which usually lasts about an hour or two, Columbia ltd will update you in full as to everything that has happened in the recruitment process so far, including an analysis of the applicant pool. Your Recruiter will be there in person to discuss the contents of the written Report of Recommended Candidates, which also includes a list of all persons who applied, as well as detailed information on those candidates recommended by the firm. Your Recruiter will answer your questions regarding the recruitment, "bring paper to life" in describing candidates, and communicate the results of preliminary research. Brookings will then identify which candidates it would like to advance to the Finalist Interview Process. We will work with you to finalize the process steps and establish the preliminary interview schedule for the Finalist Interview Process. We will then carry out your instructions regarding invitations to prospective finalists. On your behalf, Columbia ltd will notify all other applicants of their status at this time.

Finalist Interview Process (On Site Meeting No. 3)

Columbia ltd will notify you immediately after confirming the participation of all finalists, and we will then conduct second-level research (reference, background) as to these persons. We will work with Brookings to finalize whichever process steps or components are most appropriate for your Finalist Interview Process, e.g. interview panels, public reception, presentations, etc., provide sample interview questions, and work with you to finalize the schedule. We will again prepare and send timely a written Report of Finalists to Brookings.

Your Recruiter will assist you with the Finalist Interview Process (1-2 days) to meet your specific needs, including facilitation services, professional guidance, etc. After you have identified your Preferred Candidate for the City Manager opportunity, Columbia ltd is happy to work with you to shape your initial offer, and to provide negotiation assistance.

Final Steps

On your behalf, we will obtain a complete, detailed background report on your Preferred Candidate through Sterling Infosystems, Inc. (<https://www.sterlingcheck.com>), the most established, reputable company in the field. We conduct additional, final reference checking, as needed, at this time. Through our reputable referral partners, we offer several other assessment and support tools. (See Optional Services, Page 9). Brookings is also encouraged to do whatever other background checking or pre-employment testing it normally would in its established onboarding process. Columbia ltd will continue to offer whatever negotiation assistance you may want or need, working with your professional human resources team and legal counsel, until both sides have reached agreement on the essential terms of an employment contract, offer letter, etc. After contract approval and the first date of employment, we then look forward to observing the successful service of the new City Manager for years to come!

RECRUITMENT SCHEDULE
(May be modified to meet your specific needs.)

CITY OF BROOKINGS, CO
CITY MANAGER

<u>Action Step</u>	<u>Timing</u>
I. First Steps <ul style="list-style-type: none">• Finalize and approve professional services agreement• Conference call to identify kickoff date, initial responsibilities, and scheduling• Advance preliminary recruitment schedule	Immediate
II. Kickoff Meeting (On Site Meeting No. 1) and Follow Up <ul style="list-style-type: none">• Active listening, cultural immersion to facilitate drafting of Candidate Profile• On-site, one-on-one interview with Mayor and all Councilors• Group meeting with executive leadership team, stakeholders, and as directed• Brief guided tour of Brookings and Brookings City Government• Draft Candidate Profile and obtain approval of final draft• Coordinate Marketing and Recruitment Strategies	February 12, 2024
III. Go Live Date <ul style="list-style-type: none">• The earliest, reasonable date at which the search responsibly “opens”• Post Candidate profile to the Brookings and Columbia Ltd websites• “Be quick, but don’t hurry.” – Coach John Wooden	February 26, 2024
IV. Active Recruitment Period <ul style="list-style-type: none">• Execute national marketing and advertising campaign• Targeted direct mailing of Candidate Profile to approximately 350-450 qualified candidates• Execute direct outreach, social media, and networking strategies, actively searching for qualified candidates aligned with Ideal Candidate description• Ensure opportunity is posted with ICMA, LOC, and select national websites• Serve as Brookings’s agent as to all interested persons and prospective candidates• Maintain contact with Brookings, advise as appropriate	Feb. 26–Apr. 1, 2024
V. Filing Deadline	April 1, 2024
VI. Initial Review, Preliminary Screening, and Research <ul style="list-style-type: none">• Review of all resumes and cover letters• Invite leading candidates to initial interviews, distribute questionnaire• Conduct preliminary screening interviews via videoconference (preferred)• First level research (internet)• Send written report of Recommended Candidates to Brookings	April 2-22, 2024
VII. Recommendation of Candidates (On Site Meeting No. 2) <ul style="list-style-type: none">• Brief Mayor and all Councilors on search, Recommended Candidates• Answer all questions regarding recruitment and candidates• Finalize process steps for Finalist Interview Process and establish Preliminary Schedule• Obtain instructions from Mayor and all Councilors• Notify all other applicants of their status	April 22, 2024

- V. Finalist Interview Process (**On Site Meeting No. 3**) May 2-3, 2024
- Secure participation of Finalists and Alternates (if any)
 - Conduct second level research (References and Background) for Finalists
 - Finalize Finalist Interview Process Steps, Schedule, Questions, and Exercises (if any)
 - Send written Report of Finalists to Brookings
 - Assist Brookings with Finalist Interview Process (1-2 days), providing professional opinion, recommendations, and facilitation services, as needed
 - Assist Brookings as needed with identification of Preferred Candidate
 - Advise as needed with respect to terms to be negotiated with Preferred Candidate
- VI. Final Steps ASAP
- Complete detailed background and additional reference checks on Preferred Candidate
 - Assist with contract negotiation as needed until “essential terms” are agreed to
 - Contract approval and start date
 - Observe the successful service of the new City Manager for years to come

PROFESSIONAL FEE

Professional Fee

The all-inclusive professional fee to conduct the recruitment process for your next City Manager is \$27,000. This includes all steps described in the Recruitment Process; three on-site visits (Kickoff, Recommendation of Candidates, and Finalist Interview Process) to include consultant time and travel expenses; preparation, printing, and distribution of the Candidate Profile, including direct mail and digital distribution; national marketing and advertising; direct outreach and candidate management; general expenses related to administration (printing, copying, mailing, postage, internet access, telephone, social media, etc.); background and reference checking as described; preparation, printing, and delivery of two written reports (Recommended Candidates and Report of Finalists); and one complete background report on the Preferred Candidate. Regarding consultant's time, on-site visits include one day each for the Kickoff and Finalist Interview Process, and no more than half a day for the Recommendation of Candidates.

NOTE: It is customary for client agencies to reimburse finalists for travel expenses related to the Finalist Interview Process. These expenses are not included in the Professional Fee above. These costs typically include round-trip airfare (coach); travel to Brookings from an Oregon or California airport (car rental and fuel) OR travel to Brookings from a residence (lower cost alternative between car rental and fuel or mileage reimbursement at the current IRS rate); and hotel accommodations (coach-equivalent) for each Finalist candidate. At the appropriate time, you may have other considerations that carry costs: whether to extend your invitation to a spouse or significant other, whether to pay for meals, offer *per diem* reimbursement, etc.

Optional Services and Costs

The all-inclusive professional fee may be supplemented at your option as follows:

Additional meetings (on-site or virtual)	\$1,000/day plus travel expenses
Additional full background reports	\$350/report
Certified Emotional Intelligence Assessment	\$400/assessment
DISC Assessment	\$75/assessment
Integrity Testing	\$50/person
Later hiring additional candidate ¹	\$5,000/candidate

Payment Terms

Columbia ltd bills the all-inclusive professional fee in three, equal monthly installments. The first invoice is due at the time the professional services contract is approved, serving as a retainer before Columbia provides any executive recruitment services. The second invoice is delivered approximately 30 days after the Kickoff Meeting, the third invoice 30 days after that. All invoices are payable on receipt. If any invoice remains unpaid within 30 days of receipt, Columbia ltd reserves the right to suspend all services until payment in full is received. Additional services and costs, if any, will be billed in due course.

Insurance

Columbia ltd carries Commercial General Liability Insurance (Businessowners: \$1,000,000/each, \$2,000,000 aggregate; E&O/Professional Liability: \$1,000,000/each, \$2,000,000 aggregate) through Hiscox Insurance Company, Inc. Automobile liability insurance is provided by Farmers Insurance (\$250,000 / \$500,000 Bodily Injury, \$100,000 Property Damage). Workers compensation insurance is provided by Pinnacol Assurance of Denver, CO, for Columbia employees. Proof of insurance will be provided upon request. Documentation and Certificates of Insurance listing Brookings as an additional insured provided on request.

Good Standing

Columbia Consulting, Ltd. is a limited liability company registered with the Colorado Secretary of State, operating under the registered trade name, Columbia ltd. The associated certificates of good standing are attached to this proposal.

¹ Due only if Brookings hires any candidate recommended by Columbia ltd for another position with Brookings no later than one year after the first date of employment of the City Manager.

GUARANTEE

Placement Guarantee

If a candidate recommended and placed by Columbia ltd (external candidates only) leaves your employment ***for any reason within the first year*** (exceptions: serious illness, disability, or death; layoff, or position elimination due to reduction in force or budget shortfall; or promotion to another position within the organization), we guarantee to reopen and conduct the recruitment again at no additional professional fee beyond limited expenses, which will be discussed with you in advance. The first year is measured from the first date of full-time employment with you.

Ethics

Ethics is one of the five Values on which Columbia ltd is built. We are completely committed to ethical conduct in every aspect of every recruitment, without exception. In addition, applicants for City and County Manager positions are expected to adhere to the International City/County Association Code of Ethics throughout the recruitment process.

Good Faith, Transparency, and the Council-Manager Form

Good faith on all sides is fundamental to successful executive recruitment. In every aspect of every recruitment, Columbia ltd operates in good faith and, respectfully, insists on the same in return.

We encourage as much transparency and public engagement as possible. That said, candidate confidentiality is protected by law throughout the hiring process in almost all cases. Columbia ltd obeys all laws pertaining to hiring, open meetings, and public records in every state we operate, including those pertaining to executive or closed sessions, which are essential to effective, competitive recruitment. Last, we respect and support the council-manager form of government, and the constitutional and statutory provisions and home-rule charters that control the local governments we serve.

Reopening the Recruitment

It is extremely rare for the recruitment process either not to produce a successful pool of qualified candidates or not to reach agreement with the Preferred Candidate or an alternate from the Finalist Interview Process. In the unlikely event that this occurs, Columbia ltd would meet with you to discuss all alternatives, as well as the reasons, if any, for this outcome. Presuming that both sides made a diligent, good-faith effort in the first recruitment, and if both sides reasonably agree, Columbia ltd would then reopen the recruitment one additional time, conducting the second recruitment at no additional professional fee, beyond limited expenses, which will be discussed with you in advance.

Diversity, Equity, and Inclusion

Columbia ltd is committed to diversity, equity, and inclusion in all aspects of every recruitment — without exception.

Columbia ltd does not discriminate on the basis of race, national origin, ethnicity, color, gender, gender identity, sex, sexual orientation, religion, creed, disability, marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments in every state we operate.

More to the point, we are committed to the development of a diverse, equitable, and inclusive workforce and do our best to help all of our clients achieve those goals. A diverse workforce starts with the Candidate Profile and the candidate pool. We go beyond conventional recruitment tools and use the Professional Diversity Network (and its eight affinity sites) and other tools to construct as diverse, inclusive, and equitable a candidate pool as possible. We ask our clients to consider unconscious bias before and during the Recommendation of Candidates meeting, and encourage the use of bias-awareness training as part of every Finalist Interview Process.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Andrew Gorgey as lead recruiter.

Benton County, OR – Chief Financial Officer, Health Department Director (both in 2020)

County Manager Joe Kerby (Currently County Manager, Jefferson County, CO)
(720) 964-8796, jmkerby@jeffco.us

Additional Professional Reference, Oregon

Former City Manager Stayton, OR, and Sherwood, OR, Keith Campbell
(913) 940-5950 (direct), keithdanielcampbell@gmail.com
(familiar with Andrew Gorgey, professional reputation, etc.)

City of Mill Creek, WA – City Manager (2018-19) and Director of Finance (2019-20), and Chief of Police (2020, 2022)

Martin Yamamoto, City Manager
(425) 419-8020, martiny@cityofmillcreek.com
Naomi Fay, Human Resources Manager
[\(425\) 921-5725](tel:4259215725), naomi.fay@millcreekwa.gov

City of Lake Stevens, WA – Parks and Recreation Director (2022)

City Administrator Gene Brazel
(425) 931-4788, gbrazel@lakestevenswa.gov

City of Kent, WA – Finance Director and Human Resources Director (both in 2019)

Teri Smith, Director of Human Resources (Currently HRD, Puget Sound Regional Fire Authority, Kent, WA)
(253) 332-0672 (direct), TSmith@PugetSoundFire.org

Town of Vail, CO – Town Manager (2022)

Krista Miller, Director of Human Resources, Safety & Risk Management
(970) 477-3512, kmiller@vailgov.com

Town of Telluride, CO – Town Manager (2017 and 2022), Chief Marshal (Police Chief) (2019), Water and Wastewater Division Manager (2020), and Public Works Director (2022)

DeLanie Young-Tapson, Mayor of Telluride at the time of multiple recruitments
(970) 799-4430 (cell), (970) 508-4471 (work), dtapson@telluride-co.gov

Town of Chino Valley, AZ – Town Manager (2020), Community Development Director (2021), Finance Director (2023)

Cindy Blackmore, Town Manager
(928) 636-2646, Ext. 1202, cblackmore@chinoaz.net
Laura Kyriakakis, Human Director
(928) 636-2646, Ext. 1204, kyriakakis@chinoaz.net

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Columbia Consulting, Ltd.

is a

Limited Liability Company

formed or registered on 12/30/2016 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20161889909 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/18/2024 that have been posted, and by documents delivered to this office electronically through 01/22/2024 @ 12:49:54 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 01/22/2024 @ 12:49:54 in accordance with applicable law. This certificate is assigned Confirmation Number 15675656 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF TRADE NAME

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, a Statement of Trade Name for:

Columbia Ltd

(Entity ID # 20208128981)

was filed in this office on 12/30/2020 with an effective date of 12/30/2020 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/18/2024 that have been posted, and by documents delivered to this office electronically through 01/22/2024 @ 12:50:06 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 01/22/2024 @ 12:50:06 in accordance with applicable law. This certificate is assigned Confirmation Number 15675658 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Town of Vail, Colorado
TOWN MANAGER





VAIL, COLORADO

The Town of Vail, Colorado, is a premier international ski and resort destination, one of Colorado's crown jewels, and a spectacularly beautiful mountain town that many have called home since its founding. Nestled in a pristine, aspen-lined valley along the banks of Gore Creek in the White River National Forest, Vail (pop. 5,479, area 8.3 sq mi, elev. 8,150 ft) is prized the world over for its excellence, sophistication, and commitment to its core values, such as environmental stewardship, conservation, and sustainability. Even though the daytime population swells to 35,000 in-season, the town maintains a friendly, small-town feel.

Vail's founders have ties to the 10th Mountain Division during World

War II. After years of carefully searching for the perfect location, they opened a ski resort on Vail Mountain in 1962. Residents quickly incorporated the town in 1966. From the beginning, Vail's founders dedicated themselves to quality and service and envisioned a series of highly ambitious goals for the resort and the town. Through committed hard work over time, they met and exceeded all of these goals. For example, Vail has hosted the FIS Alpine World Ski Championships three times and has established itself as one of the premier mountain resort communities in the world. Vail is the first certified sustainable destination in the United States (Global Sustainable Tourism Council). St. Moritz, Switzerland; St. Anton, Austria; and San Miguel de Allende, Mexico are sister cities.

Today, Vail is a true community and a thriving alpine town, full of world-class culture, diverse shops and restaurants, and abundant amenities, including public art. Residents and visitors enjoy a high quality of life, ample town-owned open space, 5,289 skiable acres, outdoor recreation in every season, 17 miles of recreation paths including the Gore Valley Trail, special events year-round,

an outdoor amphitheater named for Vail's most famous resident, President Gerald R. Ford, and the Betty Ford Alpine Gardens, the highest botanical gardens in the world. The Vail Recreation District manages area parks, the John A. Dobson Ice Arena, and the Vail Golf Course (18 holes). The Vail Interfaith Chapel serves many denominations, and the Vail Public Library is a community treasure.

Located 97 miles west of Denver along I-70, Vail is about two hours from Denver International Airport. The Eagle County Regional Airport serves the town. Major employers and stakeholders include Vail Resorts, Vail Health Hospital, the U.S. Forest Service, the Colorado Department of Transportation, Eagle County, the Vail Chamber and Business Association, and the Vail Valley Foundation, among others. The Steadman Clinic provides elite sports medicine treatment.

For more information about the Town of Vail, please visit <https://www.vailgov.com>.

TOWN ORGANIZATION

Vail operates under a home-rule charter (1972) and a council-manager form of government, including a seven-member town council. Citizens vote on a majority of town council (four council members) every two years, with the top three vote-getters winning four-year terms, and the fourth-highest winning a two-year term. All are limited to eight consecutive years of service. Council members then elect the mayor and the mayor pro tem from within their number every two years. Held in November of odd-numbered years, elections are nonpartisan. Several council members have parents or grandparents, who either served on town council themselves, or played a role in founding the town.

QUICK FACTS

Population	5,479
Size	8.3 sq mi
Elevation	8,150 ft
FY 2022 Budget	\$81.2M (CIP \$21.1M)
Projected Reserves.....	\$90.6M
FTE	350

Municipal services include police and fire protection, public works, community development, economic development, library, housing, and the town bus service, one of the largest free transportation systems in the country. The FY 2022 Budget is \$81.2 million (\$57.7M municipal services, \$21.1M capital, and \$2.4M debt service), supporting 350 FTE.

Boards, commissions, and advisory groups, such as the Vail Economic Advisory Council, the Vail Local Housing Authority, Vail Local Marketing District Advisory Council, the Planning and Environmental Commission, and many others all play an important role in the town.

Nuanced and complex issues facing the town include continuing to navigate the post-pandemic environment, completion of the Residences at Main Vail project, balancing growth with environmental stewardship through creation of a Destination Stewardship Plan, affordable and workforce housing, carrying capacity, employee recruitment and retention, the Civic Area Plan, the West Vail Master Plan and the potential formation of a regional transportation authority. Vail is taking proactive steps to mitigate risks in the natural environment, such as wildfire and threats to wildlife. Last, strengthening the town's relationship with Vail Resorts is a critical need and continues to be challenging – the town recently announced its intent to condemn property owned by the ski company.



TOWN MANAGER POSITION

The mayor, all council members, the acting town manager, and the town's leadership team collaborated on the preparation of this document. Since 1966, Vail has had only six town managers.

Working at the direction of the town council, the town manager is the chief executive and administrative officer of the town, responsible for the proper administration of the town's affairs day-to-day and for carrying out her or his duties as set forth in the town charter.

A four-year degree in a relevant field of study, preferably in public administration, business administration, or a related field; at least five to ten years of progressively responsible experience in local government, including at least five as a municipal manager, deputy, assistant, or major department head; or any equivalent combination of education and experience are all

required. Graduate study in public administration or a related field, experience serving mountain or resort communities, and breadth of managerial experience (personnel, budgets, finance, capital projects, public relations activities, etc.) are all preferred. The town council is receptive to candidates with additional or comparable experience in the private and nonprofit sectors.

THE IDEAL CANDIDATE

Vail's next town manager is a calm, emotionally intelligent, and experienced leader, who appreciates Vail not only as a premier world-class ski destination and a Colorado state treasure, but also as the small-town mountain community it still is, and as her or his home. The ideal candidate is rushing to embrace the challenges, and corresponding rewards, of managing this one-of-a-kind community, including interactions with well-educated, highly-engaged

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline:	July 11, 2022	Recommendation of Candidates:	August 2, 2022
Preliminary Interviews:	July 25-26, 2022	Finalist Interview Process:	August 10-12, 2022

residents, who routinely study town council meeting packets in depth. A strong work ethic, integrity, and a commitment to ethics and transparency are required.

The ideal candidate has well-developed interpersonal skills, including the sophistication and courage to navigate and balance the



passionate personalities on the town council, and the ability to guide the council as a group. This includes being politically astute but apolitical, and the courage to say “no” when called for, firmly but politely.

The successful candidate builds bridges and thrives on collaboration. The next town manager is skilled at creating and maintaining effective relationships in every context: with state and

local and partners, the town’s resort, hospitality, and small business communities, environmental groups, founding families, new residents, and the visitors and patrons, who are the lifeblood of the town. The ideal candidate has expert-level inward- and outward-facing communication and presentation skills, and the ability to relate to persons from every walk of life.

Because Vail was built on exceptional guest service and insistence on quality, the next town manager must have a proven track record in these areas. She or he must help maintain the dynamic equilibrium between the resort experience and community well-being, both of which are important, and interconnected.

The ideal candidate has considerable experience in public sector finance, budget development and management, and grants, as well as good business sense and effective negotiation skills. He or she will manage a flexible, post-Covid workplace.

The successful candidate is an effective manager, who ensures staff provides town council with all information needed to make timely, informed decisions, and the best choices based on all reasonable options. She or he is an effective leader, who inspires the leadership team and maximizes cross-departmental functionality and collaboration. The ideal candidate is proactive, results-oriented, and

fully engaged, a problem-solver.

To be successful, the town manager must be level-headed, empathetic, patient, and free of ego, fully embracing the public service nature of this role. She or he is quietly confident and listens actively. The ideal candidate has a sense of humor and avoids micromanagement.

Total Compensation

The annual salary range for this position is \$200,000 to \$235,000, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: medical, dental, life, AD&D, and long-term disability insurances; flexible spending accounts (health care, dependents); and various EAP programs. Retirement benefits customary to the position are offered: 401(a) automatic, and 457(b) optional. This position enjoys paid vacation, sick leave, and holidays. Relocation assistance and use of the town manager’s residence (a house owned by the town) are subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files **Last.First.CL** and **Last.First.Resume**. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.

Puget Sound Regional Fire Authority
Kent, Washington

FINANCE DIRECTOR



 **columbia**ltd

Excellence in executive recruiting since 2016



THE PUGET SOUND REGION

The incomparable beauty of Washington's Puget Sound Region, roughly the area around the Sound between the Olympic Peninsula to the west and the Cascade Mountains to the east, is one place most everyone has in mind when using the phrase Pacific Northwest. The Sound and its bays, the many islands within them, the green and white Washington State Ferries running between them, make this one of the most desirable places to live in the world.

While Mt. Rainier and Seattle, with its Space Needle, Pike Place Market, and the original Starbucks, might get more attention, the many smaller, diverse municipalities between and including Olympia

and Everett are where most people live, raise their families, work, and play. Oceans, lakes, rivers, and mountains make the area ideal for outdoor enthusiasts. Parks, trails (hiking and cycling), open spaces, recreational programs, and community events are available year-round, as well as sailing, boating, camping, fishing, and much more.

The Seattle-Tacoma International Airport is easy to reach from anywhere in the Seattle metropolitan area. Multiple interstate highways, including I-5, I-405, and I-90, as well as many State Routes, serve the region. Public transit, including Sound Transit's Sounder Train (Sounder commuter rail), light rail, and buses connect neighboring Puget Sound communities and help shuttle fans to see professional baseball, basketball, football, hockey, and soccer.

Although famous for its rainy weather, the region otherwise enjoys mild year-round temperatures and spectacular scenes, with evergreen forests surrounding magnificent waters. Residents treasure their high quality of life, and the region remains a

preferred destination for visitors from around the world. Seattle and Bellevue, among others, offer world-class culture, big-city amenities, plenty of fresh seafood, and fine dining. There are several top-rated universities in the area.

The Puget Sound Region represents the best of the Pacific Northwest.

THE ORGANIZATION

Founded in 2010 as the Kent Regional Fire Authority, the Puget Sound Regional Fire Authority (PSF) is an internationally accredited fire agency that provides fire suppression, emergency medical, and risk reduction services to approximately 264,169 residents in a 118-square-mile service area in south King County. The authority is a statutory local government entity operating 17 fire stations serving five municipalities – Covington, Kent, Maple Valley, SeaTac, and Tukwilla – and two fire districts, Fire Districts 36 and 43. Fire authorities in Washington State enjoy organizational and financial flexibility that municipal fire departments and local fire districts do not. The second largest fire service agency in the county (Seattle is largest), PSF had 35,974 calls for service in 2022.

The nine-member Puget Sound Fire Governance Board (six voting members, three advisory) sets policy, approves the annual budget (calendar year), and hires the fire chief. Effective January 1, the board grows to 12 members (nine voting, three advisory).

PSF's 2023 annual budget of \$109,077,659 (\$101,024,261, operating; \$8,053,398, capital) supports 444 paid personnel, of whom 339 are uniformed and 105 are non-uniformed. The board is both progressive and fiscally conservative, and PSF has healthy reserves, and no significant debt.

QUICK FACTS

Population	264,169
Service Area	118 sq mi
Fire Stations	17
Calls for Service (2022)	35,974
2023 Budget:	\$109+M
Paid Personnel:	444 (339 uniformed/105 non-uniformed)

To learn more about the Puget Sound Regional Fire Authority, please visit <https://pugetsoundfire.org>.

THE DEPARTMENT AND THE POSITION

Fire Chief Brian Carson and PSF’s executive team are committed to transforming business operations throughout the agency. Reporting to the assistant chief, the new finance director is an essential member of this team.

The director oversees the finance department, comprised of nine paid personnel, including the director, accountants, AP/AR, payroll, compliance, and an administrative assistant.

Issues facing the authority and the new director include giving input to, and supporting, the Target Operating Model currently in development; considering a move from cash basis accounting to accrual basis accounting; developing a long-range financial plan; and building a modern finance department for a rapidly growing organization. Major projects include a fire station renovation and a sizable prospective land purchase.

QUALIFICATIONS

A bachelor’s degree in accounting, finance, business or public administration, or a closely related field, five to eight years of progressively responsible experience in finance, budgeting, or accounting, and three years of management and supervisory



experience, are required. An equivalent combination of experience and education may be considered at PSF’s sole option. Experience working within local government or the fire service is helpful, but PSF expressly invites qualified private sector applicants, who have the right service commitment and a strategic, innovative mindset. A master’s degree in business or public administration, credentialing through GFOA (CPFO), or a CPA designation are all preferred.

THE IDEAL CANDIDATE

PSF’s next finance director will be a progressive change agent and a uniquely innovative professional, who has a passion both for strategic finance and public service. She or he is adaptive, nimble, and comfortable working in an entrepreneurial environment.

The preferred candidate has a strong work ethic, impeccable integrity, and the highest ethical standards, a person of honesty, character, and humility. The successful candidate must also be comfortable working within the fire service command structure.

The next director is technically competent with significant experience in as many of the following areas as possible: accounting, local government budgets (preparation, presentation, and management), capital project financing, cash flow, contracts for service and their management, controls, cost centers, enterprise funds, forecasting and financial trends, fund accounting, grant management, inter-agency agreements, investment of public funds, payroll, retirement and benefits costs, and sources of

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline:	November 6, 2023	Recommendation of Candidates: November 27, 2023
Preliminary Interviews:	November 15-16, 2023	Finalist Interview Process:December 7, 2023

revenue of every kind and type. The successful candidate can organize these individual aspects of the finance function to form a comprehensive finance strategy for PSF. The next director will consistently deliver timely, accurate information to the governance board, fire chief, and the public.

Tyler Munis is PSF's Enterprise Resource Planning (ERP) system. The next director will review the way PSF currently uses Tyler Munis's finance platform, with an eye toward growth, full implementation, and maximizing its functionality. Additional goals include improved transparency and data-based decision-making. The preferred candidate will be familiar with finance law specific to Washington State, including fire benefit charges, which PSF voters made permanent in 2021.

The ideal candidate has the ability to build and maintain a high-performing team, maximizing the potential of all persons under her or his authority through cross-training, empowerment, and professional development. The director is also a working director, able to perform even the smallest task within the department, as needed.

The next director has expert inward- and outward-facing communications skills and is comfortable in every setting. She or he is able to communicate complex budget and finance

concepts in a manner that is easily understood by anyone, regardless of the audience's experience level or sophistication. The preferred candidate is politically astute but apolitical, and also thick-skinned, with the ability to deflect criticism and maintain a calm, professional demeanor in all situations.

The next director is a true team player with a positive presence, someone who is personable and approachable. The successful

candidate is truly collaborative, someone who is constantly searching for the best right answer and someone whose default answer is not "No." The preferred candidate is dynamic, self-directed, and able to work projects through to completion with minimal direction.

The ideal candidate wants to come to the Puget Sound Regional Fire Authority to have an impact, leave a legacy, and call this area home.

TOTAL COMPENSATION

The annual salary range for this position is \$134,765 to \$202,148, and appointment will be made depending on the experience and qualifications of the selected candidate.

In addition, PSF offers a comprehensive benefits package for non-represented employees, including medical, dental, vision, life, AD&D, and long-term disability insurances. PSF pays 100% of the premium for employee-only coverages, and dependents can be added at a very low cost. Employees have a choice between a PPO (standard co-pay type plan) or a High Deductible health plan. Those enrolling in the High Deductible plan will receive an annual contribution to their Health Reimbursement Account (HRA) of \$2,000 for individuals or \$4,000 for families. Employees already covered by another medical plan may opt out of PSA's medical insurance and are then eligible to receive \$400/ pay period, which is contributed to their HRA/VEBA account.

PSF does not participate in Social Security. Instead, employees are enrolled in the Washington Department of Retirement Systems Public Employees' Retirement System (PERS) Pension Plan. In addition, PSF offers multiple 457 deferred compensation plan options with an employer contribution at 3% of base pay, regardless of how much the employee chooses to contribute. Employees also enjoy paid time off (vacation and sick), plus 12 paid holidays and 30 hours of personal holidays annually. As a FLSA-exempt position, the finance director will receive an additional 6% pay differential in lieu of overtime pay. Relocation assistance may be available.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 5, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: Recreation Immunity Review

Background/Discussion:

On July 6, 2023 the Oregon Court of Appeals issued an opinion on a case against the City of Newport effectively ending recreational immunity for improved trails.

In *Fields v. Newport*, a woman was walking with her friend and their dogs on the beach. She slipped and fell on a wooden bridge that was part of a trail to the beach owned by the City of Newport.

Ms. Fields' suit alleged the City was negligent in maintaining the bridge and not putting up warning signs that the trail was not maintained. Newport responded that it was immune from suit because Fields was using the Ocean to Bay Trail for a recreational purpose.

The trial court agreed with the City, ruling that recreational immunity protects landowners from a lawsuit when they open their property to the public for recreational purposes without a fee. Fields appealed the case to the Oregon Court of Appeals who issued an opinion otherwise. The City asked the Oregon Supreme Court to overrule the Court of Appeals opinion and restore recreational immunity. On Oct. 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals' decision in *Fields*.

Though there has been no official change to ORS 105.668 regarding Recreational Immunity yet, CIS, the city's insurance provider, has identified additional steps the City of Brookings can take to strengthen the chances of a successful recreational immunity defense. Additional steps include:

1. **Community Awareness:** Inform the community that recreational areas are strictly for recreational use. Any use other than recreational should be done with caution and at the user's own risk. Consider incorporating the following message into the city's website, on signs in parks and public open spaces used for recreation, and recreational program advertisements.

Sign Suggestions

- Brookings recreation areas are for recreational use only. Other use is prohibited and at your own risk.
- Brookings parks, trails, paths, and equipment are for recreational use only. See Brookings website for additional information.

Website Messaging Suggestions

Unless recreational areas for Brookings are closed or prohibited for use, all of Brookings's improved and unimproved park and recreation areas are authorized for recreational use only. Recreational areas explicitly closed or prohibited for use are not authorized for any use.

Brookings will close recreational areas under the following circumstances:

1. Lack of Maintenance Resources;
or
2. Acts of nature cause conditions that render the area unsafe.

2. **Ordinance Development:** Prepare and pass an ordinance based on ORS 105.668. The City of Newport passed an ordinance based on this ORS. CIS is optimistic that their ordinance - passed well before the Fields case - will have a favorable influence on the continued efforts challenging the appellate court ruling.

CIS was offering up to \$5,000 in grant funds toward trail improvements, signage installation, or assistance in drafting and passing an ordinance based on ORS 105.668. Grants were approved on a first-come, first-awarded basis. CIS has distributed all of the funds they had available for this grant cycle. The next grant cycle has not been identified yet.

Staff is prepared to follow the recommendations by CIS identified above. Staff is seeking direction from Council on any additional steps to take in order to protect the City of Brookings against any future challenges to recreational immunity.

Attachments:

- a. CIS Recreational Immunity – Recent Changes to Recreational Immunity
- b. CIS Article – Real Time Risk
- c. February 13, 2017 Staff Report – Resolution 17-R-1096 Recreation Immunity



Recreational Immunity FAQ

MEMBERS QUESTIONS AND CIS ANSWERS ABOUT THE RECENT CHANGES TO RECREATIONAL IMMUNITY

2023 Changes to Recreational Immunity & Liability

Q: What happened to the recreational immunity defense regarding paths and trails, and what are the legal implications?

On July 6, the Oregon Court of Appeals issued an opinion in the *Fields v. City of Newport* case, effectively ending recreational immunity for improved trails and striking it down as an “immunity” that protects public and private landowners from lawsuits. The City of Newport asked the Oregon Supreme Court to overrule the Court of Appeals and restore the portions of recreational immunity that were lost. On October 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals’ decision in *Fields*. This action, called “review denied” functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals’ decision striking down recreational immunity for paths to recreational areas. Read more about this case in our Nov. 2023 issue of Real-Time Risk (<https://www.cisoregon.org/dl/Xuc7ZVcp>).

Q: What does the change with recreational immunity mean to local government?

Unless the Legislature steps in, from now on when a person suing the city claims that their subjective intent was not primarily to recreate, then recreational immunity does not apply at the beginning of a suit. Instead, the municipality (or private landowner) will have to defend the lawsuit all the way through a jury trial so the jury can decide what the plaintiff was thinking about their “primary intent.”

We encourage our members to reach out to their legislators and ask that they step in and restore this protection.

Q: Why is CIS recommending local government close trails? This will be unpopular and seems impossible.

CIS understands this recommendation will not be popular. Weighing many factors and with a focus on the solvency of the trust and our members, this recommendation was determined to be the best course of action.

The tasks required to close access ways to recreation areas might seem daunting. Once the Oregon Supreme Court’s decision was made, it was determined that less aggressive measures would fail to meet the goal of protecting the trust and our members.

We suggest our members use all avenues of communication to alert the community of changes with their paths and trails. Social media messaging will reach a broad community audience. Update entity website information about parks and trails with any changes you are making. Prioritize the installation of signs based on factors such as areas of higher risk, with the heaviest volume of users and where signs will have optimal visibility.

Discretionary Immunity

Q: We expect a lot of pushback if we close paths and trails; this is a last resort. Is there any way discretionary immunity can close the gap?

No, these are two distinctly different forms of protection, and discretionary immunity will not take the place of recreational immunity. Nevertheless, having your entity shore up its discretionary immunity position is always a prudent decision and may provide some shelter from liability claims. For effective use of discretionary immunity, we recommend an asset inventory, audit, a prioritized maintenance plan, activation of that plan, and periodic update and review of these steps. You can get started with the CIS Discretionary Maintenance Plan and Audit (<https://www.cisoregon.org/dl/x0tk2W4V>).

Q: If the council doesn't explicitly approve a planned course of action, does discretionary immunity apply?

Discretionary immunity applies most clearly to a course of action, such as a street or park maintenance plan, when a governing body votes to approve or adopt the plan. However, discretionary immunity can also apply to a policy decision made by a department head — especially when there's documented evidence that the department head is expressly authorized to make those policy decisions. If putting together a park maintenance plan is within the job duties of a public works director, for instance, then discretionary immunity should apply to any claim that the city or county should have adopted a different maintenance plan with different priorities.

Q: Any suggestions for how to get policymakers to understand the importance of approving deferred maintenance in a plan when they're concerned about the political message it may send?

We recommend educating your elected officials on this subject. It's understandable that elected officials are concerned about "the optics" of a maintenance plan that acknowledges there is not enough money to perform all the maintenance a city or county would like to get done. However, this plan could also be used to educate voters about where the maintenance dollars are being spent and demonstrate that additional revenues would be put to good use — keeping the community safe. There are positive "optics" to that message as well.

Maintenance, Inspection, and Documentation

Q: What constitutes an improvement? A bench? Cutting weeds?

CIS recommends leaving natural areas alone. If an entity has made an improvement, such as a bench, it should be inspected and maintained. Weed control and insect control are not protected by recreational immunity; the member should follow their written programs.

Q: What if the improvements were not done by the member but rather by the general public?

If the member did not make the improvements and there is no expectation that the member will maintain the improvements, then there is no duty to inspect or maintain. Except with the recent change to paths and trails, recreational immunity should apply.

Q: We contract the bulk of our maintenance. The parks department oversees the contract. How does this affect our liability?

If you contract your maintenance and that contract has solid hold harmless, indemnity, and insurance provisions, this would be an excellent way to transfer your risk.

Q: When we do inspections of equipment (playgrounds, swings, walkways, etc.), do we need to list everything and show what's good or bad, or can we list the equipment or structures that need maintenance?

The more documentation the better. It would be preferable to list each piece of equipment in the park, facility, or structure and the key maintenance parts. As a best practice, each piece of equipment or part is inspected. Those parts not passing are repaired or closed until repairs are made. We recommend inspection of each risk point on a routine basis.

Q: Our maintenance staff does not want to inspect or document in fear of being named in a lawsuit. Will not documenting inspection or maintenance avoid employees from being named in lawsuits?

The reality is employees will be named in lawsuits regardless of whether issues are documented or not. In a lawsuit, depositions will be taken of supervisors and employees. Any known and undocumented maintenance will make the case less defensible. The best defense is to show a pattern of documented inspection and repair to demonstrate a reasonable maintenance program.

If the city/county is insured with CIS, then even though the city is legally obligated to defend its employee, CIS will cover the cost of that defense.

Q: Must we enforce rules on signs?

You are not required to have enforcement staff to ensure sign compliance. A best practice is to have elected officials make a policy decision not to attempt to enforce sign warnings to provide discretionary immunity defense.

CIS Coverage

Q: What kind of defense will CIS provide if the employee is found to be negligent?

The CIS Liability Coverage Document provides defense coverage and pays any judgments for an employee's negligence. The Oregon Tort Claims Act requires public entities to defend and indemnify employees for the employee's negligence while acting in the course and scope of employment.

Q: Will contributions increase because of the loss of recreational immunity on paths and trails?

CIS is evaluating this exposure, and no decisions on rate increases have been made. The Board will make decisions regarding future increases, and it will likely depend on the frequency and severity of claims.

Additional Information

Recreational Immunity for Parks, Best Practices and Signage

Recreational immunity is still a defense for parks and other recreation areas. It's best practice to have warning signs and an inspection and maintenance plan for parks. Having an inspection and maintenance plan approved provides a defense of discretionary immunity.

Appropriate signage is a best practice. Some phrases to consider:

- Oregon law (ORS 105) provides the landowner is not liable for injury, death, or property damage that arises out of the use of the land for recreational purposes (known as "recreational use immunity").
- Falls at this location could result in severe injury or death
- Rough surface
- Watch for falling rock
- Water is stagnant and not tested for hazardous conditions
- No lifeguard present
- Possible dangerous conditions
- Entering a free recreational area
- Enter at your own risk — be warned of potential injury or death
- List possible dangerous conditions

Additional language for signs:

Until further notice, all paths, walkways, stairs, and any other improved or unimproved access ways to recreation areas are closed. Use of these areas is not permitted, and anyone using these areas does so at their own risk. (Include a note where the recreator can find additional information.)

Additional information to post on your entity's website and/or on social media:

Oregon law (ORS 105 (https://oregon.public.law/statutes/ors_105.682), known as recreational immunity) provides that a landowner is not liable for injury, death, or property damage when their land is used for recreational purposes at no charge. This statute provides some protection to owners of recreational land. Recent Court of Appeals and Oregon Supreme Court decisions have struck down some of the Legislature's recreational immunity statutes. Faced with the loss of this protection, recreational landowners have been forced to make difficult decisions. After seeking advice from professionals and considering different options, the (entity) has deemed it necessary to close paths and all other access ways to recreational areas. (Entity) resources are not available to physically close and block all access to recreational areas and enforce this notice. All users of (entity) must follow all posted rules.

We encourage everyone to contact their state representative (https://www.house.gov/representatives/find-your-representative#:~:text=If%20you%20know%20who%20your,the%20U.S.%20House%20switchboard%20operator.)) and encourage legislative changes to restore recreational immunity.



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citycounty insurance services

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PO Box 1469
Lake Oswego OR 97035
Phone: 503.763.3800
Toll Free: 800.922.2684
Fax: 503.763.3900

CLAIMS

PO Box 1469
Lake Oswego OR 97035
Phone: 503.763.3875
Fax: 503.763.3901
Email: claimspl@cisoregon.org (<mailto:claimspl@cisoregon.org>)

PRE-LOSS LEGAL DEPARTMENT

Phone: 503.763.3848
Toll Free: 800.922.2684 ext. 7
Email: PreLoss@cisoregon.org (<mailto:PreLoss@cisoregon.org>)

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Real-Time Risk



TIMELY NEWS AND TIPS TO HELP REDUCE RISK

November 2023

OREGON'S HIGHER COURTS END RECREATIONAL IMMUNITY FOR IMPROVED TRAILS

By Kirk Mylander, CIS General Counsel

On July 6, the Oregon Court of Appeals issued an opinion effectively ending recreational immunity for improved trails. Public and private landowners of improved trails are no longer protected from lawsuits. ([*Fields v. City of Newport*](#)).

Nicole Fields Falls While Walking With a Friend and their Dogs

In *Fields v. Newport* a woman was walking with her friend and their dogs on the beach. She walked away from the beach on an improved trail which was owned and maintained by the city of Newport. The woman came to a wooden footbridge that was wet. She slipped and fell, then filed a lawsuit against the City.

Ms. Fields' suit alleged the City was negligent in maintaining the bridge and not putting up warning signs. Newport responded that it was immune from suit because Fields was using the Ocean to Bay Trail for a recreational purpose, walking with a friend and their dogs while they talked and socialized.

Oregon's recreational immunity provided liability protection to landowners who open their property for recreational activities, shielding them from certain lawsuits and claims related to injuries or accidents that occur on their land.

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Real-Time Risk

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The Trial Court Applied Recreational Immunity, Protecting Newport

The trial court agreed with the City, ruling that recreational immunity protects landowners from a lawsuit when they open their property to the public for recreational purposes without a fee. Because of recreational immunity the trial court granted summary judgment, which ended the case early in favor of Newport.

The trial court determined “there are no genuine issues of material fact in dispute” and that under state law, the plaintiff was “using the trail for recreational purposes” by “walking her dog on a trail to the beach with a friend,” and thus the City was entitled to recreational immunity from any liability.

Plaintiff Fields appealed the trial court’s ruling, arguing that the trial court could not conclude that her “**principal purpose**” (as required under state law) in walking on the trail was recreational as long as she claimed that the subjective intent in her mind was something else.

The Oregon Court of Appeals Strikes Down Recreational Immunity

The Oregon Court of Appeals decided that there is a factual dispute between Plaintiff Fields and the City as to whether her use of the trail was recreational, or whether her primary purpose was instead for “accessing the beach.” In other words, the Court of Appeals held that the trial court needed to hold a jury trial to determine whether the plaintiff’s principal purpose on the trail was accessing the beach, or to recreate while using the trail with a friend and their dogs while they “socialized.”

Either way, recreational immunity no longer stops a case at the beginning (an “immunity” from suit), because any plaintiff can claim their “principal purpose” was not to recreate.

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Real-Time Risk

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Local Governments Requested that the Oregon Supreme Court Restore Recreational Immunity — But the Court Refused to Hear the Case

The City of Newport asked the Oregon Supreme Court to overrule the Court of Appeals and restore recreational immunity. Other members of the local government community in Oregon also asked the Oregon Supreme Court to review the *Fields* case and reverse the Court of Appeals. The City of Medford, the League of Oregon Cities, the Association of Oregon Counties, the Special Districts Association of Oregon, and the Oregon Recreation and Park Association all joined Newport in asking the Oregon Supreme Court to reverse the Court of Appeals:

"A decision from the Oregon Supreme Court is necessary here. The Court of Appeals created an exception that swallows the rule by finding a question of fact exists on whether socializing with a friend, walking dogs, and enjoying a scenic trail to access the beach is recreational or not."

The City asked the Supreme Court to reverse the Court of Appeals because of the damage the Court of Appeals opinion will have on the public's access to recreational land. If the Court of Appeals opinion were to stand, the City argued, then "Landowners must decide if making their land available for recreational purposes is worth the risk of effectively losing access to the immunity by having to litigate through trial whatever subjective beliefs an injured plaintiff asserts their principal purpose was."

Unfortunately, that is where things stand today. On Oct. 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals' decision in *Fields*. This action, called "review denied" functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals' decision striking down recreational immunity.

At the heart of the dispute is whether a trial court can decide at the beginning of a case whether or not a plaintiff's "primary purpose" when entering land was recreational or not recreational.

Subjective Intent is Too Subjective for Recreational Immunity to Function as the Legislature Intended

The Court of Appeals did not base its decision on what *Fields* was actually doing on the City of Newport's trail. Instead, the Court of Appeals turned to a dictionary for assistance with the word "walking."

The Court of Appeals found that walking with a dog could sometimes be a recreational activity, but was not necessarily always a recreational activity. The Court of Appeals said that even when walking and socializing, *Fields*' "principal purpose" could have been "to go to and from the beach" which the Court did not consider to be recreational.



*The Oregon Supreme Court Building,
Gary Halvorson/Oregon State Archives*

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Real-Time Risk

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If, the Court reasoned, Fields was thinking that her “principal purpose” was to “access” the beach where she would begin to “recreate” with her dog and her friend, then recreational immunity does not protect the City (or any landowner). The key, according to the Oregon Court of Appeals, is the plaintiff’s subjective intent ***not her objective activities at the time***.

Unless the Legislature steps in, from now on when a person using the city’s path claims that their subjective intent was not primarily to recreate, then recreational immunity does not apply at the beginning of a suit. Instead, the municipality (or private landowner) will have to defend the lawsuit all the way through a jury trial, so the jury can decide what the plaintiff was thinking about their “primary intent.”

Legally, this transforms recreational “immunity” from a legal rule that stops a lawsuit at the outset, and turns it into a defense that a city, county, school district, or private landowner can only try to use at trial. Recreational immunity is no longer a true immunity.

Is Anything Left of Recreational Immunity?

The protection from lawsuits that landowners relied on in deciding to open their land to the public is now likely gone for all trails. It may be gone for any property that someone can claim they “were just passing through”.

The Oregon Court of Appeals and Oregon Supreme Court have repeatedly issued rulings that have the effect of striking down some, or all, of the Legislature’s recreational immunity statute. The good news, though, is that the Oregon Legislature has repeatedly stood behind Oregon’s policy of encouraging private and public landowners to open their property to the public for recreational activities like hiking, mountain biking, kayaking, hunting, fishing, rock climbing, and accessing the beautiful coastline.

Once again, the League of Oregon Cities and the Association of Oregon Counties are ready to bring a bill to the Legislature in 2024 to restore recreational immunity. But the support of individuals and local governments is needed. The people of Oregon who enjoy recreational access to a wide range of properties, especially including trails to access climbing areas, the coast, rivers, streams and lakes, need to contact their local legislator and their local city or county officials to express their desire to restore recreational immunity.

Your CIS risk management consultant is available to assist you as you plan, evaluate, and mitigate the heightened risk as a result of the *Fields v. City of Newport* ruling.

For more information, visit CIS’ Recreational Immunity FAQ at cisoregon.org/Reclmmunity.

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Real-Time Risk

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RECOMMENDATIONS FOR CITIES AND COUNTIES

1. **Improved trails that are used to access a recreational area should be closed.** This especially includes trails, walkways and stairs used to access bodies of water, such as the ocean, lakes, rivers, streams and reservoirs.
2. **Consider closing unimproved trails,** because the subjective intent of the user can now nullify recreational immunity, which means if someone is injured on an unimproved trail, the city or county may find itself facing a costly jury trial to determine the injured person's intent in using the trail.
3. **Speak with your City Attorney or County Counsel** about how *Fields v. Newport* could negatively affect your other recreational offerings to the public. For instance, someone who trips in a park can now say their primary purpose in using the park was not recreation, but rather they were simply passing through the park to access some other area in your jurisdiction.
4. **Download and utilize this audit** for property you decide to leave open because it is not conducive to a claim from someone "just passing through", to ensure your facility is protected as much as possible from liability claims.
 - a. Consider requiring people to sign a form affirming they are using the property only for recreational purposes if your organization can afford to post someone at that location (at a skate park, for example).
5. **Contact your legislator** and any of the following organizations you are affiliated with: the League of Oregon Cities, the Association of Oregon Counties, the Special Districts Association of Oregon, or the Oregon Recreation and Park Association; express your desire to keep property free and open to everyone in Oregon for recreational activities.

If you have any questions, please contact your Risk Management Consultant:

Northwest Oregon Coast and Columbia River Gorge

Margaret Ryan
mryan@cisoregon.org

Willamette Valley and Central Coast

Katie Durfee
kdurfee@cisoregon.org

Southern and Central Oregon

Laurie Olson
lolson@cisoregon.org

Eastern Oregon

Lisa Masters
lmasters@cisoregon.org



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 13, 2017

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Resolution 17-R-1096 re: Recreation Immunity

Recommended Motion:

Motion to adopt Resolution 17-R-1096

Background/Discussion:

Landowners in Oregon are immune from civil liability in the event a person is injured on their property provided that they were recreating and that the property owner did not charge a fee for access to their land. However, the Oregon Supreme Court has ruled that the employees or other agents of the landowner may be liable if a person is injured as a result of their actions. For public agencies that are required to indemnify and defend their employees against such claims, recreational immunity has been stripped away.

Without effective recreational immunity, cities will expose themselves to unwarranted risks if they expand recreational opportunities in their community. Indeed, some have been forced to close parks. Oregon's recreational opportunities are utilized to a high degree by its citizens, contribute to quality of life and should not be compromised by the possibility of such lawsuits.

The League of Oregon Cities is pursuing legislation to restore recreational immunity for public agencies and is asking city councils across Oregon to pass resolutions urging the Oregon Legislature to restore recreational immunity. The Public Use of Lands Act was passed in 1995 to encourage public and private land owners to expand recreational access by limiting their liability to those recreating. However, the Oregon Supreme Court has ruled that the immunity enjoyed by land owners does not extend to employees, agents or volunteers, and this exposes cities and other land owners to tort claims brought against their employees. The League has identified the restoration of recreational immunity as one of its top legislative objectives for 2017.

Attachment(s):

- a. Resolution 17-R-1096

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 17-R-1096

**A RESOLUTION OF THE CITY OF BROOKINGS CITY COUNCIL RECOMMENDING RESTORING
RECREATIONAL IMMUNITY RIGHTS**

WHEREAS, in 1995, the Legislative Assembly declared it to be the public policy of the State of Oregon to encourage landowners to make their land available to the public for recreational purposes by limiting their liability toward persons entering thereon for such purposes, and;

WHEREAS, recreational purposes include, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water sports, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, including the above aforementioned activities, as well as: gardening, woodcutting and for the harvest of special forest products, and;

WHEREAS, the Public Use of Lands Act has increased the availability of land for free recreation by citizens and visitors alike by limiting liability to cities, counties, park districts, irrigation districts, schools and private landowners, including property-owner associations, farmers and timber companies that, by virtue of this act, allow members of the public to use or traverse their lands at no charge for recreational purposes, and;

WHEREAS, for twenty years, the Public Use of Lands Act has been broadly interpreted to extend this immunity from liability to apply not only to landowners but also to the landowner's employees agents, and volunteers, and;

WHEREAS, in *Johnson v. Gibson*, the Oregon Supreme Court held that when the Legislature passed the Public Use of Lands Act, it intended to immunize only the landowner, otherwise the Legislative Assembly would have included employees, agents and volunteers in the Act, and;

WHEREAS, this ruling effectively undermines a landowner's recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees and most, if not all, landowners who allow access to their lands free of charge will ultimately be responsible for the negligence of their employees that results in injury to a member of the public or property, and;

WHEREAS, landowners will likely face substantially increased insurance premiums for this new risk exposure and/or have to close their property or amenities to Oregonians trying to recreate due to the result of this decision.

NOW, THEREFORE, let it be known that the City of Brookings supports legislation in the 2017 Oregon Legislative Assembly promulgated to restore recreational immunity to

landowners and their officers, employees, agents or volunteers who are acting within the scope of their employment or duties so to allow Oregonians to access their lands for recreational use and enjoyment.

Passed by the City Council February 13, 2017; effective March 14, 2017.



Mayor Jake Pieper

Attest:



City Recorder Teri Davis

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 5, 2024

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: ODOT Transportation Grants 2024

Background/Discussion:

The Oregon Department of Transportation (ODOT) Climate Office presented a power point presentation on the Carbon Reduction Grant Program call for projects during the January 11, 2024 SWACT virtual meeting. Oregon is set to receive \$82 million between 2022-2026, \$24 million (\$12 million in 2024) will be earmarked for small urban and rural areas. Program funded projects will require a local match of 10% and ODOT suggests a minimum project cost of \$300,000 in order to be considered for funding.

The Carbon Reduction Program identifies small urban and rural example projects that include solar street lights, mobility points with carsharing and bicycle sharing, electric bus and charging equipment.

A local project to consider for the grant program would be to install public electric vehicle charging stations at various locations (t.b.d.). ODOT provided a Guide for Oregon EV Charging Deployment [oregon.gov/odot/climate/Documents/TEINA Deployment Strategy FINAL 08-30-2023.pdf](https://oregon.gov/odot/climate/Documents/TEINA_Deployment_Strategy_FINAL_08-30-2023.pdf). The document provides information for estimating planning level costs to install a variety of different charging stations (see attachment b). Staff also reached out to Coos Curry Electric to inquire about any rebate programs available as well as any past research performed on charging stations and potential locations. Other projects to consider might include:

- Solar and/or LED street light retrofit.
- Consider transitioning fleet vehicles from gas to electric.
- City owned bus shelters in various locations in City ROW. Staff to verify project eligibility through City or Curry Public Transit District (CPTD).

Staff did confirm that the downtown decorative lighting LED retrofit project does qualify for funding but will need to be included in a much larger project in order to be considered for funding through the Carbon Reduction Program. The LED retrofit project was approved by the Urban Renewal in the amount of \$17,218 at the December 11, 2023 Urban Renewal meeting. Staff is still working on scheduling this work to be completed in the next few months.

Staff is seeking direction from Council if this grant opportunity is something they are interested in pursuing. Funding the match portion for any project would likely come from the city's fuel tax revenues which are currently leveraged on higher priority projects over the next few years. Other funding sources to consider for match might could be from Urban Renewal for project inside the Urban Renewal District.

Attachments:

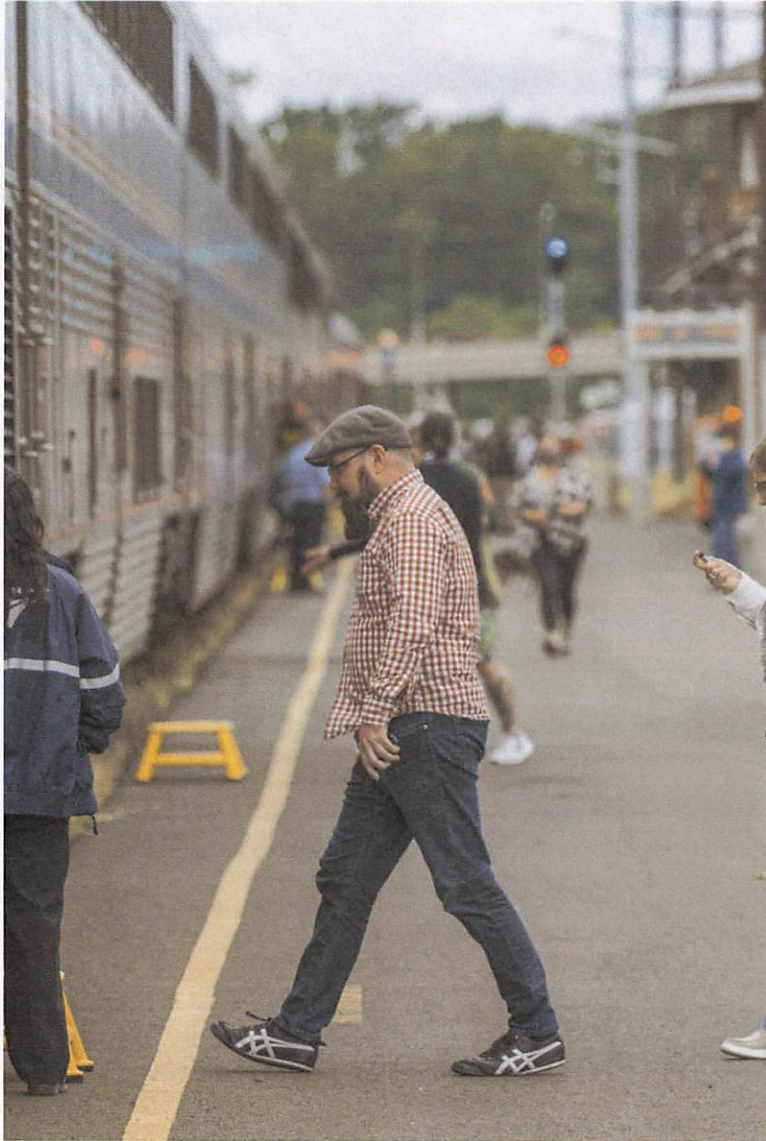
- a. ODOT Carbon Reduction Program Power Point Presentation
- b. Planning Level Cost Estimated - Guide for Oregon EV Charging Deployment (Pg 10-11)

ODOT CARBON REDUCTION PROGRAM

2024 Small Urban and Rural Call for Projects

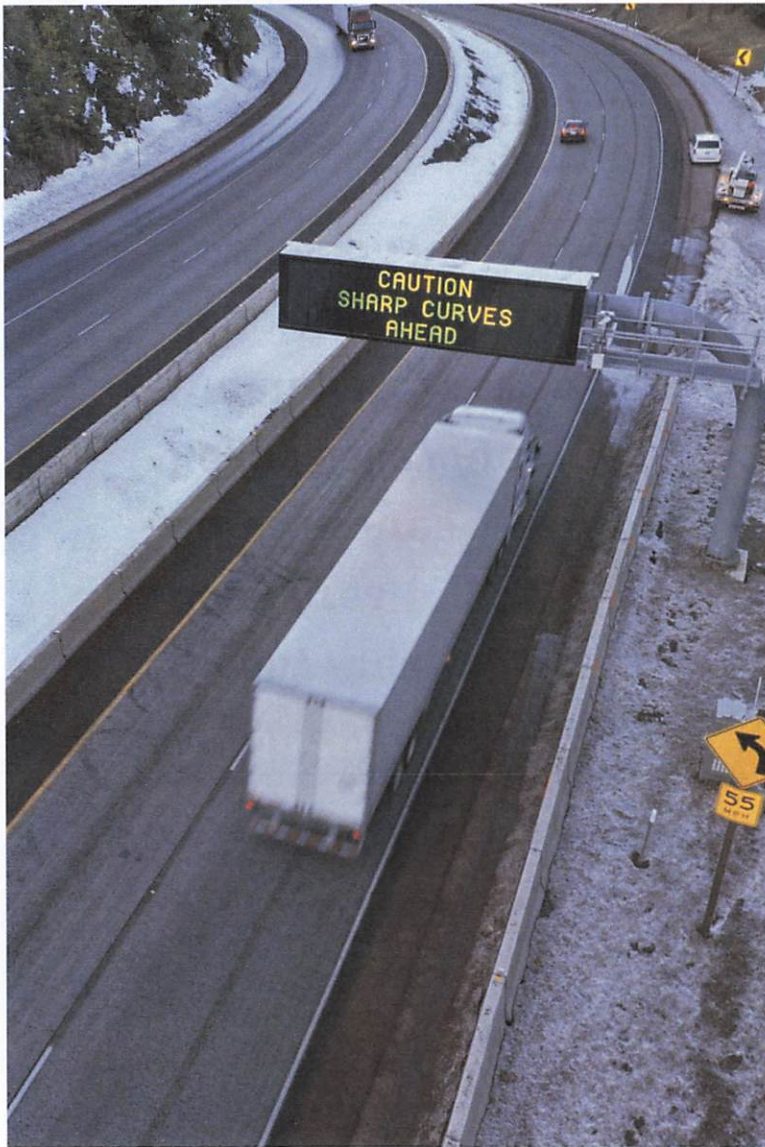
RYE BAERG – ODOT CLIMATE OFFICE





OREGON CARBON REDUCTION PROGRAM

- BIL created a new Carbon Reduction Program (CRP) to reduce carbon emissions
- Oregon will receive a total of \$82 million for FY 2022-2026
- \$24 million available for Small Urban and Rural Areas
 - \$12 million in 2023
 - \$12 million in 2024



SMALL URBAN AND RURAL CALL FOR PROJECTS

- Urban and Rural areas with less than 200,000 residents
- March 1 - May 31, 2024
- ODOT will deliver projects for non-Certified Local Public Agencies
- Local match of 10.27%
- Area allotments apply
- ODOT Region Signature Required

2024 SMALL URBAN AND RURAL FUNDING

Urbanized/Rural Area	Estimated FY 22-26 Available Funding
Albany Area	All funding allocated in 2023
Bend Area	All funding allocated in 2023
Corvallis Area	All funding allocated in 2023
Rogue Valley Area	\$1,606,183
Grants Pass Area	\$655,092
Population Areas 49,999-5000	\$5,912,335
Population Areas <5,000	\$3,760,759

*Dollar values are estimates and are subject to change.

STRATEGIES AND PRIORITIES



Vehicle and Fuel
Technology



Systems and
Operations



Transportation
Options

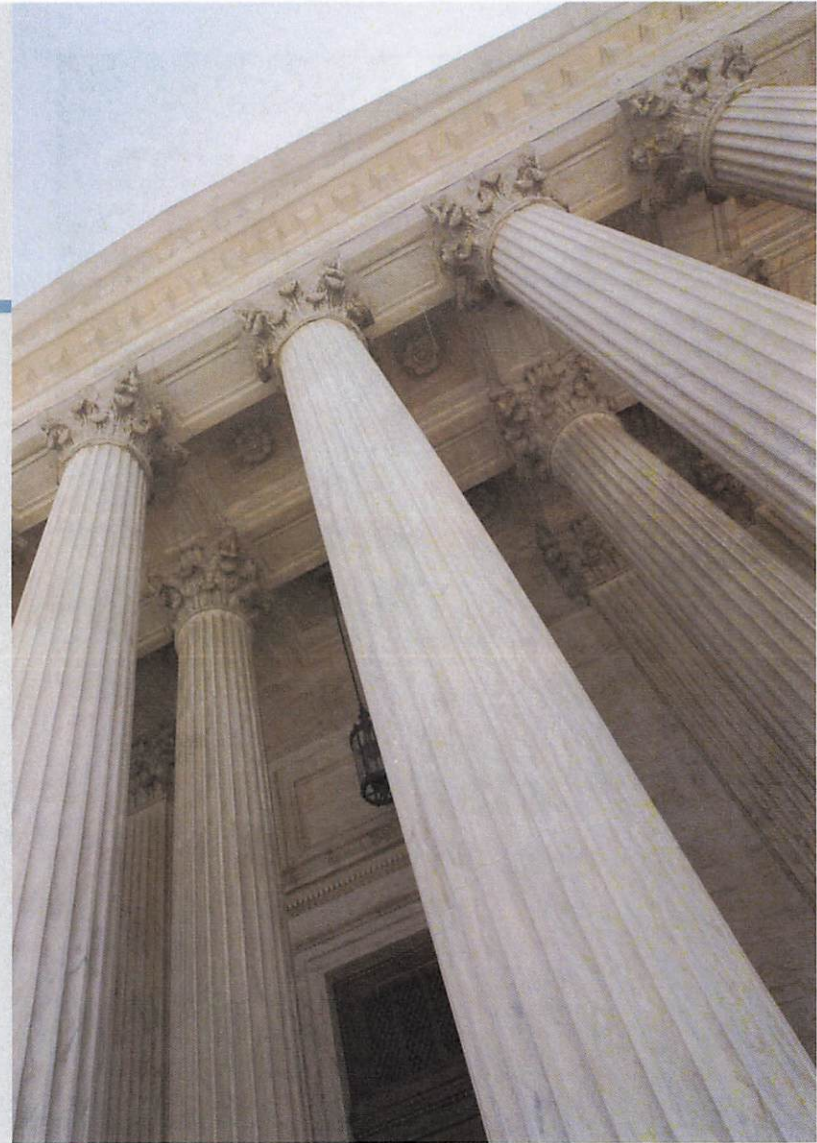


Pricing



EXAMPLE FEDERAL ELIGIBLE PROJECT TYPES

- Traffic monitoring, management, control facilities, and congestion management technologies
- Public transit projects
- Bike, pedestrian, and non-motorized facilities
- Infrastructure-based intelligent transportation systems
- Energy efficient street lighting and traffic control devices
- Congestion pricing, tolling and transportation demand management strategies
- Alternative fuel vehicle projects (public charging, hydrogen, natural gas and propane fueling)
- Diesel retrofits
- Projects that reduce truck impacts or port emissions, including port electrification



SMALL URBAN AND RURAL SELECTION CRITERIA



Climate Benefits (60)



Local Support and Engagement (10)



Equity (10)



Opportunities and Innovation (10)



Project Readiness (10)



SMALL URBAN AND RURAL EXAMPLE PROJECTS



- Solar streetlights



- Mobility Points with carsharing and bicycle sharing.

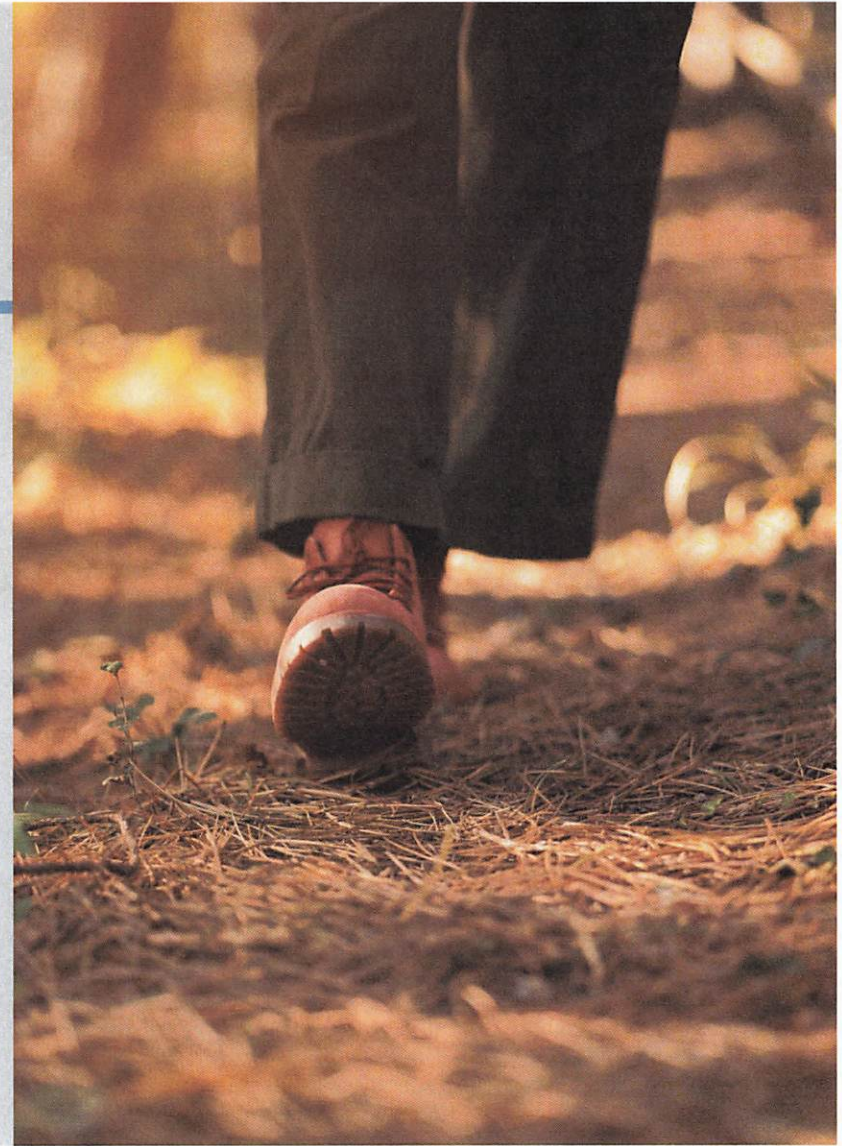


- Electric bus and charging equipment



NEXT STEPS

- Local Agency Listening Session
 - January 31, 2024
- Informational Webinars
 - Dates to come
 - Recordings to be Available Online
- Climate Office available to assist with applications
 - Consultations encouraged!
- Applications due May 31, 2024



QUESTIONS



10

Contact Us



Rye.baerg@odot.oregon.gov



www.oregon.gov/odot/climate/Pages/default.aspx

Tony Baron

From: BAERG Rye <Rye.BAERG@odot.oregon.gov> on behalf of BAERG Rye
Sent: Wednesday, January 24, 2024 1:17 PM
To: Tony Baron
Subject: RE: City of Brookings - Carbon Reduction Program

The 49-999-5000 is the population size for your city that will determine which bucket of funding your project will come out of. It is a question on the application.

For EV charging stations we have published this guide to help with estimating:
[oregon.gov/odot/climate/Documents/TEINA Deployment Strategy FINAL 08-30-2023.pdf](https://oregon.gov/odot/climate/Documents/TEINA_Deployment_Strategy_FINAL_08-30-2023.pdf)

This is federal funding so a project that is smaller than \$100,000 would likely not be a good use of the funding. Most applications last round were between \$300K and \$2 million.

Thanks,
Rye

From: Tony Baron <abaron@brookings.or.us>
Sent: Wednesday, January 24, 2024 8:13 AM
To: BAERG Rye <Rye.BAERG@odot.oregon.gov>
Subject: RE: City of Brookings - Carbon Reduction Program

You don't often get email from abaron@brookings.or.us. [Learn why this is important](#)

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Rye,

Thank you for the information. I wanted to clarify in your email the range of funding is \$49,999 to \$500,000 correct?

For discussion with my council, have you seen any estimates on how much a public electric charging station will cost for the equipment and installation?

We have a project that hasn't begun yet which is to retrofit all of our downtown decorative light poled from high pressure sodium to LED. The project bid came in at \$18,000. Your saying it is possible to add this to a list of projects on our grant request?

Thanks again Rye, appreciate your help.

Anthony Baron
Public Works & Development Services Director



[City of Brookings](https://www.brookings.or.us)

898 Elk Drive | Brookings, OR 97415



(541) 469-1159



(541) 469-3650



abaron@brookings.or.us

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From: BAERG Rye <Rye.BAERG@odot.oregon.gov>
Sent: Wednesday, January 24, 2024 7:22 AM
To: Tony Baron <abaron@brookings.or.us>
Subject: RE: City of Brookings - Carbon Reduction Program

Hi Anthony,

All of those would be eligible. I'll note we are requesting that vehicle purchase projects be under \$500K to avoid the need to submit a waiver for Build America, Buy America which makes delivery very difficult.

Bicycle and pedestrian projects would include key gap closures in a bicycle facility, crossing improvements at high use locations, or road diets. Generally, you will need to show that there is a lot of demand for these types of projects and they will cause mode shift and GHG reductions. We had some sidewalk infill projects applied for in the last round that didn't score well because they were in low volume areas.

Based on the population size of Brookings you would apply for the 49,999-5000 bucket of funding.

Let me know if you have any other questions. Look forward to getting an application from you.
Rye

From: Tony Baron <abaron@brookings.or.us>
Sent: Tuesday, January 23, 2024 3:33 PM
To: BAERG Rye <Rye.BAERG@odot.oregon.gov>
Subject: City of Brookings - Carbon Reduction Program

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Good afternoon Rye,

I attended the SWACT meeting on the 11th and will be putting together a staff report to my Council regarding potential projects. I wanted to run those projects by you to see if they would qualify.

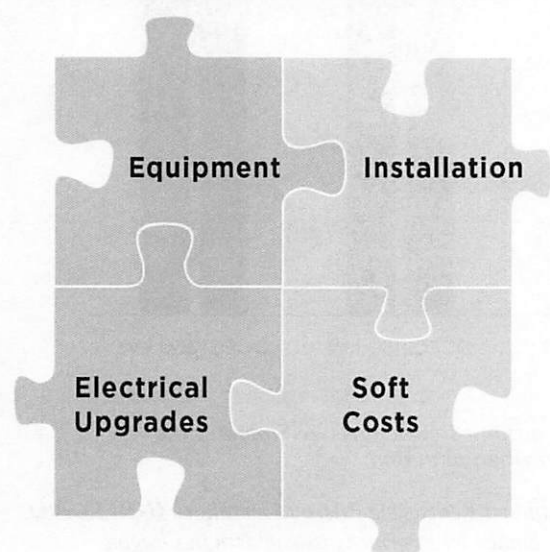
- Fleet purchase of electric vehicles
- Public electric charging stations
- Street light conversion from high pressure sodium bulbs to LED

Can you give me more information or project examples on bike, ped and non-motorized facilities?

Planning Level Cost Estimates

When planning for EVSE deployments, it can be challenging to estimate all the costs likely to be incurred. Four categories of costs are important to consider: equipment; installation (including the customer-side of the meter electrical connection costs); electrical upgrades on the utility side of the meter (such as transformers); and soft costs (such as site acquisition, permits, easements, environmental review, and other processes). **Figure 1** identifies the four cost categories that contribute to the total EVSE deployment cost.

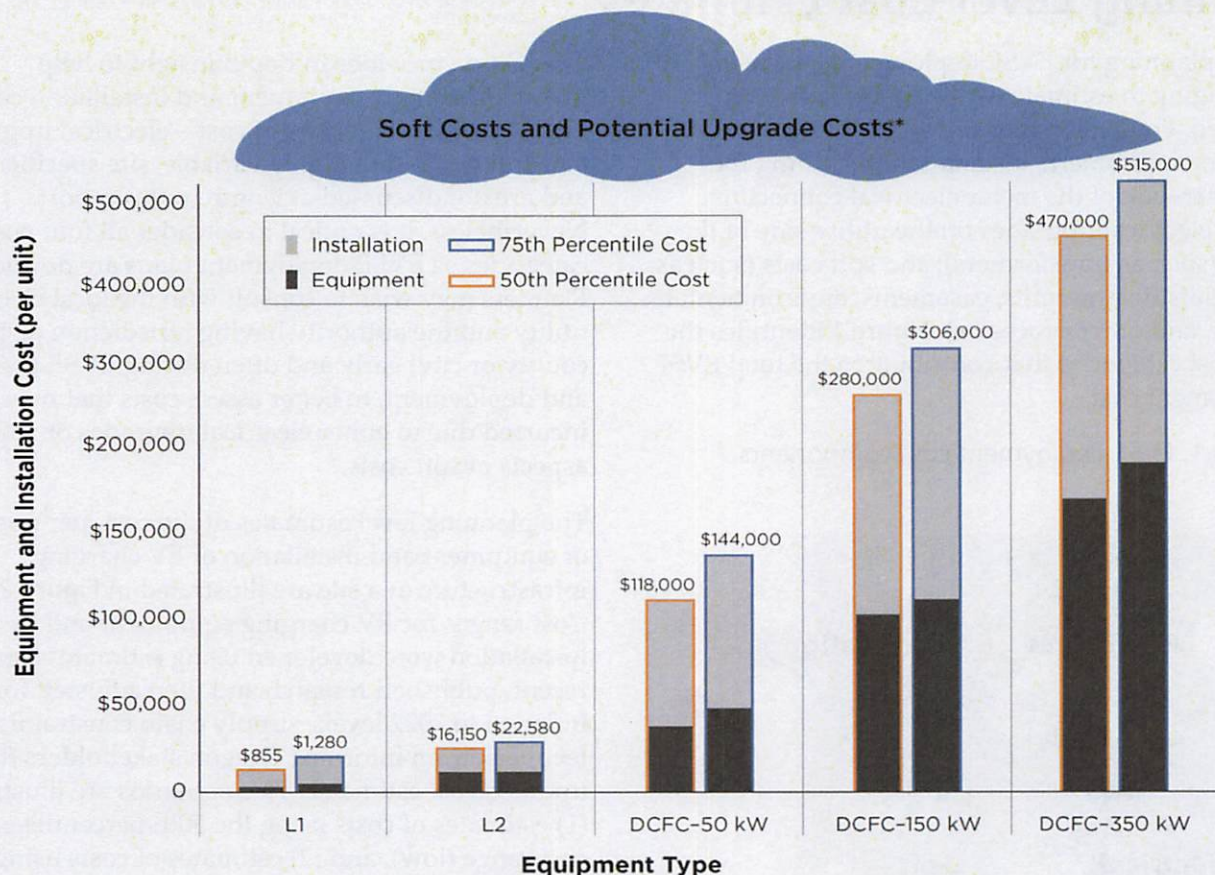
Figure 1. EVSE deployment cost components



This Guide provides in-depth insight to help planners estimate equipment and installation costs. The other two categories of cost—electrical upgrades and soft costs—are highly variable, site specific, and are not discussed at length in this report. Nevertheless, it is critical to consider all four cost categories as EVSE deployment plans are developed. Planners may wish to consult with the local electric utility and the authority having jurisdiction (e.g., county or city) early and often during EVSE planning and deployment, to better assess costs that may be incurred due to either electrical upgrades or various aspects of soft costs.

The planning level estimates of the cost, per port, of equipment and installation of EV charging infrastructure at a site are illustrated in **Figure 2**. Cost ranges for EV charging equipment and its installation were developed using estimates from recent, published research and then adjusted for inflation to 2022 levels; supply chain constraints and feedback from informed Oregon stakeholders further updated cost estimates. Two scenarios are illustrated: (1) estimates of costs using the 50th percentile of the cost range (low), and (2) estimates of costs using the 75th percentile of the cost range (high). If networked charging and additional ancillary services are included in a planned EV charging infrastructure installation, the 75th percentile cost estimates are more likely to reflect real-world experience in Oregon than the 50th percentile cost estimate, on a per port basis. However, significant economies of scale can reduce costs if several chargers are installed at the same time, at the same site. Soft costs and potential upgrade costs are shown schematically in **Figure 2** as a cloud above all the equipment and installation costs to illustrate the need to take these costs into consideration, recognizing that these costs are highly variable and site specific. To better estimate these and other costs, it is important to reach out to utilities and/or authorities having jurisdiction.

Figure 2. Estimated total equipment and installation cost of EV charging equipment at a site



* The soft costs and potential upgrade costs are not included in the graphic's bar charts. As noted in the narrative, these costs can be substantial and need to be considered when planning.

Sources: RMI, the International Council on Clean Transportation (ICCT), the National Renewable Energy Laboratory (NREL), Atlas Public Policy, and updated for inflation, supply chain constraints, and feedback provided by informed stakeholders in Oregon.

Managing Project Costs

The needed features and services of the charging equipment should be identified first before selecting EV charging equipment or site locations. Anticipated EVSE utilization, and determining whether networked chargers are desired, are also factors that need to be considered early on. Site characteristics impact EVSE installation costs, especially:

- **Proximity to electrical equipment.** Minimizing the distance to service panels, switchboards and electrical meters can help keep costs down.
- **Weather protection and durability.** Equipment in outdoor settings may have additional requirements for weather protection and heavy use.
- **Surface type.** The parking surface (for example asphalt, concrete, or unpaved) impacts the cost of trenching/coring/boring and installing charging and electrical equipment.

Project scale (the number of chargers at a site) can also significantly affect the per-port cost of EVSE installations, with increasing numbers of EV chargers (up to about 6 EV chargers per site) substantially decreasing both per charger and per port costs. **Figure 3** presents one research study's data illustrating the potential impact of lower per unit costs due to economies of scale as the number of chargers included at the same site rises. These economies of scale are due to distributing the cost of upgraded electrical infrastructure across a larger number of EVSE chargers and ports. Additionally, economies of scale and competitive bidding processes can affect per-unit equipment costs, with larger purchase orders having greater eligibility for bulk discounts. However, the installation cost per charger may increase if the number of chargers is increased to the point of triggering a larger grid-side upgrade requirement.

SMALL URBAN AND RURAL CARBON REDUCTION PROJECTS					
Small Urban and Rural Applicant	Project Name	Project Description	Total Cost	CRP Funding	Justice40
Sandy Transit	Sandy Operations Center Electrification	Update the Sandy Operations Center to meet the charging needs of 3 heavy duty transit vehicles. This project will include the installation of a new electric line extension and make-ready infrastructure costs which will include 11 make-ready ports.	\$426,650	\$382,833	No
Sherman County	EV Pilot and Charging Infrastructure	This project will purchase three electric fleet vehicles and chargers to support those vehicles, including one DC fast charger and one Level 2 charger.	\$413,133	\$370,704	Yes
City of Woodburn	Electric Bus Purchase and Route Expansion	Purchase of an electric bus and installation of charging equipment to support route expansion for Woodburn Transit System.	\$2,032,935	\$1,824,152	Yes
Confederated Tribes of Warm Springs	CTWS Solar Street Lights Project	The proposed project would install 113 solar streetlighting structures on the collector streets to remedy the reliability, safety, and cost concerns with the existing lighting.	\$2,019,445	\$2,019,445	Yes
Confederated Tribes of Grand Ronde	Grand Ronde Tribe Electric Vehicles and Chargers	Purchase four electric vehicles and install electric and solar EV Charging Stations in at four areas along and/near Grand Ronde Road.	\$778,544	\$698,588	Yes
City of Bend	City of Bend Mobility Points	The project will develop an initial network of four Mobility Points around the City. Mobility Point infrastructure provided through this project will include bus shelters, e-bike-sharing stations and charging, bicycle parking, electric car-sharing vehicles and electric vehicle charging equipment.	\$1,210,917	\$1,086,556	No
City of Albany	Albany Electric Street Sweeper	Purchase of a new all-electric, zero emissions street sweeper and charging equipment.	\$859,320	\$739,082	Yes
Klamath County	EV Charging Stations	Project will install level 2 chargers and 2 level 3 chargers at 10 locations in Klamath County to support local agency electric vehicle purchases.	\$1,850,000	\$1,658,800	Yes
Hood River County Transportation District	Hood River County Rural Mobility Project	This program will offer e-bike lending options located at 3 transit mobility hubs located in the City of Hood River.	\$227,227	\$203,891	No
Rogue Valley Transportation District/ ODOT Region 3	OR99: Transit Signal Upgrades	Upgrade signals on OR99 from the South end of Ashland to Exit 35, north of Central Point to provide vehicle to infrastructure communication and improve transit efficiency and reliability.	\$437,000	\$391,783	Yes
City of Corvallis	Corvallis Electric Path Sweeper	Purchase of a small electric street sweeper to maintain bicycle and pedestrian facilities.	\$331,000	\$300,000	No
Port of Toledo	Port of Toledo EV Fleet and Chargers	The project will replace four gas vehicles with electric vehicles, install two dual port level 2 chargers at Port owned facilities, and install public, level 3, electric vehicle charging station at the Port Marina.	\$858,236	\$770,094	No

City of Sisters	Cascade Avenue Electric Vehicle Charging	Installation of parking spaces and 6 level 2 electric vehicle charging ports with covered solar carports.	\$254,403	\$228,275	No
Gilliam County	Gilliam County EV Chargers	Project will install 2 level 2 charging ports and 2 level 3 DC fast chargers.	\$925,035	\$812,518	Yes
Benton County	US20: Multiuse Path Planning Study	A planning study for an off-highway multiuse path that would connect north Albany to Corvallis along US20.	\$1,200,000	\$1,076,760	Yes


STATEWIDE CARBON REDUCTION PROJECTS				
Project Name	Project Description	Total Cost	CRP Funding	Justice40
NEVI Medium and Heavy-Duty Charging Infrastructure	Install fast charging stations for medium and heavy-duty vehicles at intervals to be located along either I-5, I-84, US 20, or US 97 to expand capabilities or NEVI sites.	\$4,900,000	\$4,396,770	TBD
ODOT Fleet Electric Vehicle Purchase	Procure 15 battery electric vehicles including two SUVs, five sedans and eight pick-up trucks.	\$982,719	\$881,794	Some Locations
Statewide Vanpool Expansion	Provide additional vanpools for shared commute trip solutions to reduce vehicle miles traveled and greenhouse gas emissions.	\$3,890,000	\$1,440,000	Yes
ODOT Fleet Charging Equipment	Install 11 level 2 dual-head charging stations, 2 direct current fast chargers and make-ready infrastructure for an additional 51 level 2 stations and 8 fast chargers.	\$1,795,353	\$1,610,970	Some Locations
Low Emission Materials Construction Pilot	The project will look to partner with ODOT Research, Pavements, Climate Office and other relevant disciplines to research the effectiveness of low carbon materials, including low carbon concrete and asphalt and implement the use of these materials in CRP eligible projects.	\$1,300,000	\$1,100,000	TBD
Incident Response Preservation	This project funds the preservation of three dedicated Incident Response units in the 25-27 Biennium. Incident Response can have a profound impact in the agency's ability to clear traffic incidents quickly thus reducing congestion and associated greenhouse gas emissions.	\$1,000,000	\$897,300	No
TriMet Zero Emission Buses	Purchase of 3 zero emission buses for TriMET.	\$3,375,579	\$3,000,000	Yes
I-205 Bus on Shoulder	Expand transit service along the I-205 corridor between Stafford Rd and Sunnybrook Rd. by creating a Bus on Shoulder corridor within ODOT Right of Way.	\$2,815,800	\$2,525,800	Yes
Mode-Based Benefit-Cost Analysis Calculator	The project will identify areas of transportation impacts for different modes and produce a calculator for easy application to expand ODOT's climate and modeling analysis and inform future investments.	\$200,000	\$179,460	Yes
R1 Signal System Coordination Project	The project will include making improvements to 62 signalized intersections throughout 5 corridors to allow for coordinated signal timing. Corridors include: Tualatin Valley Hwy between 20th Ave and 26th Ave, SW 72nd Ave at OR217 interchange, Tualatin Valley Hwy downtown Hillsboro, Beaverton-Tualatin Hwy between SW Hunziker Rd and SW Satler St, and Pacific Hwy between SW 64th Ave and SW Fischer Rd.	\$999,300	\$897,300	Some Locations
E-Micro-mobility Pilot Program	Provide capital funding for electric micromobility (e-micromobility) lending libraries in 4-6 communities with limited or no access to shared micromobility systems.	\$1,000,000	\$897,300	TBD


CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 5, 2024

Originating Dept: PW/DS


Signature (submitted by)


City Manager Approval

Subject: Draft Camping Ordinance

Background/Discussion:

Staff has been working with the city attorney to draft code language that addresses camping in public parks, public open space and city right of way. The Brookings Municipal Code (BMC) currently has code language under Chapter 12.25 Public Parks and Recreation Areas. That language is a complete prohibition of camping in public parks.

Over the past 16 years, several suits have been brought against municipal governments regarding the prohibition of camping in parks and public open space. The decisions by the US Court of Appeals for the Ninth Circuit in *Martin v Boise* (2018), *Blake v Grants Pass* (2020) and then *Johnson v Grants Pass* (2022) all found or reinforced that camping restrictions can be as a violation of the Eighth Amendment to the US Constitution “cruel and unusual punishment” if enforced. The *Martin v Boise* decision left a void in how cities are able to enforce camping in city parks. With each additional case there-after, the ability to enforce a camping ordinance has become extremely complex. Staff and the city attorney feel that language can be drafted in a way that meets the benchmark of the decisions of each case while meeting the desire of the community to preserve safe and usable parks for all.

The intent of the camping ordinance is to codify consistent language regarding camping restrictions in public parks and public open spaces. Staff and the city attorney have drafted code language for your review and are seeking direction from council of how you would like to proceed.

Attachments:

- a. Draft Camping Ordinance Language

Chapter 12.55

Camping – Time, Place & Manner

Sections:

- 12.55.010 Purpose.
- 12.55.020 Definitions.
- 12.55.030 Camping Prohibited on City Property
- 12.55.040 Enforcement
- 12.55.050 Time, Place and Manner Regulations
- 12.55.060 Vehicles
- 12.55.070 Violations

12.55.010 Purpose.

This chapter is intended to balance and prioritize several interests: recognition of the essential human dignity of everyone in the City of Brookings; the need to have safe and orderly conditions in City rights-of-way for the safety and benefit of everyone the city; the right of everyone in the city to have shelter for sleep and safety; and respect for public spaces and public property in service to the entire community.

12.55.020 Definitions.

A. To camp or the act of camping means to pitch, use, or occupy camp materials or a camp for the purpose of occupancy, habitation, or sheltering for survival, and in such a way as will facilitate sleeping or storage of personal belongings, carrying on cooking activities, taking measures to keep protected from the elements including heat and cold, or any of these activities in combination with one another or in combination with either sleeping or making preparations to sleep. A “camp” is a location where people camp or are camping.

B. Camp materials may include, but are not limited to, tents, huts, awnings, lean-tos, chairs, tarps or tarpaulins, cots, beds, sleeping bags, blankets, mattresses, sleeping or bedding materials, food, or food storage items, and/or similar items that are or appear to be used as living and/or sleeping accommodations, or to assist with living and/or sleeping activities.

C. Established campsite means a location or locations in the public right-of-way or on City property where a camp, camps, and/or camp materials have been set up for longer than 24 hours. Note: “Camp,” “camping,” “camp materials” and “established campsite” do not include vehicles, automobiles, or recreational vehicles used for shelter and/or sleeping.

D. City parking lot or parking structure is a type of City property, and means a developed or undeveloped area or facility owned, maintained, and/or leased by the City that is designated and/or used for parking vehicles.

E. Public rights-of-way means all City-owned or controlled rights-of-way, whether in fee title or as holder of a public easement for right-of-way or public access purposes. Public rights-of-way include but are not limited to any public road, street, sidewalk, or private street or other property that is subject to a public access easement dedicated or granted to the City for vehicular, pedestrian, or other means, and any planter strip or landscaped area located adjacent to or contained within streets that is part of the public right-of-way.

F. City property includes all real property, land, and public facilities owned, leased (either to the City or by the City), controlled, or managed by the City of Brookings including City parking lots or parking structures, but excluding City owned or managed rights-of-way.

12.55.030 Camping Prohibited on City Property.

It is prohibited at all times for any person to use City property to camp or for camping or for the purpose of occupancy, habitation, or sheltering for survival in vehicles, automobiles, or recreational vehicles; provided, that the City Manager may, in their discretion, designate certain City properties or portions of properties as areas where camping or using vehicles for sheltering and/or sleeping may be allowed on a limited basis, and may set the terms and conditions of any camping or vehicle use that may be allowed. Any use of City property will follow the applicable processes, including, where applicable, the Brookings Municipal Code.

12.55.040 Enforcement.

A. The City Manager is specifically authorized to modify or suspend enforcement of any section or element of this chapter in the event of a declared emergency, pursuant to administrative rules or policies, weather conditions (including but not limited to extreme heat or cold), or for any other reason within the City Manager's authority, regardless of whether an emergency has been declared.

B. The City Manager may adopt administrative rules or policies governing or guiding enforcement of this chapter, including but not limited to ensuring consistent and appropriate enforcement for various circumstances.

C. Enforcement should be tailored for various circumstances, including but not limited to situations where a person has a disability under the Americans with Disabilities Act, where minor children are present or otherwise involved, where a person has employment obligations that may relate to their ability to comply with the code, or for other reasons that may support discretion in enforcement.

D. Methods of enforcement for violations of this chapter are not exclusive and may consist of multiple enforcement mechanisms where legally authorized and appropriate. However, the intent of the City is to always resolve violations at the lowest possible level, and to engage to seek compliance and solve problems while maintaining the dignity of all involved. To that end, violations of this chapter should only result in citations when other means of achieving compliance have been unsuccessful, or are not practicable for the particular situation.

12.55.050 Time, Place and Manner Regulations

A. People who do not have any other permanent residence or domicile and/or are involuntarily homeless are not prohibited from camping in the public rights-of-way, provided camping is occurring in compliance with the following time, place and manner regulations.

B. Time.

1. Unless otherwise specified, any camping or camp, where allowed, may only occur from 30 minutes before sunset until 30 minutes after sunrise in any one location. If a camp has been in one place longer than 24 hours, the City may post notice at the location that the camp, and all associated camp materials, must be removed no more than 72 hours later and all personal property remaining will be removed, as described in this section.

2. After being in one location from 30 minutes before sunset to 30 minutes after sunrise, but less than 24 hours, the camp and all associated camp materials must be removed immediately. Any personal property remaining 30 minutes or more after sunrise will be removed, as described in this section. The same person cannot relocate their campsite within one block or 600 feet from the original campsite.

3. Enforcement of time restrictions may be suspended when necessary or appropriate to respond to an individual's disability, as further set forth in the City's comprehensive administrative policy implementing this chapter, adopted by the City Manager.

C. Place.

1. Camping is not allowed at any time in any of the following places:

a. Any area zoned Residential (SR, R-1, R-2, R-3, R-MH) on the City of Brookings Zoning Map in effect at the time.

b. Azalea Park, Easy Manor Park, Bud Cross Park, Chetco Point, City Hall, Oasis Park and Chetco Town Center.

c. Within Riparian Areas, as determined by the City of Brookings Zoning Map and Brookings Development Code.

d. Any place where camping, a camp, or camp materials create a physical impediment to emergency or nonemergency ingress, egress, or access to property, whether private or public, or on public sidewalks or other public rights-of-way, including but not limited to driveways providing access to vehicles, and entrances or exits from buildings and/or other real property.

e. Within any public right-of-way.

f. Any public property located within 200 feet of Chetco Ave., Old County Road, and that portion of North Bank Road within Brookings city limits.

g. Any public property located within 200 feet of any Public Works Facilities, Pump Stations, and Water Tanks/Towers.

D. Manner.

1. Camping, when and where allowed, is subject to all of the following:

- a. Individuals, camp materials, camps, or personal property may not obstruct sidewalk accessibility or passage, clear vision, fire hydrants, City, or other public utility infrastructure, or otherwise interfere with the use of the right-of-way for vehicular, pedestrian, bicycle, or other passage.
- b. A camp or camping must be limited within a spatial footprint of 12 feet by 12 feet, or 144 square feet. The intent of this section is to allow a person to sleep protected from the elements and maintain the essentials for living, while still allowing others to use public spaces as designed and intended.
- c. To prevent larger camping sites from forming and the impacts that can result if there are any camps set up on a particular block, no other camp may be within 50 feet of any of those camps, including but not limited to across the street or on another block face. A group of up to three camps may not be within 50 feet of any other group of camps.
- d. Individuals may not accumulate, discard, or leave behind garbage, debris, unsanitary or hazardous materials, or other items of no apparent utility in public rights-of-way, on City property, or on any adjacent public or private property.
- e. Open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or heating deemed unsafe by Brookings Fire and Rescue are prohibited. Types of cooking stoves and other devices for keeping warm are permitted, as allowed by adopted City policies.
- f. Dumping of gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal is prohibited. This includes but is not limited to storm drains, which are not intended for disposal of gray water or black water.
- g. Unauthorized connections or taps to electrical or other utilities, or violations of building, fire, or other relevant codes or standards, are prohibited.
- h. Obstruction or attachment of camp materials or personal property to fire hydrants, utility poles or other utility or public infrastructure, fences, trees, vegetation, vehicles, or buildings is prohibited.
- i. Individuals may not build or erect structures, whether by using plywood, wood materials, pallets, or other materials. Items such as tents and similar items used for shelter that are readily portable are not structures for purposes of this section.
- j. Storage of personal property such as vehicle tires, bicycles, or associated components (except as needed for an individual's personal use), gasoline, generators, lumber, household furniture, extra propane tanks, combustible material, lumber, or other items or materials is prohibited, other than what is related to camping, sleeping, or keeping warm and dry.

k. Digging, excavation, terracing of soil, alteration of ground or infrastructure, or damage to vegetation or trees is prohibited.

L. Use of emergency power generators that result in a violation of BMC 8.15.080 is prohibited.

m. All animals must be leashed or crated at all times.

12.55.060 Vehicles.

A. BMC Chapter 10.10 governs where and for how long individuals may legally park vehicles on public rights-of-way within the City of Brookings. Those standards are applicable to all individuals, including those who use vehicles for shelter and/or sleeping on public rights-of-way in the City.

B. Individuals may use vehicles for shelter and/or sleeping on public rights-of-way under the following circumstances:

1. The vehicle is legally parked in compliance with the Brookings Municipal Code and any applicable policies.

2. Open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, and/or heating deemed unsafe by Brookings Fire and Rescue are prohibited in, on, or around vehicles. Types of cooking stoves and other devices for keeping warm are permitted, as allowed by adopted City policies.

3. Dumping of gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal is prohibited. This includes but is not limited to storm drains, which are not intended for disposal of gray water or black water.

4. Storage of material outside vehicles is prohibited, other than what is incidental to activities such as short-term loading or unloading a vehicle.

5. Vehicles must be operational, i.e., capable of being started and driven under their own power, or ready to be towed if designed to be towed and may not be discarded or left inoperable in public rights-of-way or on City property.

6. No building or erecting of any structures connecting or attaching to vehicles is permitted, including tents that are not designed and manufactured to be attached to a vehicle.

7. Persons may not accumulate, discard, or leave behind garbage, debris, unsanitary or hazardous materials, or other items of no apparent utility in public rights-of-way, on City property, or on any adjacent public or private property.

8. Use of emergency power generators that result in a violation of BMC 8.15.080 is prohibited.

9. All animals must be leashed or crated at all times.

C. Notwithstanding BMC Chapter 10.10 or any other applicable rules or policies governing parking on public rights-of-way, under no circumstances may anyone use a vehicle for

shelter and/or sleeping in any City parking lots or parking structures, including but not limited to the Fleet Street and Central Building parking lot and all City parks parking lots.

D. Enforcement of violations of this section will be in accordance with applicable State law and City ordinances and policies, including laws, ordinances, and policies governing towing and impounding of vehicles.

12.55.070 Violations.

A. Any violation of the provisions of this section is a civil infraction and constitutes a violation of Brookings Municipal Code and subject to Chapter 1.05 BMC, General Penalty. Citations will be issued only when other means of achieving compliance have been unsuccessful or are not practicable for the particular situation.

B. Before a civil infraction citation is issued, the City Manager or their designee will contact the person and provide a reasonable opportunity to cure or remedy the alleged violation. In most cases, the City Manager or their designee will assess whether the person subject to citation has been referred to service providers and make a referral if it appears none has been made. The following will be communicated to the person in a manner designed to help them understand the issue or problem:

1. A description or identification of the activity constituting the alleged violation and identification of the recipient as being the person responsible for the violation;

2. A written or verbal statement that the City Manager or their designee has determined the activity to be a violation;

3. A written or verbal statement of the action required to fix the violation and the time and/or date by which the violation must be fixed; and

4. A written or verbal statement advising that if the violation is not fixed within the time specified, a citation will be issued and that a civil penalty in the maximum amount provided for the particular infraction may be imposed.

C. A violation of this chapter may result in the removal and/or clean-up of the camp or camps, camp material, or other personal property that are creating or contributing to the violation(s), typically after a request for voluntary compliance has been made as described in subsection (B) of this section, except in the case of an exceptional emergency, such as possible site contamination by hazardous materials or when there is danger to human life or safety or illegal activities, where removal can be immediate or be accomplished more quickly, depending on the severity of the situation. Any camp, camp materials, or personal property in violation of any of the standards in this chapter may be removed or cleaned up by the City or its designated contractors, subject to the requirements of storage of personal property and notice of storage described in subsection (E) of this section. Camps in violation will generally be prioritized for removal or clean-up based on factors such as risks and negative impacts to public health and safety and repeated violations of this chapter. A camp may be subject to removal or citation, or both.

D. Upon a determination by the City Manager or their designee that a camp or camping is occurring in violation of this chapter, an established campsite may be removed pursuant to the following procedures:

1. Prior to removing an established campsite on public rights-of-way or City property, at least 72 hours in advance, except in the case of exceptional emergency or criminal activity, the City must post notice at the location that the campsite must move and all personal property remaining will be removed and must inform local agencies that deliver services to homeless individuals where the notice has been posted that such notice has been posted.

2. A campsite may be removed for violation of this chapter without posting a 72-hour notice:

a. When there are grounds for law enforcement officials to believe that illegal activity, other than camping, is occurring on the campsite or in the immediate vicinity of the campsite.

b. The property that comprises the campsite is being used or is intended to be used to commit or facilitate the commission of otherwise illegal activity.

c. In the event of an exceptional emergency, such as possible site contamination by hazardous materials or when there is immediate danger to human life or safety.

3. Once the 72-hour notice has been posted, the City may act on the notice and remove the campsite beginning 72 hours after posting and for up to 10 days following the posting.

4. After a camp has been removed subject to a 72-hour notice or under circumstances when no advance notice is required, the camp and all associated camp facilities must be moved at least one block or 600 feet, whichever is greater, and the City may order that no camp be set up in that same location or a 100-foot radius for up to 14 days. The City will post signs informing the public that camping is prohibited at the location.

5. When removing individuals and property from an established campsite, personnel will make reasonable efforts to remove individuals without the use of force, arrest, or citation. No person may be arrested or cited for failing to move under this chapter prior to being asked by City personnel to move.

6. When removing personal property, the City will make reasonable efforts to determine if the property belongs to an individual and has any apparent utility. The City will make reasonable efforts to identify which established campsite property was removed from, to aid in connecting people with their property. Items that are perishable, or that have no apparent use, or that are in an unsanitary condition due to saturation or contamination from bodily fluids, whether human or animal, or other contamination, will be considered garbage, discarded, and need not be stored.

7. Weapons, drug paraphernalia, or other contraband, and items that appear to be either stolen or evidence of a crime, shall be given to law enforcement officials. Items that appear to have a value of \$1,000 or more shall be given to law enforcement officials for storage and safekeeping, and shall be made available as described in subsection (F) of this section.

8. Following removal of personal property from the right-of-way, the City must post a notice at or as near as possible to the location the property was collected, stating where the personal property is being stored, and listing the phone number and hours

a person claiming ownership can collect or make arrangements to collect their personal property.

E. Personal property or camp materials may be removed from City rights-of-way, City property, or a camp or campsite if in violation of the provisions of this chapter. Advance notice and an opportunity to cure will be provided in most cases.

F. Personal property removed from City rights-of-way or City property and unclaimed at the time of removal will be stored by the City for a minimum of 30 days, or the duration required by law at the time of the removal.

1. Items that are perishable, that have no apparent use, are not identifiable as belonging to an individual, or that are in an unsanitary condition due to saturation or contamination from bodily fluids, whether human or animal, or other contamination, will be considered garbage, discarded, and will not be stored. Property discarded, dumped, or otherwise abandoned in the City rights-of-way may be immediately discarded.

2. The City will store personal property in a location where people can reasonably retrieve belongings.

3. The City will make reasonable efforts to provide a range of times the storage location will be available for people to collect their personal property. The City may dispose of any personal property that remains unclaimed after 30 days, or such duration as required or allowed by law.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 5, 2024

Originating Dept: PW/DS



Signature (submitted by)
Kelly McCreae

City Manager Approval

Subject: Seacrest Lane Roadway Dedication

Background/Discussion:

Glenwood Condo Homeowners Association (GCHA) is considering the transfer of a private roadway easement to the City of Brookings shown in attachment a. This will allow the city to convert the easement from a private roadway to a public roadway, allowing public access to properties beyond including two lots in the new Seacrest Phase 3 subdivision.

Council recently agreed to accept “orphan parcels” in the vicinity of the GCHA roadway easement during the January 8, 2023 council meeting.

If GCHA is willing to transfer the private easement, staff is seeking direction from council as to whether the city will accept the private easement. Staff will prepare documents for council to consider at a future regular council meeting.

Attachments:

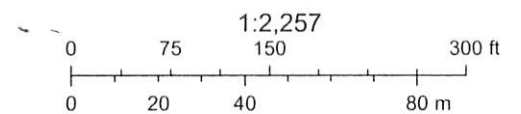
- a. Map

Curry County Web Map



10/12/2021, 4:37:56 PM

-  Override 1
  Public Owned Parcels
  Federal
  Parcels
 Highways (1)
 Local Govt
 Parcel Labels
 Urban Growth Boundary
 All Roads
 State
 City Limits
 Counties



Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, USGS, EPA, USDA

Created by LCOG for Curry County

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