



AGENDA
CANBY CITY COUNCIL
EXECUTIVE SESSION – 6:00 PM
REGULAR MEETING – 7:00 PM

June 7, 2023

Hybrid/Virtual Meeting/Council Chambers
Council Chambers - 222 NE 2nd Avenue, 1st Floor

Register here to attend the meetings virtually:

https://us06web.zoom.us/webinar/register/WN_jYzybMR9RtWbaKpUt4tYyg

The meetings can be viewed on YouTube:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

For questions regarding programming, please contact:

Willamette Falls Studio (503) 650-0275; media@wfmstudios.org

Mayor Brian Hodson

Councilor Christopher Bangs

Councilor James Davis

Council President Traci Hensley

Councilor Herman Maldonado

Councilor Jason Padden

Councilor Shawn Varwig

EXECUTIVE SESSION – 6:00-6:15 PM

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

2. EXECUTIVE SESSION: Pursuant to ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

3. ADJOURN

**Note: There will be an Urban Renewal Agency Work Session beginning at 6:15 p.m.
(See Separate Urban Renewal Agency Agenda)**

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

2. PRESENTATION

- a. Clackamas Community College 2014 Bond Projects Presentation

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- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. *****If you would like to speak virtually please email or call the City Recorder by 4:30 pm on June 7, 2023 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

- 4. CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.

- a. Approval of February 10, 2023 Special Called City Council and Urban Renewal Agency Meeting Minutes.
- b. Approval of April 5, 2023 City Council Regular Meeting Minutes.

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5. ORDINANCES

- a. Consider **Ordinance No. 1601:** An Ordinance Authorizing the Interim City Administrator to Enter into a six (6) month service agreement with Jani-King for \$52,860. (*Second Reading*)
- b. Consider **Ordinance No. 1602:** An Ordinance Authorizing the Interim City Administrator to approve a 60 month agreement with DirectLink for the City of Canby. (*Second Reading*)
- c. Consider **Ordinance No. 1603:** An Ordinance Authorizing the Interim City Administrator Designee to enter into an Amended Employment Contract between the City of Canby and Eileen Stein. (*First Reading*)
- d. Consider **Ordinance No. 1604:** An Ordinance Authorizing the Interim City Administrator to Execute a Contract with Pape Trucks in the amount of \$282,723.81 for the purchase of a new dump truck and declaring an emergency. (*First Reading*)

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6. OLD BUSINESS

- a. City Administrator Recruitment

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7. NEW BUSINESS

- a. Discussion regarding possible cancellation of July 5, 2023 City Council Meeting.

8. MAYOR'S BUSINESS

9. COUNCILOR COMMENTS & LIAISON REPORTS

10. INTERIM CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



BOND PROJECTS



Bond Projects

- Harmony West
- Holden Industrial Technology Center
- DeJardin Hall addition
- Wacheno Welcome Center
- Pauling remodel
- Randall seismic updates
- Transit Center
- Douglas Loop
- Automotive remodel
- Community Center remodel
- Randall locker rooms
- Barlow parking lot
- Roof replacements
- Elevator upgrades
- Meyers Road
- Wrestling room
- Wayfinding/signage

\$90M passed
\$32M state matches
\$9M in premiums
\$3.6M grants
\$1.7M interest
\$136.3M total



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Harmony West

- Three floors, 43,634 square ft
- Eight classrooms
- One large, divisible classroom
- Chemistry lab and biology lab with lab preparation space
- Two computer labs
- Multipurpose/community event space
- Lobby, informal learning spaces
- Support spaces: restrooms, furniture storage, conference room, faculty workroom, etc.



Harmony West



Harmony West



Holden Industrial Technology Center

- Building size: 44,424 square feet
- New 120-space parking lot
- Increased teaching, training and partner space
- High-bay space to for specialized equipment
- Flexibility for regional partnership programs
- Industry partner space
- Advanced computer labs
- Informal learning/study spaces
- General classrooms



Holden Industrial Technology Center Makerspace



- Woodworking
- Metalworking
- Welding
- Digital manufacturing
- Electronics
- Sewing



DeJardin Hall

- 23,150 sf of new space and 18,602 sf of renovated space
- New anatomy, physiology, zoology labs
- New biology and environmental labs
- New chemistry and chemistry tutoring labs
- New water environmental technology labs
- Staff offices
- Science on display



DeJardin Hall



DeJardin Hall



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Automotive Expansion and Remodel



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- Adds 12,600 square feet of shop, storage and classroom space
- Two 25'x30' flex labs
- 12 additional technician work stations
- Expanded high school program space
- Increased teaching, training and partner space
- Informal learning/study spaces
- State-of-the-art technology

Wacheno Welcome Center

- Size: 23,800 square feet
- Student support services
- Student collaboration and study areas
- Multicultural Center
- Career Center and Start Lab
- Student Government
- Admissions
- Disability Resource Center
- Veterans Center
- New plaza



Wacheno Welcome Center



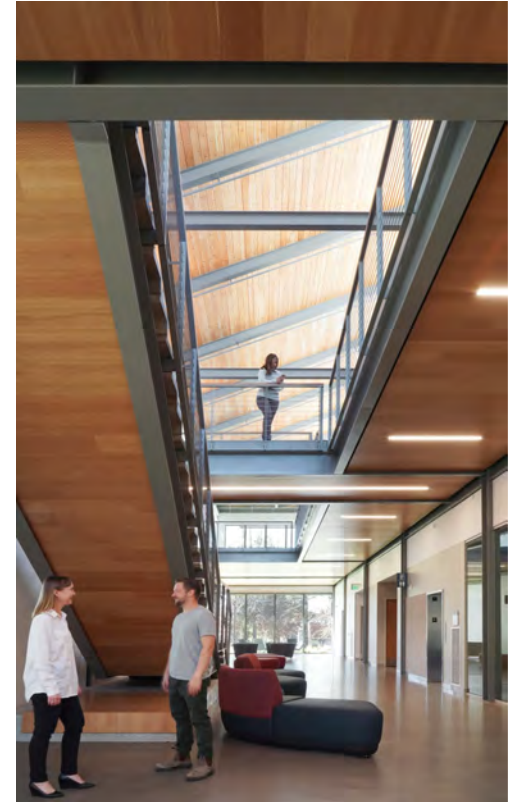
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Wacheno Welcome Center



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Roger Rook Hall

- Architect: OPSIS Architects
- Contractor: Fortes Construction
- 15,000 square feet, first floor renovation
- Home for executive, Foundation and DEI offices
- New community room space with dividable partition wall
- Five conference rooms
- Renovated lobby with study space and soft furniture



Facilities and Campus Upgrades



- Elevator upgrades
- Title IX upgrades
- Extension of Meyers Road
- Stormwater improvements
- Roof replaces/repairs
- Wayfinding and entrance signage
- Campus safety and security upgrades

Workforce Goals



SAIL GOAL: 1,000 Hours ➡️ Achieved! 1,973 hours

BOAT GOAL: 10% ➡️ Achieved! 29%

Bond party Aug. 5, 10 a.m.-3 p.m.

- Family friendly
- FREE food
- Games and activities
- Truck/tractor display
- Fun classes
- Entertainment
- Tour our bond buildings
- And more!



Thank you!



**CITY OF CANBY SPECIAL CALLED CITY COUNCIL &
URBAN RENEWAL AGENCY MEETING MINUTES
February 10, 2023**

FACILITATORS: Sara Wilson and Ashley Sonoff

COUNCIL PRESENT: Brian Hodson, Traci Hensley, Herman Maldonado, James Davis, Jason Padden (attended virtually), and Shawn Varwig (attended virtually).

COUNCIL ABSENT: Christopher Bangs.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, Deputy City Recorder.

CALL TO ORDER: Mayor Hodson called the Goal Setting Work Session to order at 9:07 a.m. in the Council Chambers.

Sara Wilson, Facilitator, gave a welcome and presented the agenda and workshop outcomes. She thanked the Council for the upfront interviews to help shape the agenda. With the new City Council, it was a good opportunity to review where they wanted to see refinement on the goals and offer proposals for updates. She asked about the mindset of each Councilor/staff member that they were bringing into the room.

Councilor Davis was looking forward to the energy of the new Council and working with City staff to implement the new goals.

Mayor Hodson was excited to be there. He had some apprehension and wanted to make sure goals were really being refined. He stated change was good and felt optimistic.

Council President Hensley was looking forward to the day, fine-tuning the goals and being more detailed. She thought there were good new dynamics in the room and was looking forward to what would happen today and over the next year.

Councilor Padden was looking forward to reviewing the goals, reviewing what was accomplished, what needed to be accomplished, and what could be refined to be more attainable, and add in some benchmarks. He was excited to get started.

Councilor Varwig was excited for the year to come, to refine the goals, and expand on the groundwork already laid out.

Joe Lindsay, City Attorney was excited having everyone closer to being on a similar page, and gaining a clear focus for City staff.

Scott Archer, City Administrator, was looking forward to working with Council and hearing priorities. He was appreciative that the Council was willing to do this exercise. He thought the goal setting was great as a body and for the staff as well. He expressed his appreciation to set aside nearly a full day to do the work together.

Facilitator Wilson mentioned the goal setting probably would not be done every year but that it was a good thing to do with new Council onboard. She asked what their rules for success today would be.

Mayor Hodson stated not talking over each other.

Council President Hensley stated taking turns speaking.

Councilor Padden said being mindful of what the previous Council had worked on and accomplished.

Councilor Davis stated representing citizens and what they wanted to see and being mindful of that.

Mr. Lindsay stated to assume good intent from people.

Mayor Hodson said good candor.

Mr. Archer discussed staff capacity related to the goals.

Facilitator Wilson discussed the governance roles and expectations. Council was at the policy level where they set “the what,” represented constituents, kept staff informed, set goals, priorities, and direction, and approved contracts and the budget. Staff was the administration level and determined “the how,” provided professional and technical expertise, aligned goals with resources, and carried out projects and programs. She asked about the expectations of Council.

Mayor Hodson stated they needed to follow communication protocols and the chain of command.

Council President Hensley stated to be clear on expectations for those they were in charge of.

Mayor Hodson thought staff should continue to seek clarification as well.

Councilor Padden stated to identify clear benchmarks with the goals. He also wanted to identify if it was a short term or long term goal and identify the timeframes.

Councilor Davis stated fiscal accountability, both for Council and administration.

Facilitator Wilson emphasized acting as one body, not individuals.

Council President Hensley stated to have respect for one another at the dais and act professionally.

Councilor Padden thought to approach each meeting as new each time. He added bringing constituent perspectives forward to staff so there were no surprises.

Facilitator Wilson said Council needed to make decisions and be prepared and ask good questions, preferably in advance.

Mr. Archer added that when the Council did make a decision and gave clear direction, staff would do everything to support and implement those decisions.

Mr. Lindsay stated they needed to abide by the City Charter as well as the City's rules and regulations.

Facilitator Wilson moved to the environmental scan and SWOT analysis. There were financial questions and she asked staff to give an overview of the City's financial position.

Mr. Archer stated at the last Council meeting Eric Kytola, Finance Director, gave a good update. The Council directed staff to schedule a mid-year joint meeting with the Budget Committee in the future and include bi-monthly financial reports in Council packets. He also provided Urban Renewal financial information and today's agenda was noticed as an Urban Renewal Agency and City Council meeting to allow speaking about both matters. He asked if it was worth holding a separate goal setting meeting for the Urban Renewal Agency.

Councilor Davis thought it was important to have a separate meeting and review URA projects. The rest of the Council agreed.

The Council discussed the current economic climate including recession, increased costs, limited supply, and recruitment and retention of employees.

Councilor Davis thought employees needed to be in the office for the public, not remote working.

Councilor Padden thought public discontent and perception was another threat. He thought good recruitment included allowing people to work remotely and should be an option.

Discussion ensued about whether to allow employees to work remotely or be in the office every day.

Councilor Davis had heard from citizens that they could never reach anyone at City Hall and didn't agree that employees should be allowed to work remotely.

Council President Hensley agreed and wanted the City to address better customer service.

Councilor Padden was not aware of citizen concerns and wanted to see some data before decisions were made to not allow remote work for employees.

Councilor Davis thought a strength was having qualified, dedicated staff members.

Mayor Hodson thought an opportunity was discussing what customer service meant and looked like. He also added that a strength was having great staff that were visible in the community and the reserve accounts had been built up well.

Councilor Padden stated the strengths were that Canby was located well geographically and the diversity of people in the City.

Councilor Davis also thought the finances were a threat because of inflation and costs of doing business.

Councilor Maldonado stated that 99E went through Canby with heavy traffic and people enjoyed coming to Canby.

Councilor Padden said economic staff had done a good job capitalizing on the traffic, but more work could be done with the corridor.

Councilor Davis thought a high priority for economic development was a hotel/motel in town. Another opportunity was developing a sports complex. He thought a strength was public safety.

Mayor Hodson stated an issue was unfunded liability and state mandates.

Mr. Archer stated staff would follow up on the homeless situation during the next Council meeting and the unfunded mandate.

Council President Hensley thought if the homelessness situation were to grow, it would affect livability and could affect organizational capacity. Other issues were pending legislation, global warming, and housing bills that could potentially change how construction happened and to future housing plans.

Councilor Davis stated growth was another issue and how to provide service with growth.

Mayor Hodson noted another challenge was maintaining reserves in tough economic times.

Mr. Archer stated other challenges were the cost of housing and workforce housing.

Mr. Lindsay stated positives were the City's Industrial Park, good infrastructure, new Police building, City Hall, and Library, fantastic events, top 5 in safety in Oregon, and the parks system was a strength and opportunity.

Councilor Davis said the Comprehensive Plan update and other planning efforts were also opportunities.

Councilor Maldonado stated a strength was the Fairgrounds.

The group took a break at 11:00 a.m. and reconvened from the break at 11:11 a.m.

Councilor Davis wanted to add the Adult Center as a strength.

Mayor Hodson said a threat was the impacts of tolling.

Councilor Davis said the Walnut Street extension was an opportunity.

Refinement Process

1st Goal – promote financial stability

Opportunities for Refinement:

- Revisiting policy for Reserve Funds (GFOA reserve policies and best practices, usually 15% - Canby was around 28%)
- Evaluate Parks Maintenance Fee – upcoming Council meeting to consider a 5-year sunset
- Evaluate Street Maintenance Fee – opportunity to get clarified direction from Council
- Planning Department Permit Fee – in process of moving fees closer to 100% cost recovery incrementally and thoughtfully, will be difficult to compare to last year given decrease in permits
- Engage with City Budget Committee – will have mid-year joint meeting with Budget Committee and Council
- Use of ARPA Funds – there was a substantial balance – upcoming work session to determine allocation of funds to projects.
- Leverage ARPA Funds to update the City's Emergency Management Plan – funds already leveraged, but the plan had not yet been completed.

2nd Goal - Align Resources to Address Future Community Growth

- Complete the City's Housing Needs Analysis – substantial work had been done but still more continued work was needed
- Complete Economic Opportunities Analysis – substantial work had been done but still more continued work was needed
- Update the City's Development Code – Identified low hanging fruit last year, needs more work for mid-hanging fruit, would require consultant support to look at codes holistically and recommend changes
- Expand the Canby Area Transit circulator routes – Plan to implement 9/5/23 – no additional Council action and would be removed from the list.
- Update the City's Comprehensive Plan – in process, but would be a multi-year project
- Pursue an Urban Growth Boundary expansion – this will happen as part of the Comp Plan process - group with Comprehensive Plan update.
- Inclusionary Zoning - already in motion within the planning process – continue as is.
- Determine the future of the Urban Renewal Agency – coordinate a work session to discuss the future of Urban Renewal.
- Explore planning for future wastewater and water needs – part of core services and would be removed from the list
- Review and consider City Charter and potential updates
- Pursue a hotel/motel
- Conduct analysis on City staffing needs and future projections

The group had lunch from 12:04 p.m. to 12:43 p.m.

3rd Goal - Transportation Planning

- Complete the TSP Update
- Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements – this was ongoing and would be removed from the list

- Regional advocacy strategy – this was for a specific project which was a low priority and would be removed from the list
- Evaluate County roads and determine costs/impact for bringing into the City's jurisdiction.

4th Goal – Develop a more robust parks and recreation program

- Adopt the Parks and Recreation Master Plan – done in 2022
- Explore partnership options with School District – done
- Wayside property – done
- Evaluate how to sustainably fund park development and ongoing maintenance – changed to Educate the Council on funding options for parks and recreation.
- Capital Improvement Plan – done
- Identifying a plan for land acquisition – this was ongoing
- Dog Park – this was referred back to the Parks & Rec Board to work with staff on identifying and reviewing locations. It was on the Board's project list and would be removed from the goals.
- Complete Community Park Improvements – no additional decisions would come to the Council and it would be removed from the list.
- Educate Council and Parks and Recreation Advisory Board on parks and rec financing options and add Parks Master Plan projects to the Capital Improvement Plan

There was discussion regarding developing a 20 year strategic plan to implement the Parks Master Plan and discussion regarding Knights Bridge Park.

Councilor Maldonado left the meeting at 1:30 p.m.

- Create a communication tool to share projects and plans with public

5th Goal - Engagement and Communication that represents Broad Perspectives

- Develop a legislative program and advocacy strategy – this was an ongoing task and would be removed from the list. There were opportunities to engage in the Day at the Capitol and meet with State Representative and Senator as needed.
- Evaluate the implementation of a Youth Advisory Council - no action taken at this point. Would be changed to Evaluate increased youth engagement opportunities. There were opportunities to add a youth member to all City committees and possible programs at the high school.
- Develop a Communications and Engagement Plan – need clarification from Council on whether or not to hire a communications employee. The Council wanted to move forward with the plan separate from the addition of an employee. The Council would also like the telephone communications at City Hall updated.
- Complete and Exercise the update to the City's Emergency Operations Plan
- Diversity, Equity, Inclusion, and Belonging Strategic Plan - it was budgeted for a consultant but had not been started. Refine to gather more information and determine what the County was doing.

- Conduct a Community Survey

There was discussion regarding fentanyl taking into consideration that it was an issue and working with public safety staff, but there was not a goal on this. There was also discussion regarding City committees being in alignment with the goals.

The group took a break at 2:15 p.m. and reconvened 2:21 p.m.

Councilor Davis suggested doing an internal employee satisfaction survey to find strengths and weaknesses.

Councilor Varwig agreed it was important and thought it should be anonymous for employees to feel comfortable sharing.

Councilor Padden agreed and mentioned his company did something similar once a year.

An Employee Satisfaction Survey was added to the goals.

Facilitator Wilson asked the group to do a rank on the goals with 5 being great, and 1 missed the mark.

Council President Hensley gave a 4.5.

Mayor Hodson gave a 5.

Councilor Davis gave a 3. He wanted to see the final document and a timeline around the items.

Councilor Padden gave a 4.5.

Councilor Varwig gave a 4.

NEXT STEPS: Progress and Implementation

Facilitator Wilson discussed how the final documents would be sent to Council, progress reports would be done by staff, completion dates would be added, the goals would be laminated and placed on the dais, the Council would get a quarterly goal update in the form of an email, and Red/Yellow/Green to show progress and provide a quick scan on goals.

Team Agreement to move goals forward:

- Elected officials advocate for the community
- Support continued discussions on priorities as they moved forward
- Flexible
- Trust the process
- On-going two way communication – keep the channels open

There was consensus to add Appoint a subcommittee to update Council policies and guidelines under Enhancing Engagement & Communications goal.

Final thoughts?

Mayor Hodson liked the refinement of the goals and giving better direction.

Council President Hensley was feeling hopeful.

Councilor Padden was pleased with the process.

Councilor Varwig was eager and excited.

Mr. Archer appreciated the process.
Mr. Lindsay felt relieved.

The meeting was adjourned at 2:47 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood

DRAFT

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 5, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, Christopher Bangs and Shawn Varwig.

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Scott Archer, City Administrator, and Maya Benham, City Recorder.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:01 p.m. in the Council Chambers.

RESOLUTION: Resolution 1383 –

Scott Archer, City Administrator, said staff had been directed to procure interim legal services, and they had gotten three quotes from qualified firms. There was only one who could provide the services at this time.

There was discussion regarding the possibility of legal counsel attending meetings virtually, how the attorney reported to the Council per Charter rather than the City Administrator and there should be two signatures on the contract, one for the Mayor and one for the Administrator, and question about hiring two city attorneys since Mr. Lindsay was still the attorney.

****Council President Hensley moved to adopt Resolution 1383, A RESOLUTION AUTHORIZING A PERSONAL SERVICES AGREEMENT WITH BEERY, ELSNER AND HAMMOND LLP FOR INTERIM LEGAL SERVICES FOR THE CITY OF CANBY as amended to add the Mayor's signature to the contract. Motion was seconded by Councilor Varwig and passed 5-0.**

The meeting was adjourned at 7:13 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 6/7/2023

To: The Honorable Mayor Hodson & City Council

Thru: Joseph Lindsay, Assistant City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Ordinance 1601: An Ordinance Authorizing the Interim City Administrator to Enter into a 6 Month Service Agreement with Jani-King for \$52,860. (*Second Reading*)

Goal: N/A

Objective: N/A

Summary

Jani-King has provided services with the City of Canby since mid-January due to employee matriculation. This contract looks to extend their services for another 6 months while we conduct a full RFP process. The cost of this next contract just edges over our \$50,000 threshold for an ordinance. It still, however, is collectively (with both contracts) under the \$150,000 threshold for an RFP process.

Attachments

Exhibit A, scope of work agreement

Fiscal Impact

\$52,860

Options

Approve the ordinance and continue with six more months of continuity and service levels.

Deny the ordinance and ask staff to come up with other options.

Recommendation

Approve Ordinance 1601

Proposed Motion

"I move to adopt Ordinance 1601, An Ordinance authorizing the interim city administrator to enter into a six month service agreement with Jani-King for \$52,860."

ORDINANCE NO. 1601

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A 6 MONTH SERVICE AGREEMENT WITH JANI-KING FOR \$52,860

WHEREAS, the City of Canby currently contracts with Jani-King for janitorial services; and;

WHEREAS, the City of Canby desires to extend janitorial services for an additional six months to allow for a full RFP process to extend janitorial services for a longer amount of time; and;

WHEREAS, in accordance with Oregon Public Contracting law, three quotes were received and reviewed for price and other value; and

WHEREAS, Jani-King can provide continuity and high quality service at a similar price to others.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Interim City Administrator is hereby authorized on behalf of the City to enter into a 6 month agreement with Jani-King for janitorial services. A copy of the Agreement is attached hereto as Exhibit "A."

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 17, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, June 7, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of June 2023, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder



Floor drains - Add water and enzymes.			X
Trash containers - Empty containers and wipe before relining.	X		
Wipe wall behind garbage can.	X		
Recycling - Handle recycling per client's instructions.	X		
Stocking - Towels and hand soap. (To be furnished by Client)	X		
Sinks - wash with non-abrasive cleaner and disinfect.	X		
Bright Work - Clean and polish.	X		
Microwave - Clean inside and out, making sure to disinfect all touch surfaces.	X		
Refrigerator - Clean and disinfect front and handles.	X		
Countertops and cabinets - Clean and disinfect exposed surfaces and handles.	X		
Tables and chairs - Clean and disinfect exposed surfaces.	X		
Hard floors - Sweep and damp mop with neutral cleaner.	X		
Countertops - Pull items out, clean, and disinfect behind easily movable items.		X	
Wall surfaces around light switches - spot clean		X	
Elevator - Vacuum or damp mop floors.	X		
Elevator - Wipe clean and polish doors and walls.	X		
Elevator - Vacuum door tracks.	X		
Stairwells - Steps and landings - spot sweep or vacuum.	X		
Stairwells - Clean and disinfect handrails.	X		
Stairwells - Dust ledges.		X	

Client Initials DB
~~January 26, 2022~~
 January 11, 2023

Authorized Franchisee Initials C-6
 Cleaning Schedule
 Page 2 of 2

Jani-King Initials [Signature]



Trash containers - Empty and replace liners as needed. Spot Clean as needed. (Liners to be furnished by Client)	X		
Recycling - Handle recycling per client's instructions.	X		
Carpets - Vacuum high traffic patterns.	X		
Hard floors - Dust mop or vacuum.	X		
Hard floors - Spot mop to remove spills and stains.	X		
Dusting - Thoroughly dust horizontal surfaces including office equipment, files, windowsills, chairs, and tables.	X		
Dusting - Picture frames to height of six (6) feet.	X		
Dusting - Cleared desktops.	X		
Glass partitions - Spot clean to remove fingerprints/smudges.	X		
Water Fountains - Clean with a disinfectant solution, then polish.	X		
Entrance Doors - Clean/disinfect inside and out to remove fingerprints.	X		
Carpets - Thoroughly vacuum.		X	
Hard floors - Thoroughly damp mop with neutral cleaner.		X	
Disinfecting - Telephones, light switches, and door frames.		X	
Dusting - Baseboards and low vents.		X	
High Dusting - Ceiling vents and ledges to a height of twelve (12) feet.			X
Stocking - Towels, tissue, seat covers, and hand soap. (To be furnished by Client)	X		
Empty Sanitary napkin receptacles and wipe with disinfectant.	X		
Trash containers - Empty containers and replace liners.	X		
Mirrors - Clean and polish.	X		
Disinfect - Dispensers, doorknobs, push plates.	X		
Toilets and urinals - Clean and disinfect inside and out.	X		
Toilet seats - Clean and disinfect on both sides.	X		
Sinks - Clean with a non-abrasive cleaner and disinfectant.	X		
Bright Work - Clean and polish.	X		
Partition walls - Spot clean with a detergent disinfectant solution.	X		
Partition tops - Dust.	X		
Walls - Spot clean to remove soap splashes, fingerprints/smudges.	X		
Hard floors - Sweep then mop with disinfectant.	X		
Dusting - Ceiling vents and ledges that can be reached from the floor.		X	

Client Initials DB
~~January 26, 2022~~
 January 11, 2023

Authorized Franchisee Initials A-G
 Cleaning Schedule
 Page 1 of 2

Jani-King Initials hr



Canby

CLEANING FREQUENCY

- Library/Civic Center- x3/week
220 NE 2nd Ave.
- Police Department- x3/week
1175 NW 3rd Ave.
- Transit Office- x2/week
195 S Hazel Dell Way
- Transit Kitchen/Restroom- x2/week
Near Library
- Water Treatment Center (3 buildings)- x2/week
1480 NE Territorial Rd.
- Public Works (& heated bay rr)- x2/week
1470 NE Territorial Rd.

Client Initials DB

January 11, 2023

Jani-King Initials JA

Cleaning Schedule
Page 1 of 1

Authorized Franchisee Initials C-G



ONE TIME CHARGE CONTRACT

DATE: 1/11/23 REGION: Portland

FACILITY LOCATION:

Client: City of Canby
Address: 1470 NE Territorial Rd.
Canby, OR 97013
Contact Name: Dustin Breese
Contact E-mail: breesed@canbyoregon.gov
Phone: 503-266-0698

BILL TO:

Client: City of Canby
Address: PO Box 930
Canby, OR 97013
Billing Contact Name: Paula Hotailing
Billing Contact Email: AP@Canbyoregon.gov
Amount: \$8,810.00 month

Jani-King Authorized Franchisee agrees to provide the service indicated under the Cleaning Service Specifications chart below. Jani-King Authorized Franchisee or its designated billing service company will invoice Client for the services performed, in accordance with the pricing schedule. Client agrees to pay the invoiced amount within fourteen (14) days of the last date of service included in the invoice. Any payments not received on due date shall be subject to a 10% late fee of no less than \$25.00 on outstanding balances. In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this Agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs and damages as part of any judgment entered in its favor. Client agrees that during the term of this Agreement, and within one hundred and eighty (180) days after termination, Client will not employ, hire or contract with any employees, agents, representatives or franchisees of Authorized Franchisee without prior express written consent of Authorized Franchisee.

CLEANING SERVICE SPECIFICATIONS:

Jani King agrees to provide the services listed on the attached "Cleaning Schedule" for the frequency listed on the "City of Canby Cleaning Frequency".

This contract shall not exceed \$50,000.00. Any partial month serviced will be pro-rated from the monthly rate.

JANI-KING WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL, INCLUDING THOSE CONDITIONS THAT EXIST PRIOR TO CLEANING. Customer should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

CLIENT: [Signature]
Authorized Signature
Dustin Breese
Print Name

JANI - KING: [Signature]
Authorized Signature
Kenji Matsuoka
Print Name

I have inspected the facility and acknowledge that the above service has been complete to my satisfaction.

CLIENT: _____
Authorized Signature

Print Name

FRANCHISEE: Cesar Gorniy

NUMBER: _____

START DATE: On or Before: _____

Franchisee agrees to provide the services under the terms of this contract, according to all JANI-KING standards, procedures and policies.

FRANCHISEE: _____
Authorized Signature



CITY COUNCIL STAFF REPORT

Meeting Date: 6/7/2023

To: The Honorable Mayor Hodson & City Council

Thru: Interim City Administrator

From: Danny Smith, Library & IT Director

Agenda Item: Consider Ordinance No. 1602: An Ordinance Authorizing the Interim City Administrator to approve a 60 month agreement with DirectLink for the City of Canby. (*Second Reading*)

Goal: Telecom Communications renewal

Objective: Approval of Staff Recommendation – Renewal of Direct Link Telecom Contract

Summary

The City currently has several sites with telecom services. The five main buildings (Police, Civic Center, Public Works, Canby Area Transit and Canby Swim Center). Telecom services are provided by DirectLink.

Background

DirectLink has provided telecom services for the City of Canby sufficiently.

Discussion

After reviewing quotes from 3 Telecom providers, it has been determined there is no additional value added in switching services to a new provider. The contract renewal will include upgraded phone hardware, upgraded MaxUS and Desktop Client software, negotiated Service Level Agreement, as well as additional discounts. With the 60 month agreement, savings will be estimated at approximately \$1,138.70 per month.

Attachments

Ordinance No. 1602

DirectLink Proposal

Fiscal Impact

Current Services:

Our Current Annual cost for Telecommunication services are: **\$33,648**

New Services:

2023 DirectLink VoiceConnect Annual Contract: **\$19,982.60**

Recommendation

Staff recommends that the Council authorize the Interim City Administrator to approve an 60 month agreement with DirectLink for a cost of \$99,918.

Proposed Motion

“I move to adopt Ordinance No. 1602, An Ordinance Authorizing the Interim City Administrator to approve a 60 month agreement with DirectLink for the City of Canby.”

ORDINANCE NO. 1602

**AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO
ENTER INTO A 60-MONTH LEASE AND SERVICE AGREEMENT WITH DIRECT
LINK TELECOM**

WHEREAS, the City of Canby currently contracts with Direct Link for telecom services;
and

WHEREAS, the City of Canby desires to extend telecom services for an additional five
years; and

WHEREAS, in accordance with Oregon Public Contracting law, three quotes were
received and reviewed for price and other value; and

WHEREAS, Direct Link can provide continuity and high quality service at a similar
price to others.

**NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS
FOLLOWS:**

Section 1. The Interim City Administrator is hereby authorized on behalf of the City to
enter into a 60-month lease agreement with Direct Link Telecom for telecommunications
services. A copy of the Agreement is attached hereto as Exhibit “A.”

SUBMITTED to the Canby City Council and read the first time at a regular meeting
therefore on Wednesday, May 17, 2023, ordered posted as required by the Canby City Charter;
and scheduled for second reading on Wednesday, June 7, 2023, commencing at the hour of 7:00
PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of June 2023, by the following vote:

YEAS_____

NAYS_____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder

VoiceConnect HPBX Phone System

Proposal for:



City of Canby



Prepared 5/4/2023 by Levi Manselle, Director of Sales & Business Development

TEL: 503-266-8274 Levi.Manselle@DirectLink.coop



Scope of Services

The VoiceConnect HPBX phone system features a powerful, full-featured, business-class platform without the cost or hassle of maintaining an on-site PBX or Key System. Standard features include a unique Personal Directory Number (PDN) for each phone, Shared Line Appearances, Call Pick-up Groups, Music on Hold, Enhanced Monitored Extensions, Enhanced Speed Dialing, Multi-Line Hunt Groups with Automated Schedules, and multiple customizable tools to provide effective and efficient call flow configurations. VoiceConnect can be programmed within seconds using a simple web-based management tool hosted on DirectLink's Public Switching Telephone Network (PSTN) MetaSwitch which boasts exceptional uptime and operational reliability. Our analysis indicates the proposed VoiceConnect HPBX phone system with upgraded hardware would provide minimal disruption while ensuring reliable voice services on an established platform with minimal programming changes.

Assessment of Your Existing Phone System

The current VoiceConnect system mostly consists of Aastra SIP desk phones which are outdated and showing signs of use. The current phone models have monochrome LCD displays and are capable of providing a maximum of 30 programmable keys, but have older end point packs and are EOL. The VoiceConnect software suite for SIP devices and soft client supports updated SIP phones and the City of Canby would benefit from full color displays with new phones with current end point packs and firmware so we are suggesting to replace the older model Aastra phones with Mitel 6869 SIP phones or Yealink SIP phones. MaxUC mobile soft client users would benefit by upgrading to version 3.11.12 or higher. MaxUC Desktop would require the latest software version and a secondary (unique/dedicated) PDN with simultaneous ring with the user's existing desk phone profile so all inbound calls to the primary PDN/extension would ring both the desk phone and the desktop soft client numbers. Outbound desktop soft client calls would utilize the unique secondary # specific to the remote user's physical address for e911 compliance. DirectLink proposes replacing all deployed UPS units. Existing Enterprise Routers and Switches were found to be in good working order, renewal discount is based on retaining and utilizing existing network equipment for VoiceConnect circuits for the duration of the proposed renewal term and would be replaced if/when required.

VoiceConnect: Customized Voice Communications

The City of Canby would benefit from modern phones which are easier to use and boast more features and functionality with powerful, full featured, business-class service delivered via private dedicated circuits over DirectLink's Fiber Optic Network. VoiceConnect is designed to improve your organization's efficiency by providing tools to customize and reconfigure the system within minutes. Each PDN provides options for Call Pick-up Groups, Music on Hold,

Automated Call Schedules, Click-to-Dial option, and “MyVoice” online portal - a simple to use web-based management tool. VoiceConnect HPBX system utilizes a dedicated circuit which is separate from all other onsite services and is hosted on DirectLink’s PSTN (Metaswitch) which boasts impeccable five nines (99.999+%) reliability in conjunction with a low overall Total Cost of Ownership model.

Proposed VoiceConnect Features & Configuration:

DirectLink will maintain the current phone system configuration which will cut costs. DirectLink will continue to provide a dedicated PDN with each VoiceConnect Phone Station and includes 2 call appearances which allows 2 simultaneous calls with each PDN. MaxUC Mobile and Desktop soft client apps would be provided with a unique e911 number for remote work address (as required) via simultaneous ring with primary station’s profile and PDN. Each station includes a Deluxe Business Profile for the end user to configure their voicemail, contacts, call forwarding and the desk phone’s programmable keys. Call flow configuration tools (e.g. call forwarding, incoming call manager with call flow schedules and rules, voicemail to email forwarding, and call handling rules) are provided at no extra cost for each station upon request.

Each VoiceConnect Station includes robust call features such as Caller ID, Do-Not-Disturb, Enhanced Park Orbits, Monitored Extensions, Conference Calling, Transfer, Speed Dial, and other programmable softkey functions. The MyVoice online configuration portal provides access to voicemail, softkey programming, call manager, voicemail to email forwarding and notifications. System administrators may perform moves, adds, and changes to individual profiles and hunt groups, adjust attendants and call flows through a centralized admin page.

VoiceConnect Equipment/Services Renewal Summary:

8 Managed Enterprise Routers/Switches (retain existing equipment)
1 Managed 8 Port PoE Switch (retain existing equipment)
1 Managed 24 Port PoE Switch (retain existing equipment)
8 Uninterrupted Power Supply Battery Backups (verify/replace existing equipment)
97 Upgraded desk phones to Mitel 6869 or Yealink 46U SIP Phones
8 Conference SIP Phone Sets (maintain existing equipment)
105 Dedicated Personal Directory Numbers (2 Call Appearances Each)
Pilot Numbers and Lines with MyVoice Online VoiceConnect Access
MaxUC Mobile or Desktop Softclient with additional PDN for e911 purposes (1 per profile)
Service Level Agreement with Escalation Process

Monthly Services & Equipment As Outlined* \$1,665.30

(\$1,138.70/month savings from current renewal rate)

One Time Installation: -WAIVED- *Not all taxes, fees, and surcharges are included in this proposal.

Pricing reflects 5 year agreement with fixed discounts for the term of the agreement. Savings estimated at \$1,138.70/month over the standard VoiceConnect monthly rate (\$2,804.00)

Implementation and Ongoing Support

DirectLink would replace all Aastra phone sets with new Mitel 6869 or Yealink T46U SIP phones. All testing, configuration, and training is included with the proposed VoiceConnect HPBX System. Training would be provided for end users and the designated administrator(s) during the installation period. Major adjustments to call flow, number assignments, and other programmable functions will be configured within the first three weeks of the VoiceConnect system installation/implementation period. Hardware upgrades are estimated to take 1 business day per physical address and will utilize existing CAT5e/CAT6 network cabling. In the event major changes are requested to the proposed configuration there could be additional charges for equipment, cabling, and/or installation.

VoiceConnect is kept up to date with nightly maintenance updates to ensure the latest features and functionality to keep your organization running efficiently. All VoiceConnect equipment is maintained and serviced by DirectLink during the duration of the service agreement. Technical support is readily available via DirectLink Service and Repair Center: 503-266-8111. Afterhours repair service is available per the proposed SLA. Training, moves, adds, and other 'non-emergency' changes must take place during regular business hours 8am-5pm, Monday thru Friday unless otherwise scheduled due to extenuating circumstances.

Please feel free to contact Levi Manselle with questions or to request additional information. We look forward to providing reliable voice communications with the proposed upgraded VoiceConnect HPBX Phone System.

Best Regards,

Levi Manselle

Director of Sales & Business Development

P 503.266.8274 • **F** 503.266.8297 • **M** 503.807.2404

PO BOX 880 Canby, OR 97013

www.DirectLink.coop





CITY COUNCIL STAFF REPORT

Meeting Date: 6/7/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Ordinance No. 1603, An Ordinance Authorizing the Interim City Administrator Designee to Enter into an Amended Employment Contract Between the City of Canby and Eileen Stein. (*First Reading*)

Goal: N/A

Objective: N/A

Summary

In accordance with our Canby City Charter, any expenditure over \$50,000 has to be authorized by ordinance. The City Council's desire to contract with Eileen Stein more quickly than the ordinance process allows required the employment contract with her to be capped at \$49,999. Since the value of this employment contract with out-pace \$50,000 within a few months due to the cost of salary and benefits, the City Council needs to pass an ordinance to amend the existing employment contract by removing the language capping the amount at \$49,999. Because this is a contract with Eileen Stein and she is the contracting agent for the City, the Council can have the City Attorney/Assistance City Administrator act as designee—signing off on the contract amendment, so she doesn't sign her own contract amendment.

Attachments

Exhibit A—Employment Contract Agreement.

Fiscal Impact

There is not change in the rate of expense, but it will allow for expenditure beyond \$50,000.

Options

Authorize the contract amendment

Reject the contract

Recommendation

Staff recommends the Council authorize the contract amendment by passing the ordinance.

Proposed Motion

"I move to approve Ordinance 1603, An Ordinance authorizing the Interim City Administrator designee to enter into an amended Employment Contract between the City of Canby and Eileen Stein to come up for a second reading on June 21, 2023."

ORDINANCE NO. 1603

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR DESIGNEE TO ENTER INTO AN AMENDED EMPLOYMENT CONTRACT BETWEEN THE CITY OF CANBY AND EILEEN STEIN.

WHEREAS, the City of Canby has employed Eileen Stein as Interim City Administrator since May 17, 2023;

WHEREAS, Eileen Stein has been and continues to be in good standing with the City of Canby in her Interim role;

WHEREAS, Eileen Stein wants to continue filling the Interim City Administrator role until the position is permanently filled; and

WHEREAS, the City of Canby would like Eileen Stein to continue in her role as Interim past an expenditure of \$50,000, requiring an ordinance per the Canby City Charter.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator Designee is hereby authorized on behalf of the City to enter into an Amended Employment Contract Agreement with Eileen Stein to continue as Interim City Administrator for the City of Canby beyond a \$50,000 expenditure. A copy of the Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be July 21, 2023.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 7, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, June 21, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st day of June 2023, by the following vote:

YEAS_____

NAYS_____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder

CITY OF CANBY, OREGON TEMPORARY EMPLOYMENT AGREEMENT

This Agreement is entered between the CITY OF CANBY, OREGON ("City") and EILEEN STEIN ("Employee") (hereinafter "Parties") to establish Employee's terms of employment as Interim City Administrator.

WHEREAS, the City Council has determined that it is in the public interest to appoint Employee to serve the City and community in this role, and that Employee is uniquely qualified and prepared based on her career service in municipal management, and

WHEREAS, the Employee is willing to serve the City of Canby in the capacity of Interim City Administrator.

NOW THEREFORE, the Parties elect to enter into this employment agreement and fix the terms hereinafter set forth.

1. Term

Employee is hereby hired and appointed as a limited term, temporary employee of the City for four (4) months from May 1st, 2023 through Friday, October 2nd, 2023 or until such time as a permanent City Administrator is hired and can assume the duties and responsibilities as City Administrator, unless otherwise terminated as set forth in this Agreement.

2. Employee Duties

Employee's duties and responsibilities shall be those set forth in the Canby City Charter, as described in Section 2(c) below and the Charter itself.

Powers and Duties. The powers and duties of the Administrator shall be as follows:

(1) Devote full time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(2) See that all Ordinances are enforced and that the provisions of all franchises leases, contracts, permits and privileges granted by the City are observed.

(3) Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. He shall have the power to suspend an appointed City Officer pending review and final action of the Council.

(4) Act as purchasing agent for all departments of the City.

(5) Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

(6) Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X. The City Administrator shall have general supervision over all City property.

(7) Perform such other duties as may be prescribed from time to time by the Council.

3. Compensation

- A. City shall compensate Employee on the salary basis and predicated on an annual salary in the amount of \$165,000 per year, subject to withholdings as required by law. Earned salary will be paid bi-weekly. ~~The initial not to exceed value of this contract is capped at \$49,999 in conformance with the Canby City Charter. The City Council will to pass an ordinance allowing for a higher amount of expenditure as soon as practicable.~~
- B. All other forms of compensation (e.g. group health, vision, dental and prescription coverages, retirement, accrued leave time (pro-rated personal, vacation, sick leave using four months as the benchmark), life insurance, VEBA) shall be those same afforded to other senior management employees of the City. Insurance coverage, if opted for, shall commence the first day of June 2023 and end the month with the last day worked.
- C. City agrees to budget and pay for professional dues and subscriptions of Employee necessary for her continuation and participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional participation and growth and advancement, and for the good of the city.
- D. The City will arrange for and pay the cost of a surety bond which Employee must obtain, if any.
- E. City shall provide to Employee a City cell phone stipend, a City lap top computer, a City email account, remote VPN access to City computer servers, and access to data bases and information necessary to the discharge of her duties.

4. Supervision and Control

Employee shall report to the Mayor and City Council in the discharge of the duties of her position and shall have the full authority granted to the City Administrator by the City of Canby Charter. Employee may appoint or remove employees only with Council approval.

5. Separation

- A. Resignation. Employee may resign at any time with fourteen (14) days advance written notice to the Mayor.
- B. Termination and Removal.
 - a. Employee is an at-will employee who serves at the pleasure of the City Council.
 - b. The City Council may terminate this Agreement at any time for any reason or no reason at all, by majority vote of its members.

6. Law of Oregon

This Agreement shall be governed by the laws of the State of Oregon. Venue for court jurisdiction over any dispute involving this Agreement shall be in Clackamas County, Oregon.

7. Indemnification

Consistent with the Oregon Tort Claims Act, City shall defend, hold harmless, and indemnify the Employee against any claim or legal action arising out of the Employee's discharge of her duties under this Agreement and within the scope of her employment whether such claims are made during the period of service or after that time for those services rendered by Employee during the service period. This indemnification obligation continues after this contract has expired.

9. Assignment

Employee may not assign any interest in this Agreement and shall not transfer any interest or delegate any responsibility except those which she assigns to City employees. The services hereby contracted for a personal and shall be performed exclusively by Employee.

10. Modification

Any modification of the provisions of this Agreement shall be reduced to writing and signed by the Parties.

11. Waiver and Severability

In the event any provision of this Agreement is held invalid or unenforceable, the remaining provisions will continue to be valid and binding upon the parties. The other party will not construe one or more waivers by either party of any provision, term, or condition of this Agreement as a waiver of a subsequent breach of the same.

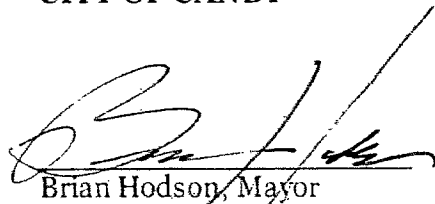
~~**12. Time of Essence**~~

~~Because time is of the essence in the execution and performance of this Agreement, the City Council wishes to enter into this contract now and will move to pass an ordinance as soon as practicable to extend the expenditure amount past \$49,999 in conformance with the Canby City Charter.~~

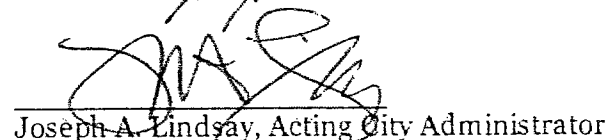
Dated this 1st day of May, 2023.

CITY OF CANBY

EMPLOYEE


Brian Hodson, Mayor


Eileen Stein, Employee


Joseph A. Lindsay, Acting City Administrator



CITY COUNCIL STAFF REPORT

Meeting Date: 6/7/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, City Administrator

From: Jerry Nelzen, Public Works Director

Agenda Item: Consider Ordinance No. 1604: An Ordinance authorizing the Interim City Administrator to execute a contract with Pape Trucks in the amount of \$282,723.81 for the purchase of a new dump truck and declaring an emergency. (*First Reading*)

Goal: Align resources to address future community growth

Objective: N/A

Summary

The City of Canby Department of Public Works (Public Works) is requesting funds to purchase a new dump truck.

Background

Public Works would like to purchase a new dump truck to add to the City's fleet to help with the growing infrastructure.

Discussion

The City of Canby is a growing city with an ever expanding infrastructure. To help with the ever demanding needs of the City it would be in the best interest to add this to the fleet. This dump truck was approved by budget committee and if approved by the City Council with be purchased through government pricing.

Attachments

Ordinance No. 1604

Pape Trucks Quote Number QUO-877048-R1P1W7

Quoted as per Sourcewell Contract # 069020-KTC

Fiscal Impact

\$282,723.81

Options

1. Continue to use the dump truck currently owned by the City. As time progresses this option is going to become more and more expensive in labor, downtime, and parts.

2. Purchase a new dump truck.

Recommendation

The City of Canby approve Ordinance No. 1604 to purchase the new dump truck.

Proposed Motion

"I move to approve Ordinance No. 1604; An Ordinance authorizing the Interim City Administrator to enter into a purchase agreement with Pape Trucks in the amount of \$282,723.81 to purchase a new dump truck, and declaring an emergency."

ORDINANCE NO. 1604

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A PURCHASE AGREEMENT WITH PAPE TRUCKS IN THE AMOUNT OF \$282,723.81 TO PURCHASE A NEW DUMP TRUCK; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby Department of Public Works (Public Works) requires transportation of material as part of its mission to perform maintenance on City of Canby (City) streets, the City's sanitary sewer system, and the City's storm system;

WHEREAS, the City of Canby Public Works Department uses one dump truck;

WHEREAS, the dump truck in the possession of the City of Canby is a piece of equipment used daily by the Public Works Department; and

WHEREAS, a new dump truck would provide for a more efficient and safe operations for transportation of material which is part of the City of Canby Public Works functions.

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Interim City Administrator is hereby authorized on behalf of the City to enter into a purchase agreement with Pape Trucks to purchase a new dump truck. A copy of the Purchase Agreement is attached hereto as Exhibit "A."

Section 2. Inasmuch as it is in the best interest of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

Section 3. The effective date of this Ordinance shall be June 21, 2023.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 7, 2023 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, June 21, 2023 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham,
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the Wednesday June 21, 2023, by the following vote:

YEAS_____

NAYS_____

Brian Hodson
Mayor

ATTEST:

Maya Benham,
City Recorder

Exhibit A



Portland (#1)
550 NE Columbia Blvd
Portland, OR 97211-1402
503-240-6282

Purchase Agreement

Billing Address:
City of Canby - Canby
P O Box 930
Canby, OR 97013

Quote Number: QUO-877048-R1P1W7
Today's Date: May 26, 2023
Quote Expiration: July 17, 2023
Payment Terms: Payment on Delivery

Prepared For: Chris Wright

Dear Chris Wright,

Papé Kenworth is pleased to submit the following purchase agreement to City of Canby - Canby for the items described below. Please also see our terms and conditions at the end of this document.

Item No.	Truck Description	Qty	Unit Price	Extended Price
0000810	T880 - 3 Axle Dump Chassis	1	\$175,659.87	\$175,659.87
	Taxes - TRUCK & DUMP BODY			\$30,186.87
	Additional Fees - TRUCK & DUMP BODY			\$981.07
	Additional Fees - Columbia Dump Body W/ Camera System			\$75,896.00
TOTAL NET AMOUNT				\$282,723.81

We will be pleased to firm up delivery times upon receipt of your purchase order. Please reference quote number QUO-877048-R1P1W7 when replying to us.

We trust that this purchase agreement meets your needs and appreciate the opportunity to partner with City of Canby - Canby. Please do not hesitate to call me if you have any questions.

Sincerely,

I accept this Purchase Agreement and acknowledge that this is a firm order.

Blake Schumacher
Territory Manager

Chris Wright

e: bschumacher@papekenworth.com
p: (541) 868-7098

Q4 2023 Build

Terms and Conditions

TERMS AND CONDITIONS OF SALE: Sales Orders are based on the terms and conditions stated herein. Unless otherwise provided on the face hereof, offers are good for acceptance for a period of 30 days from the date hereof. An order by the Buyer shall constitute an acceptance of the terms and conditions herein proposed. If, and only if, no offer of sale is issued by Seller, then the invoice shall be deemed: an acceptance of the Buyer's order; a written confirmation; and a final, complete, and exclusive written expression of the agreement between Seller and Buyer. Buyer is hereby notified that additional or different terms from those contained herein are objectionable.

1. **Prices.** Prices quoted by Papé Kenworth are subject to change without notice. Papé Kenworth's prices in effect at the date of delivery will govern.

2. **Taxes.** Buyer shall pay all local, state, and federal taxes arising from or related to any sale or lease to which this document relates, except for taxes upon or measured by net income of Seller.

3. **Delivery.** Stated or promised delivery dates are estimates only based upon Seller's best judgment and Seller shall not be responsible for deliveries later than promised regardless of the cause. Delivery periods are projected from the date of receipt of any order by Seller, but if equipment to be furnished by Seller is to be manufactured specifically to fill a particular order, delivery periods will be projected from the date of Seller's receipt of complete manufacturing information. If the furnishing of equipment on orders accepted by Seller is hindered or prevented by public authority or by the existence of war or other contingencies, including, but not limited to, shortage of materials, fires, labor difficulties, accidents, delays in manufacture or transportation, acts of God, embargoes, inability to ship, inability to insure against war risks or substantially increased prices or freight rates, or other causes beyond Seller's control, the obligation to fill or complete such orders shall be excused by Seller's option.

4. **Transportation and Claims.** Prices quoted are net F.O.B. point designated in writing by Seller. When no F.O.B. point is designated in writing by Seller, prices for new equipment shall be deemed to be net F.O.B. point of manufacture and prices for all other equipment shall be deemed to be F.O.B. Seller's place of business at which the order for the equipment is accepted. Seller's responsibility for the equipment shall cease and all risk of loss shall become the Buyer's upon delivery of the equipment to the first carrier for shipment to the Buyer or his consignee, even though such delivery shall be made prior to the arrival of the equipment at the F.O.B. point designated, and any and all claims for shortages, deliveries, damages or non-delivery must be made by the Buyer or his consignee to the carrier. Seller shall in no event be responsible for shortages in shipments unless notice of such shortage is given in writing to Seller within 15 days after receipt of shipment.

5. **Payment and Security.** Buyer agrees to pay in full for the equipment at time of delivery. Buyer agrees to pay the late charge on any past due balance at the rate of 18% per annum. The signatory warrants that he/she has authority to execute this order on behalf of any party for whom he/she signs, and that such party has the power to enter into this agreement and perform its terms. As security for all of Buyer's obligations to Seller, Buyer grants to Seller a security interest in the equipment and authorizes Seller to file all documents necessary to perfect Seller's security interest. The security interest granted hereunder is in addition to any other rights available to Seller, and Seller shall have all of the rights and remedies available to a secured party under the Uniform Commercial Code, all of which are cumulative. Throughout the duration of Seller's security interest, Buyer shall keep the equipment fully insured against theft and loss or damage by fire and other casualty as Seller may from time to time require in accordance with such terms as Seller may require.

6. **Buyer to Furnish.** Performance by Seller is subject to the Buyer furnishing a satisfactory credit rating certificate, letter of credit, evidence of financing, or any other similar papers necessary for the satisfactory completion of such order.

7. **Assignment.** The right to any monies due or to become due hereunder may be assigned by Seller, and Buyer, upon receiving notice of such assignment, shall make payment as directed.

8. **Limitations of Warranties.** If "NEW" warranty is indicated on the reverse side or if new equipment is purchased hereunder, all warranties are strictly given only by the manufacturer. Copies of manufacturer's warranty can be obtained from Seller. If "USED" warranty is indicated on the reverse side, Seller hereby warrants to Buyer that the equipment or components thereof designated on the reverse side, shall be free under normal use and service from defects in material and workmanship for the period shown, commencing on the date of delivery. Buyer's exclusive remedy for breach of the limited warranty shall be the repair or replacement of the warranted equipment without charge to Buyer when returned at Buyer's expense to the Seller's facility where the equipment was purchased, with proof of purchase. Buyer must give notice of any warranty claim not later than 7 days after the expiration of the warranty period and must return the equipment to Seller for repair or replacement no later than 30 days after expiration of the warranty period. Any action against Seller for breach of the limited warranty must be commenced within one year after the date of delivery of the equipment. Seller's warranty does not extend to any defect, claim, or damage attributable to the failure to operate and/or maintain the equipment in accordance with the manufacturer's specifications, or due to the failure to operate or maintain the equipment in accordance with any recommendations of Seller. If "AS IS" is indicated on the reverse side, no warranty of any kind is being given and the equipment is being sold with all faults. THE WARRANTIES IN THIS PARAGRAPH AND ON THE REVERSE SIDE ARE THE EXCLUSIVE WARRANTIES GIVEN BY SELLER AND SUPERSEDE ANY PRIOR, CONTRARY, OR ADDITIONAL REPRESENTATIONS, WHETHER ORAL OR WRITTEN. SELLER HEREBY DISCLAIMS AND EXCLUDES ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES OTHERWISE ARISING FROM COURSE OF DEALING OR USAGE OF TRADE. SELLER SHALL NOT BE LIABLE FOR ANY LOSS, INJURY, OR DAMAGE TO PERSONS OR PROPERTY RESULTING FROM THE FAILURE OR DEFECTIVE OPERATION OF THE EQUIPMENT; NOR WILL SELLER BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND SUSTAINED FROM ANY CAUSE. This exclusion applies regardless of whether such damages are sought for breach of warranty, breach of contract, negligence, or strict liability in tort or under any other legal theory.

9. **Notice.** This paragraph shall serve as notice that The Papé Group, Inc. has assigned its rights to sell its rental equipment (as may be described in this sales order) and its rights to sales proceeds (including "trade-in assets" related thereto) to North Star Deferred Exchange as part of an IRC Sec. 1031 exchange.

10. **Attorneys Fees.** In the event suit or action is instituted against Buyer on account of or in connection with or based upon the terms hereof, the Buyer agrees to pay, in addition to the costs and disbursements provided by law, such sum as the court may adjudge reasonable attorney's fees in both the trial and appellate courts, or in connection with any bankruptcy proceeding.

11. **Entire Agreement.** The foregoing and any addendum shall constitute the complete and exclusive agreement between the parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, guarantees, or obligations whatsoever, either expressed or implied, other than as herein set forth or provided for shall be binding on either party. Each party may transmit its signature by facsimile to the other party and such facsimile signatures shall have the same force and effect as an original signature.

I have read, understand, and am bound to these Terms and Conditions.



PAPÉ KENWORTH - PORTLAND (P255)
550 N.E. COLUMBIA BLVD.
PORTLAND, Oregon 97211

CITY OF CANBY PUBLIC WORKS
1470 NE TERRITORIAL RD
CANBY, Oregon 97013
United States of America

Blake Schumacher
Cell Phone: 541-868-7098
Office Phone: 503-240-6282
Email: bschumacher@papekenworth.com

Vehicle Summary

Unit		Chassis	
Model:	T880 Series Conventional	Fr Axle Load (lbs):	14600
Type:	FULL TRUCK	Rr Axle Load (lbs):	46000
Description 1:	T880 3 AXLE DUMP	G.C.W. (lbs):	86040
Description 2:			
Application		Road Conditions:	
Intended Serv.:	Local pickup & delivery: Vehicles which	Class A (Highway)	90
Commodity:	Gravel/crushed rock/sand	Class B (Hwy/Mtn)	8
		Class C (Off-Hwy)	2
		Class D (Off-Road)	0
Body		Maximum Grade:	6
Type:	End dump	Wheelbase (in):	192
Length (ft):	18	Overhang (in):	61
Height (ft):	13.5	Fr Axle to BOC (in):	74
Max Laden Weight (lbs):	4000		
		Cab to Axle (in):	118
		Cab to EOF (in):	179
Trailer		Overall Comb. Length (in):	301.5
No. of Trailer Axles:	0		
Type:			
Length (ft):	0		
Height (ft):	0		
Kingpin Inset (in):	0		
Corner Radius (in):	0		
Restrictions			
Length (ft):	120		
Width (in):	102		
Height (ft):	13.5		

Approved by: _____

Date: _____

Note: All sales are F.O.B. designated plant of manufacture.

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number: QUO-877048-R1P1W7



Sales Code	Std/ Opt	Description	Weight
Model			
0000810	S	T880 Series Conventional	15,549
0070060	S	T880	0
0080055	O	CARB Idle Emissions Reduction - Cummins	0
0090000	S	Non-Sleeper w/rear axle capacity less than 59K.	0
0098437	O	State of Registry: Oregon	0
Engine & Equipment			
0130307	O	X15 500V 500@2000 1850@950 2021 with Inte Brake, Productivity Series N09420 C333 0.....Reserve Speed Limit Offset (N09380 C334 0.....Maximum Cycle Distance (C334 N09360 C400 252...Reserve Speed Function Reset N09200 C399 120...Standard Maximum Speed Limit N09400 C401 10....Maximum Active Distance (C40 N09220 C402 0.....Expiration Distance (C402) N09540 C395 0.....Expiration Distance (C395) N09260 C121 64....Maximum Accelerator Pedal Ve N09440 C234 NO....Engine Protection Shutdown (N09460 C231 NO....Gear Down Protection (C231) N09580 C133 5.....Timer Setting (C133) N09680 C233 NO....Idle Shutdown Manual Ovrerr N09480 C132 1400..Max PTO Speed (C132) N09300 C128 64....Maximum Cruise Speed (C128) N09500 C239 NO....Cruise Control Auto Resume (N09520 C238 NO....Auto Engine Brake In Cruise N09240 C209 120...Hard Maximum Speed Limit (C2 N09780 C190 80....High Ambient Temperature Thr N09740 C188 40....Low Ambient Temperature Thre N09760 C189 60....Intermediate Ambient Tempera N09720 C382 YES...Enable Hot Ambient Automatic N09600 C396 YES...Enable Impending Shutdown Wa N09620 C397 60....Timer For Impending Shutdown N09640 C206 35....Engine Load Threshold (C206) N09560 C225 YES...Enable Idle Shutdown Park Br	465
1000046	O	EPA Emissions Warranty Engine	0
1000151	S	PremierSpec	0
1000244	O	Gearing Analysis: Balance power/economy blend results.	0
1000248	O	Customer's Typical Operating Spd: 55 MPH.	0
1000684	O	Effective VSL Setting NA	0

Price Level: January 1, 2022

Deal T880 3 AXLE DUMP

Printed On: 5/26/2023 9:50:27 AM

Date: May 26, 2023

Quote Number: ODO-877048-R1P1W7



Sales Code	Std/ Opt	Description	Weight
1000858	O	Engine Idle Shutdown Timer Disabled	0
1000859	O	Enable EIST Ambient Temp Overrule	0
1000891	O	Eff EIST NA Expiration Miles	0
1002080	O	Air compressor: Cummins 18.7 CFM, Naturally Aspirated for Cummins X15 engines	0
1051200	S	Air Cleaner: composite firewall mounted PACCAR or Cummins engines	0
1099080	O	Pre-cleaner mounted in the hood plenum	0
1105220	O	Fan Hub: Horton 2-Speed for X15	0
1123555	S	Cooling module: 1330 square inches. Includes aluminum radiator core, aluminum charge air cooler, translucent surge tank and washer bottle, silicone hoses, and extended life coolant.	0
1160208	O	Radiator bug screen mounted between hood & grille.	2
1247234	S	EXH: 2021 RH Under DPF/SCR with RH SOC Vertical tailpipe. Not 2.1m high roof sleepers	0
1290124	O	Tailpipe: 5 in. single 24 in. 45 degree curved.	-3
1321125	O	Fuel Filter: Davco 382 Fuel/Water Separator	8
1321220	O	Run Aid: Cummins TRV for Davco only *For Fuel Filter, X15 AND 2.1 m models	2
1321305	S	Start Aid: 12V Heat *For Fuel Filter	0
1504005	O	Immersion block heater 120V 1500W w/plug under door on C500, T660, T800 & W900.	2
1816260	O	Alternator: PACCAR 160 amp, brush type	0
1821210	S	Batteries: 3 PACCAR GP31 threaded post (700-730) 2100-2190 CCA dual purpose.	0
1836106	O	Mitsubishi 105P55 12V Starter with Cummins and PX PACCAR 12 volt electrical system. W/ centralized power distribution incorporating plug-in style relays. Circuit protection for serviceability, 12-volt light system w/circuit protection circuits number & color coded. Only for Cummins or PX engines.	0
1840005	O	Battery disconnect switches 2, mounted on battery box.	2
1840065	S	12V low voltage disconnect for starter battery protection.	0
1900996	O	Jump start terminals under hood.	12
1901017	S	Remote PTO/Throttle, 12-Pin, Engine Bay	0

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number: QUO-877048-RTP IVV7



Sales Code	Std/ Opt	Description	Weight
Remote Control Provision			
Transmission & Clutch			
2016627	O	Transmission: Allison 4500RDS 6-speed, With PTO drive gear. No Retarder. 6th Generation controls. For vocational applications. Includes shift control, transmission oil temperature gauge, oil level sensor & heat exchanger. Transynd transmission fluid is standard on all Allison 1000, 2000, 3000 & 4000 series transmissions.	478
2408502	O	Driveline: 2 Meritor RPL25 SD; 1 Centerbearing	114
2410018	O	Torque converter included w/Allison Transmission.	0
2410151	O	Pushbutton control center console mounted. Class 8 with Allison Transmission.	0
2410204	O	Allison Fuel Sense: Delete	0
2410310	O	Allison Neutral at Stop	0
2429358	O	Rear transmission support springs for transmission PTO applications are required to ensure that engine flywheel housings are not overloaded when transmission PTO's are installed.	0
Front Axle & Equipment			
2513030	O	Meritor MFS14 Plus 14.6K 3.74in. drop wide track.	-141
2607001	O	Front Brakes: 14.6K Bendix air disc brakes lube free.	0
2690025	O	Splined rotor for front air disc brakes for use with iron hubs.	0
2690028	O	Integral Knuckle for Air Disc Brake, for use on Meritor MFS PLUS Steer Axle	0
2702500	O	Front Hub: iron hub pilot 14,600 lbs. 11-1/4 in. bolt circle. For use w/ air disc brakes. Consider wheelguards (5850002) w/ aluminum wheels.	48
2741970	S	ConMet PreSet Plus Hub package; front axle.	0
2750001	S	Hubcap: front vented.	0
2769000	S	Slack Adjusters included w/ front axle or brake. Also use w/ disc brakes.	0
2864116	O	Front Springs: Taperleaf 16K w/shock absorbers w/ maintenance-free elastomer spring pin bushings. Two leaf. Standard with rubber pins. Not available on W900L.	-85
2893881	O	Single power steering gear: 16K TRW TAS85 W900B/W990 available, but not available W900S, W900L or T3.	30
2899336	S	Power Steering Cooler:Radiator Mounted Air-to-Oil	0
2900616	O	Threaded Bushings for taperleaf spring	0

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

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Date: May 26, 2023

Quote Number: QUC-877048-DTP1W7

Sales Code	Std/ Opt	Description	Weight
		16K, 18/20K, 22K, 40K replacing rubber.	
2900916	O	Front Disc Brake Pad/Rotor Dust Shields Air Disc Brakes Only.	0
Rear Axle & Equipment			
3142171	O	Dual Meritor RT46-164PEH rear axle rated at 46K w/ heavy wall housing. Tandem rear axles.	107
3200538	O	Rear Axle Ratio - 5.38.	0
3306001	O	Dual rear Bendix air disc brakes for dual rear axles to 46K capacity.	40
3392604	O	Splined rotor for dual rear air disc brake for use with aluminum hubs.	-208
3407050	S	Dual Rear Hubs: Aluminum hub pilot 46K 11-1/4 in. bolt circle.	0
3441972	S	ConMet PreSet Plus Hub package; dual rear axle.	0
3465900	O	Rear slack adjusters included w/ axle or air disc brakes.	0
3485002	O	Spring brakes included w/ dual rear air disc brakes.	0
3495226	O	Bendix 4S/4M anti-lock brake system.	0
3500058	S	Interaxle Driveline: 1 Meritor RPL20 Replacing I/A *Use W/ RPL(SD) 25 Main D/L	0
3511420	O	Driver Controlled Differential Lock (Crosslock) for Meritor Axles 40K to 52K forward rear & rear rear axle. Under Speed Interlock is standard on T680.	39
3573111	O	Separate switch for dual axles: differential lock or crosslock.	0
3749204	O	Rear suspension: Tandem Chalmers 854-46-H-HS 46K. 54 in. axle spacing. High center of gravity application. Unladen Height: 12.5 in. Laden Height: 10.9 in.	226
3830145	O	Delete standard heavy-duty air springs for rear suspension.	-28
3832026	O	Chalmers shock absorbers. 52K and under suspension.	35
Tires & Wheels			
4010006	O	Front Tires: Michelin X Works Z 315/80R22.5 20PR	-54
4210151	O	Rear Tires: Michelin X Works D 11R24.5 16PR	320
4900008	O	Rear Tire Quantity: 8	0
5045280	O	Front Wheel: Alcoa 89U64 22.5X9 AL Ultra One High Polish Wheel.	-24
5245265	O	Rear Wheel: Alcoa 98565 24.5x8.25 aluminum,	-48

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

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Date: May 26, 2023

Quote Number: QUD-877048-R1P1W7



Sales Code	Std/ Opt	Description	Weight
		with Lvl One [TM] High Polish finish, hub-pilot mount. 8000lb. maximum rating. Severe service. Code is priced per pair of wheels. Air disc brake compatible.	
5900008	O	Rear Wheel/Rim Quantity: 8	0
Frame & Equipment			
6056400	O	Frame Rails: 10-3/4 x 3-1/2 x 3/8in. Steel 285in. to 336 in. Truck frame weight is 3.48 lb.-in. per pair of rails. Section modulus is 17.80, RBM is 2,132,000 in.-lbs per rail. Frame rail availability may be restricted based upon application, axle/suspension capacity, fifth wheel setting, or component/dimensional specifications. The results of the engineering review may result in a change to the requested frame rail. If a change is required Kenworth Application Engineering will advise the dealer of the appropriate material specification for a substitute rail.	257
6302461	O	Bumper: Tapered chrome steel channel. Requires a bumper setting code.	63
6319485	S	48.5 in. Bumper setting. Requires a bumper code.	0
6324025	O	Front tow hook: Center mounted, cast. Requires iron front drive brackets.	28
6390048	O	Rectangular bumper cutouts for customer-installed fog lights.	0
6390312	O	Brackets: Iron front spring drive. Included with front spring capacity of 16,000 lbs or greater; code not required.	47
6391201	O	Custom Frame Layout: one chassis CFL A/D: MOUNT AIR DRYER INSIDE FRAME BOC	0
6400636	O	Battery box cantilever aluminum BOC with fiberglass cover.	8
6409902	O	Battery box location: RH Side.	15
6451090	S	T470,C5, T6, T8 non-polished DPF/SCR or CNG cover diamond plate w/ step. For use w/ 2010 or later exhaust systems. For T8, use extended length non-polished battery box on opposite rail to match the length of under cab components. End plates will be painted standard black frame color.	0
6490440	O	Heavy-duty BOC crossmember assembly.	23
6679858	O	Final end-of-frame cut-off dimension will be modified to 51 in. to 55 in.	0
6721102	S	Rear mudflap arms: Betts B-25 standard-duty, straight. Includes B1732 mounting brackets as standard.	0
6722000	S	Rear mudflap shields: White plastic antisall w/ Kenworth logo.	0
6742009	S	Square end-of-frame w/o crossmember; non-towing.	0
Fuel Tanks & Equip			
7210100	O	Fuel Tank: 100 US gallon 24.5in. aluminum under	0

Price Level: January 1, 2022

Deal: T680 3 AXLE DUMP

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Date: May 26, 2023

Quote Number: QUO-877048-R1P1W7

Sales Code	Std/ Opt	Description	Weight
		replace. Class 8 fuel tanks w/o locking caps include an anti-siphon device on the filler neck.	
7722153	S	Small round DEF tank, 14 gallons. The DEF tank will be located on the side you specified. If you have specific configuration or body builder concerns, please utilize the Custom Frame Layout option. Standard capacity is calculated by fuel capacity of the vehicle and will accommodate two diesel fill-ups for every DEF fill-up. For 1:1 DEF fuel fill ratio, add 7889204.	0
7831006	O	6 in. wide lower fuel tank step, for one 22 in. or 24.5 in. or T300 rectangular tank RH.	2
7889203	S	DEF to fuel fill ratio 2:1 or greater.	0
7889245	S	Anti-siphon device in fuel tank filler neck. For any number of fuel tanks.	0
7889604	S	DEF tank location is LH.	0
7920100	O	Location: 100 gal fuel tank LH under cab	0
Cab & Equipment			
8025301	S	Cab: Stamped aluminum cab with panoramic curved glass windshield. Standard with stamped aluminum doors, heavy duty in-swinging hinges, and triple sealed doors. Manufactured using self-piercing rivets and structural adhesive. Includes LED exterior marker lights and turn signals.	0
8090604	O	Hood: T880 Standard Length With Mechanically Fastened Fenders. 122.6 inch BBC.	15
8098212	O	Bright Engine Air Intake Chrome Trimmed Engine Air Intake on Both Sides of Hood	0
8108003	O	Ember Filter For Cabin Air. Used to keep embers out of the HVAC filter element. Cannot be used with code 8108002.	2
8108011	S	Cab HVAC - Day Cab and 40in Sleeper System With Defrost, A/C, and 48,000 BTU/hr Heater. Includes automatic temperature control with one touch defrost operation and dash mounted cab temperature and solar intensity sensors. Pleated fresh air filter and cabin recirculation air filter standard. The Kenworth HVAC system is designed to provide optimal heating and cooling in all operating environments without need for additional insulation. Cab HVAC without sleeper heater AC is available with 40in sleeper.	0
8190138	O	Shutoff Valves to Isolate Primary Heater Remote mounted on frame under cab.	0
8201047	S	Kenworth Smartwheel: 18 in. Non-Leather With Integrated Radio and Cruise Controls.	0
8201051	O	Column Mtd Retarder Control, RH Side Use with Manual & Allison Transmissions Only.	0
8201200	S	Adjustable telescoping tilt steering column.	0
8203060	O	5 sets of keys. Replaces standard 2 sets of keys.	0
8203196	O	Dash Mounted Compact Trailer Brake Valve.	0

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Deal: T880's AXLE DUMP

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Date: May 26, 2023

Quote Number: QUO-877048-R1P1W7



Sales Code	Std/ Opt	Description	Weight
		Self Returning.	
8205012	O	Off-highway dash switch: For ABS system. Includes indicator light.	0
8208495	O	Two spare switches: Wired to power.	0
8220106	O	Gauge: Dash mounted air filter restriction gauge.	0
8221160	O	Gauge: Engine Oil Temperature Gauge With Integral warning light. The NavPlus HD unit includes a virtual engine oil temperature gauge.	0
8222404	S	Gauge: DD Virtual Gauge - Oil Temp Engine	0
8222409	S	Gauge: DD Virtual Gauge - Air Filter Restriction	0
8222413	S	Gauge: DD Virtual Gauge - Manifold Pressure Boost	0
8222414	S	Gauge: DD Virtual Gauge - Engine Percent Torque	0
8222712	O	Gauge: Fuel filter restriction gauge.	0
8225658	O	Gauge: Axle oil temperature, dual-drive axle. (2 gauges) w/integral warning light.	0
8226667	O	Gauge: Oil Temperature Gauge Transmission. The NavPlus HD unit includes a virtual transmission oil temperature gauge.	0
8282027	S	Main Instrument Package: 15" Digital Display. Includes Speedometer, Tachometer, Primary Air Pressure, Secondary Air Pressure, Fuel Level #1, DEF Level, DPF Filter Status, Fuel Economy, Oil Pressure, Coolant Temp, OAT and Voltmeter, and Air Application.	0
8282108	O	Modular Dash Options: RH Dash storage unit with two shelves. Reduces total gauge count; HD by 6 and MD by 4.	0
8282120	O	USB Charging Port - Dash Panel *Requires 15" Digital Display 8282027/8282028	0
8300008	S	Interior color: Slate Gray	0
8330102	S	Interior package: Vantage daycab Includes durable headliner and vinyl sidewalls with geometric patterned trim and anodized aluminum accents throughout. Convenient overhead storage cubbies, full size glove box, two center console cupholders, and large door pad map pocket. Standard LH/RH power windows, electric door locks, interior LED lighting, nighttime-friendly red ambient lighting for dash and footwell, and door mounted courtesy light. Includes two standard 12V power outlets. Driver sunvisor includes strap.	0
8390634	S	Rubber floormat	0
8410200	O	Driver Seat: GT701 HB with Vinyl material.	0

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number: QUO-877048-R1P1W7

Sales Code	Std/ Opt	Description	Weight
		The GT701 is standard with a single air bag, scissor linkage seat suspension. It includes a single chamber lumbar support, 10in Fore/Aft adjustment, 7in Up/Down adjustment, 2.5in pan extension, 51 degree seat back recline, and 16 degree full seat tilt. Includes 3-point matching seat belts. DR seat standard w/ dual armrests.	
8460200	O	Rider Seat: GT701 HB with Vinyl material. The GT701 is standard with a single air bag, scissor linkage seat suspension. It includes a single chamber lumbar support, 10in Fore/Aft adjustment, 7in Up/Down adjustment, 2.5in pan extension, 51 degree seat back recline, and 16 degree full seat tilt. Includes 3-point matching seat belts. RD seat standard w/ LH armrest.	34
8490181	S	Seat Color: Black	0
8497005	O	Air line fitting: At driver seat. Customer-installed air chuck.	4
8601432	O	Kenworth Radio DEA710 AM/FM/WB/USB, Bluetooth	0
8601881	O	CB Radio: Cobra 29. W/header mounted quick release. Includes transceiver & separate speaker remote-mounted in headliner & dual CB antennas. Includes sound tracker & illuminated panel.	11
8698982	O	Mid Level Audio System - Daycab: High Performance Door and B-Pillar Speakers.	4
8700196	O	Turn Signal: Self-Cancelling	0
8700283	S	LH and RH Trip Ledge Rain Deflectors	0
8700663	S	Kenworth TruckTech+ The Kenworth Remote Diagnostics system provides the Worlds Best reporting of engine and aftertreatment fault codes, as well as enhanced support for the truck owner through rapid communication of fault severity and recommended actions. This option is Standard on all Heavy Duty Kenworths with a PACCAR MX engine, Cummins X15 engine, PX engine or Natural Gas engine. Optional on Medium Duty Kenworths.	0
8800402	S	Dual Cab Interior Grabhandles: A Pillar Mounted Dash Wrap and B Pillar Mounted Grabhandles	0
8832113	S	Kenworth Daylite Door with standard LH/RH electric door locks and LH/RH electric window controls.	0
8841618	O	Dual rectangular air horn 23 in. LH & RH top of roof. Includes air horn covers.	4
8850139	S	Look-Down, Pass. Door, Black 11x6	0
8865002	S	Aero Mirror: Dual Kenworth Aerodynamic Motorized heated mirrors, 7in X 13in with cab color mirror shell and black mirror arms. Also includes LH/RH heated 6in X 7in convex mirrors. Mirror brackets set for 8-1/2 ft load width. Mirror controls located on driver side door pad.	0
8871446	S	Rear cab stationary window 19in x 36in	0

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

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Quote Number: QUO-877048-R11P1W7

Sales Code	Std/ Opt	Description	Weight
8890038	O	3.5in x 11.5in Plastic Records Holder:Mounted On Rear Cab Panel. Not available With Sleeper Or 2 Person Bench Seat.	0
8890101	S	One-piece bonded-in windshield with curved glass. Standard.	0
8890135	S	Exterior stainless steel sunvisor.	19
8890300	O	Fender close-out: Below headlamp, behind bumper. *NOT available with 3-piece bumper.	0
8890349	S	Wheelwell Fender Extension: 2.5 Inches	0
8890876	S	Kenworth Cab/Sleeper Air Suspension.	0
8891013	O	Extreme Temperature Insulation: Daycab Additional cab side wall insulation with improved material properties over standard insulation package.	0
Lights & Instruments			
9010553	S	Headlamps: SAE Dual Halogen Complex Reflector	0
9022137	S	Marker Lights: Five, rectangular, LED	0
9030016	S	Turn Signal Lights: Flush mounted LED. Mounted at top of fender wheel arc.	0
9030052	S	LED Stop,Turn,Tail: With Two LED Backup Lights and With An LED License Plate.	0
9049825	O	Customer-installed road/fog lights switch & wiring.	0
9058071	O	Switch, Wiring, and Indicator Light for Customer Installed Floodlights. 1st Set. Pigtail Routed Through Pass Thru Grommet. 10ft Jumper Harness Shipped Loose.	1
9059921	O	Floodlight Location: Located Low - First Set . This Code To Be Used With Flush-Mount (9052011) or C/I (9058071) Codes Only.	0
9080141	O	Dual Low-Profile LED Amber Strobe Beacon centered over door.	7
9090039	S	Marker Lights: Interrupter Switch. Included in Turn Signal For All Models Except T3. The T3 Switch Is In The Dash.	0
9090049	S	Omit Brake Light with Engine Brake. Can only be selected when chassis also has engine brake. Cannot be used with options to delete engine brake.	0
9090849	O	Polyswitches replacing fuses. Switch will automatically reset after removal of excess load.	0
Air Equipment			
9101219	O	Air Dryer: Bendix AD-HF Extended Purge Heated With Puraguard	0
9108001	S	Moisture ejection valve w/ pull cable drain.	0

Pace Level January 1, 2022

Deal 1880 3 AXLE DUMP

Printed On 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number QUC-877048-R1P4W7

Sales Code	Std/ Opt	Description	Weight
9110020	O	Full Truck Kit Gladhands mounted at end-of-frame. Seven-way female receptacle mounted at end-of-frame in taillamp bracket. Kit includes dash mounted trailer air supply valve, trailer hand control valve, and hoses/fittings for the valves. Dash mounted parking brake valve, tractor protection valve, and spring brake inversion/relay valves are standard.	15
9140020	S	Nylon air tubing in frame & cab, excluding hoses subject to excessive heat or flexing.	0
9140254	O	Locate air dryer inside RH rail BOC. This code requires the use of a custom frame layout code.	0
9140328	O	Trailer ABS electric supply through SAE J560 7-pin connector per TMC RP137).	0
Extended Warranty			
9200021	S	Base Warranty - Standard Service Heavy Duty 12 months / 100,000 miles / 160,000 km.	0
9212611	O	24 Month TruckTech+ Subscription for Cummins Engines	0
9220001	O	Base Warranty: Emissions 5YR/100K MI - EPA Engine	0
Miscellaneous			
9409852	O	GHG Secondary Manufacturer: Does Not Apply	0
9490003	O	Additional lead time required for off highway & /or specialty component truck.	0
9491659	S	VMUX Architecture	0
Promotions			
Paint			
9700000	O	Paint color number(s). N9702 A - L0006 WHITE N9720 FRAME N0001 BLACK	0
9943004	O	Bumper Unpainted	0
9943048	O	Day Cab Bulk Paint	0
9943050	O	Day Cab Standard Paint	0
9944820	S	1 - Color Paint - Day Cab Color will be White if no other color is specified.	0
9965510	S	Base coat/clear coat. The Kenworth Color Selector contains additional instructions, as well as information on Kenworth paint guidelines and surface finish applications. Kenworth is standard with Dupont Imron Elite paint.	0

Price Level: January 1, 2022

Deal: T880 3 AXLE DUMP

Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number: QUO-877048-R1P1W7



<i>Sales Code</i>	<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
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Order Comments

Price Level: January 1, 2022
Deal: T880 3 AXLE DUMP
Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023
Quote Number: QUO-877048-R4PTW7



Total Weight

17,447

Prices and Specifications Subject to Change Without Notice.

Unpublished options may require review/approval.

Dimensional and performance data for unpublished options may vary from that displayed in CRM.

PRICING DISCLAIMER

While we make every effort to maintain the web site to preserve pricing accuracy, prices are subject to change without notice. Although the information in this price list is presented in good faith and believed to be correct at the time of printing, we make no representations or warranties as to the completeness or accuracy of this information. We reserve the right to change, delete or otherwise modify the pricing information which is represented herein without any prior notice. We carefully check pricing specifications, but occasionally errors can occur, therefore we reserve the right to change such prices without notice. We disclaim all liability for any errors or omissions in the materials. In no event will we be responsible for any damages of any nature whatsoever from the reliance upon information from these materials. Please check your order prebills to confirm your pricing information

Price Level: January 1, 2022

Deal: 1880 5 AXLE DUMP

Printed On: 5/26/2023 9:59:27 AM

Date: May 26, 2023

Quote Number: OUC-877048-R1P1W7

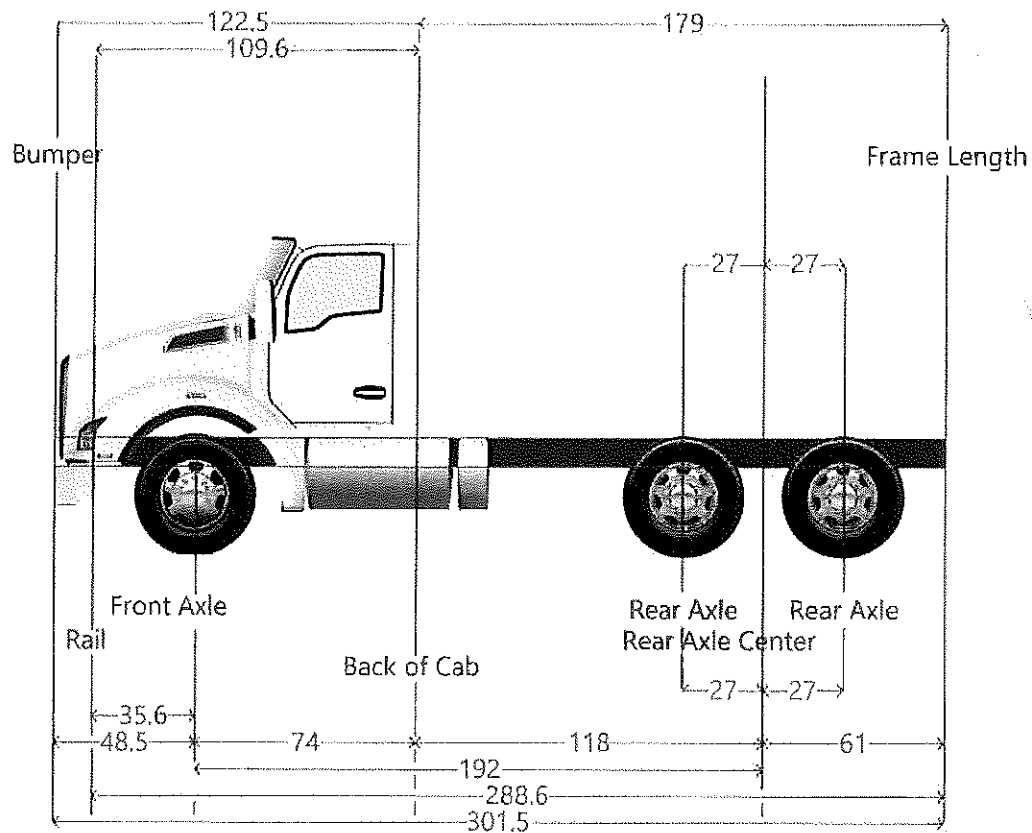


Shipping Destinations

Intermediate Destination:

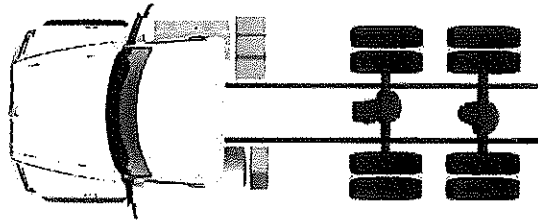
Final Destinations	Quantity
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HORIZONTAL DIMENSIONS



Dimension	Measurement	Start	End
Axle Spacing	54	165	219
Bumper to Back of Cab	122.5	-48.5	74
Bumper to Front Axle	48.5	-48.5	0
Bumper to Front Frame	12.9	-48.5	-35.6
Cab to End of Frame	179.0	74	253
Cab to Rear Axle	118.0	74	192
Effective Bumper to Back Of Cab	122.5	-48.5	74
Frame Length	288.6	-35.6	253
Front Axle to Back of Cab	74.0	0	74
Front of Frame to Axle	35.6	-35.6	0
Load Space	179.0	74	253
Overall Length	301.5	-48.5	253
Overhang	61.0	192	253
Pusher Offset #1	27.0	165	192
Pusher Offset #2	27.0	165	192
Pusher Offset #3	27.0	165	192
Tag Offset	27.0	192	219
Wheelbase	192	0	192

FRAME LAYOUT



Note: Optional content may be displayed. The order has not yet received an engineering review. The actual arrangement of components may not be exactly as pictured. Additional changes may be made to the layout by Kenworth. Add a Custom Frame Layout code if an exact layout is required.

Selected Options (Wheelbase: 192)

Sales Code	Description	Length	Side
7210100	Fuel Tank: 100 US gallon 24.5in. aluminum under	50	Left
7722153	Small round DEF tank, 14 gallons.	10.2	Left
6400636	Battery box cantilever aluminum BOC with	17.3	Right



COLUMBIA
Body Manufacturing

P. O. Box 999 ♦ 10037 SE Mather Road ♦ Clackamas, Oregon 97015
(503) 656-3775 ♦ 1-800-233-7119 ♦ FAX (503) 656-5064

Customer: City Of Canby / Pape' Kenworth
Address: 1470 Northwest Territorial Road
City State Zip: Canby Oregon 97013
Attention: Chris/Blake Phone: 541-868-7098

Date: 5/25/2023
Estimate #: 2K23056R1
Salesman: Kirk Snead
Email: WrightC@canbyoregon.gov

Estimate 10-12-yard Dump Body with pup Package with (118 CA)

- Approximant dimensions of dump body: 14' long, 84" inside, 37" tall, and 96" wide. 118" CT required
- Water level of body will be approximately 11 yard and 12 yards with sideboards.

Dump body floor and under structure

- 1) The dump body floor shall be formed from one piece of 3/16-inch Hardox 450 floor
- 2) 10"x 4"x .188" A500 grade B rectangular tube long members with vulcanized rubber truck frame buffer pad
- 3) Rear cross member shall be formed from 3/16-inch A572-50 high tensile steel and interlock with rear corner posts
- 4) Front cross member shall be 4-inch by 5.4 lb structural channel and full width of dump body.
- 5) Floor cross supports between the front and rear cross-members are unacceptable.

Body sidewalls corner posts and dash panel

- 1) Sides shall be elliptical design 3/16 Hardox 450 with 20" radius corners
- 2) Rear corner posts shall be 3/16-inch A572-50 high tensile steel.
- 3) Rear corner posts shall inner lock with sidewalls and rear cross member.
- 4) Rear corner posts shall each have two stop tail turn lights with rear and side marker lights.
- 5) Dash panel shall be 3/16 Hardox 450.
- 6) Weld seams in inner wall panel are unacceptable.

Tailgate

- 1) The panel shall be 3/16 Hardox 450
- 2) The tailgate shall be framed with 3"x 3" x .120" A500 grade B tubing and three center braces.
- 3) The tailgate shall have an angle welded on the top tube to prevent material build up.
- 4) The latch pins shall be 1-inch cold drawn AISI 1018 minimum.
- 5) The tailgate shall have two double key plates and 3/8 proof coil spreader chains with storage hooks.
- 6) The hinges arms shall be plasma cut 1-inch A514 (T1) steel plate.
- 7) The hinge blocks shall be plasma cut 1/2-inch A514 (T1) steel plate.
- 8) The hinge pins shall be 1-inch round cold drawn AISI 1018.
- 9) The hinge arms shall rest on top of the hinge blocks when the tailgate is latched
- 10) High lift Tailgate (hydraulic)
- 11) 3 roll type batch gates

Tailgate latch

- 1) The latch hooks shall be plasma cut 1/2-inch A572-50 high tensile steel.
- 2) The tailgate trip rod shall be 1-inch cold drawn AISI 1018.
- 3) The trip rod will be supported by four 3/4-inch grease type bearing blocks
- 4) The trip rod shall have an over center lock with adjustable linkage assemblies for both latch hooks.

- 5) The air trip cylinder shall be air open spring lock.

Cab guard

- 1) The cab guard shall be fabricated from 10 ga A607-50 high tensile steel with 3/16 support arms
- 2) The cab guard will provide adequate cab coverage no wider than the truck cab.
- 3) Center mounted beacon (Star Beam 9016LED –AA-C)

Hoist cylinder and mounting

- 1) The hoist cylinder shall be single A-Frame mount with a 56,000-pound lift capacity @ 2,250 PSI.
- 2) The hoist cylinder shall have adjustable packing.
- 3) The hoist mount channel assembly shall be over frame type
- 4) The channel shall be formed 1/2-inch A572-50 high tensile steel ten inches wide with 3-1/2-inch legs 24 inches long
- 5) The lower hoist bearing blocks shall be 3/4-inch A36 with and 2-inch AISI 1018 lower pin.

Truck chassis hitch shall be equipped to tow a Pup or 50,000 lb trailer

- 1) The trapezoidal hitch plates shall be formed 1/2-inch A572-50 minimum.
- 2) The center bulkhead plate will be 3/4-inch A-572-50 minimum.
- 3) The air hitch shall be six-bolt mount with 90,000 horizontal pull capacity
- 4) Two safety D-rings shall be 1-inch and mounted under hitch.
- 5) The hitch will cover with and rubber flap to shed rock and dirt.
- 6) Glad-hands on rubber hoses, electrical connections shall be routed to hitch area and recessed to prevent damage.
- 7) The body hinges shall be greaseless design.
- 8) The hinge pins shall be 1-7/8-inch.
- 9) The hinge bushing assemblies shall be full rap design.
- 10) The hinge bearing blocks shall be 1-inch A572-50 high tensile steel.
- 11) Two oval stop, tail, turn lights and one rubber mounted work lights on the back up circuit will be mounted in a removable cover plate below the hinge angle.
- 12) County spec chip bar

A-Frame hoist mount

- 1) Dump body shall have A-Frame lift
- 2)

Hydraulics

- 1) Hydraulics will allow to operation truck hoist, high lift gate and pup hoist
- 2) The PTO shall be Hot Shift CS24 mounted with extended shaft mount on an Allison 4500 series automatic transmission.
- 3) The hydraulic pump shall be direct mount, SAE B, 7/8 13 spline.
- 4) The hydraulic pump shall be Parker P20 4.0 CI with O-Ring ports.
- 5) The hydraulic system shall produce a flow of 21 GPM @ 1,000 RPM minimum
- 6) The hydraulic control valve shall be a Parker VA35 six- spool sectional valve capable of flows up 75-gpm with O-Ring ports.
- 7) The valve section that controls the truck hoist shall have an adjustable hoist over run protection
- 8) The hydraulic tank shall be a 35-gallon steel with strainer, sight gauge, and frame mounted.
- 9) The hydraulic system shall include a high-pressure return line filter (25 micron).

- 10) The hydraulic system will operate @ 2,250 PSI.
- 11) The hydraulic pressure hoses shall be # 16 rated @ 3,000-PSI minimum.
- 12) Hydraulic pressure fittings shall be JIC 37 degree and O-ring boss.
- 13) Plumb hydraulics for chassis ,lift cylinder, highlift tailgate and pup

Body lights and reflectors

- 1) LED Truck-Lite 60 series oval stop, tail, and turn shall be grommet mounted
- 2) Round marker lights and reflectors shall be installed where necessary
- 3) Sealed harness and junction box wire system shall be installed
- 4) Center warning beacon and swivel bracket mounted on the cab guard and shall be visible in all positions

Cab controls

- 1) The hoist control shall be Del air lever mounted in the cab to the right side of the driver.
- 2) The control hoist lever shall have a neutral lock out
- 3) The control tower shall include switches for truck tailgate and PTO.

Safety prop, flaps, spray guards, tarp, and miscellaneous

- 1) Body Safety Prop on the left of chassis
- 2) Mud flaps shall be black ahead and behind drive tires.
- 3) Shovel holder
- 4) Axe holder
- 5) The dump body shall have Douglas fir sideboards 4X8
- 6) High mount electric tarp system with asphalt tarp

Electrical

- 1) The body installer will add a sealed production type up fit harness for added functions.
- 2) Isolate all electrical circuits installed by body builder from truck chassis with a continual duty solenoid and six-section fuse block.
- 3) A sealed body wire harness lighting system shall be installed
- 4) Wiring shall be stranded copper.
- 5) Wire insulation shall be cross-linked polyethylene.
- 6) Wire shall be sized so that the voltage drop for the wire run is less than 5 percent, wiring shall be routed to minimize exposure to tire throw-off
- 7) Wires shall not be routed closer than 6 inches from heat sources
- 8) Wires shall not come in contact with moving parts
- 9) Wires shall be protected from sharp edges
- 10) Lighting and reflectors shall comply with FMVSS 108.
- 11) Seven-wire trailer connector to be wired as per SAE J560B specification shall be run to the rear of the chassis plus pup wiring
- 12) All electrical connections that are not in a junction box will be weather-pack connectors.

Air system installation

- 1) All air hoses shall be DOT approved.
- 2) The bend radius of airlines shall be not less than the manufacturer's recommended minimum.
- 3) Airlines shall not come in contact with moving parts or be routed through holes or across sharp edges without protection from being chafed or cut.
- 4) Airlines shall be adequately clamped or tied to supporting structures
- 5) Airlines routing shall be so that low points are minimized
- 6) Hoses shall be of sufficient length to prevent stretching, distortion, or disconnecting.

Welding

- 1) Excessive distortion of assembled parts in not acceptable
- 2) The dump body and other fabricated components shall have good welds. A good weld will have proper penetration and be relatively uniform in appearance.
- 3) All welds shall conform to or exceed American Welding Society Standards and shall provide a metal-to-metal bond, with adequate penetration using proper flux and or welding materials
- 4) Down hand welds are not recommended for ten gauge or thicker material, if down hand welds are used, they shall have proper penetration
- 5) Some characteristics of an unacceptable weld are the following: cracks, undercut, overlap, excessive splatter, slag entrapment, inadequate penetration, excessive distortion, blowholes, inclusions, excessive porosity, concave or convex

Paint

- 1) All metal surfaces to be free of contaminates they may cause loss of adhesion (sand blast prep).
- 2) The first primer undercoat shall be a metal-etching primer.
- 3) The second primer "high solids" undercoat shall be epoxy base, lead and chromate free.
- 4) Film thickness shall be 1.0 mils or greater dry using a low VOC high solids epoxy primer.
- 5) Topcoat shall be Cloud Sliver Axalta N0217EZ cab using lead free paint.
- 6) Topcoat shall be Low VOC high solids acrylic urethane with a film thickness of 2 to 3 mils.
- 7) Substrates must be between 50 and 110 degrees in a controlled environment during the primer and paint application.
- 8) Compressed air supply must not exceed 20% humidity during the spray process.

Dump body manuals

- 1) One owner's manual shall be supplied with each dump body
- 2) The manual shall include information about the safe operation of the dump body.
- 3) The manual shall also include parts information and electrical and hydraulic schematics of the equipment installed on the chassis.

Base price -----\$72,396.00

Option:

1,Axalta F2511 blue paint upgrade-----\$ 1000.00
2, camera system, with two blinker and one tailgate camera-----\$ 2500.00

******TOTAL PRICE NO FET, Cat or state TAX FOB CLACKAMAS, OREGON**** \$ 75,896.00**

Due to more frequent and unexpected increases in materials costs and volatility throughout the supply chain beyond the control of Columbia Body Manufacturing Co., and depending on the actual date of manufacturing based solely on the date of Customer acceptance of this quote when compared to actual date of delivery of chassis to Columbia Body Manufacturing Co., a materials costs surcharge may apply. Under no circumstances will a materials costs surcharge apply if delivery of chassis to Columbia Body Manufacturing Co. is within 90 days of date of Customer acceptance of this quote.

The purpose of the materials costs surcharge would be to offset any unexpected and significant increases in costs of materials that are included in this quote. The materials costs surcharge would be additional charges that would be added to the base price and/or separately stated price options.

Customer will be notified of any applicable materials costs surcharge in writing, prior to the start of the manufacturing process.

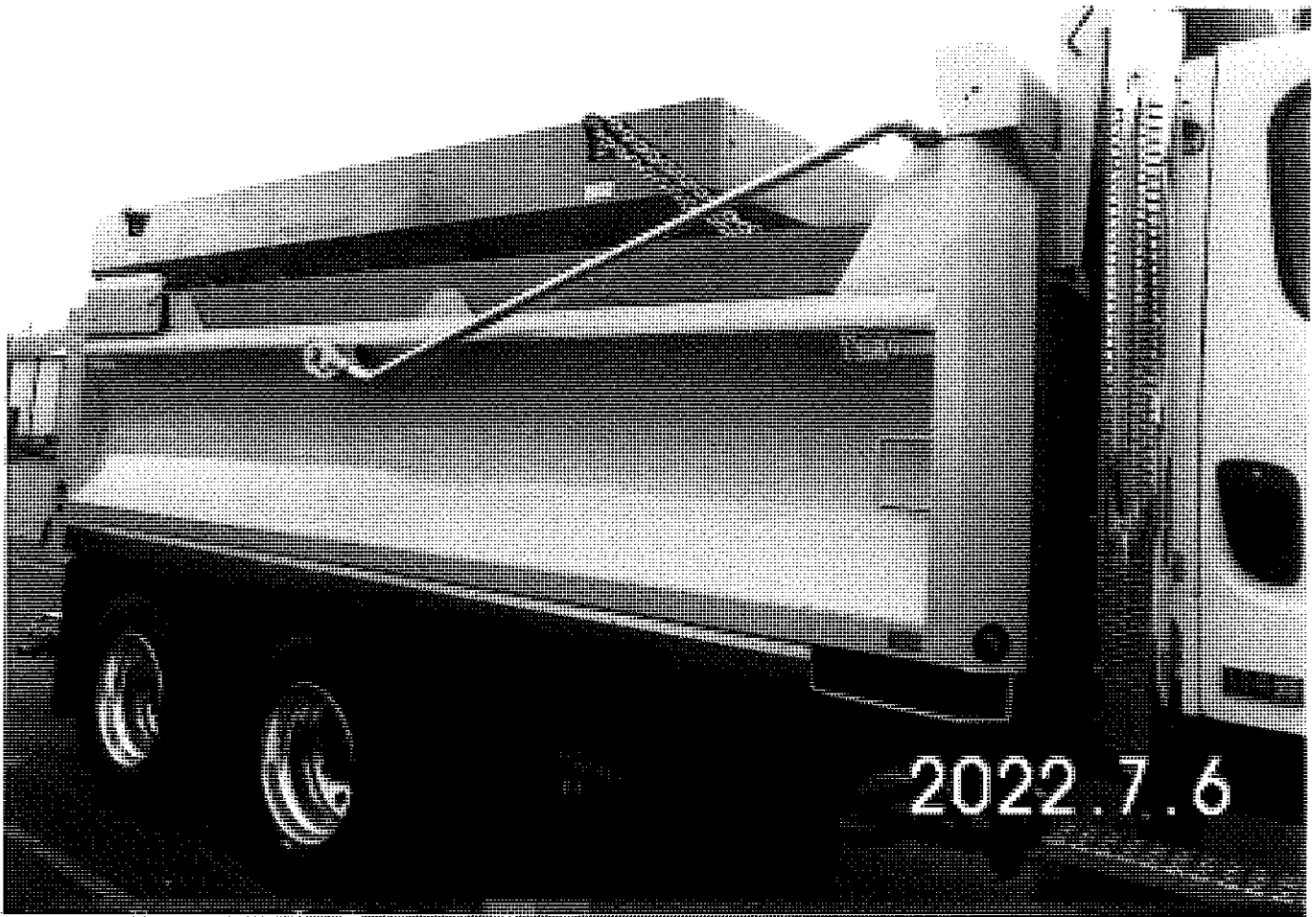
If Customer cancels quote after signing acceptance or issuing a related purchase order, but prior to the beginning of the manufacturing process, a 10% restocking fee will be applied to materials costs included in this quote.

Any custom materials or parts specific to this quote will require 100% prepayment at time of Customer quote acceptance, and will subsequently be considered owned by Customer if customer cancels quote.

****** Quote good for 30 days******

Cut customer Acceptance Signature

Date



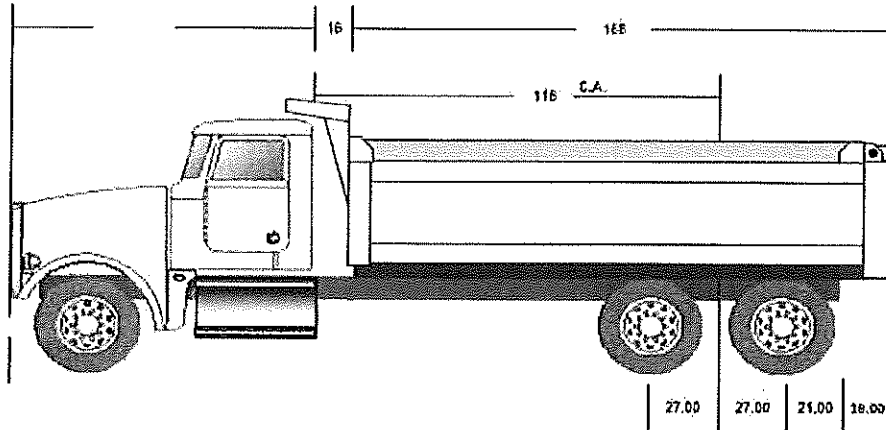
TRUCK BODY LAYOUT

CUSTOMER Canby/Pape

CHASSIS Kenworth

QUOTE # 2K23056

VIN # _____



Inside width	84
Water level side height	37
Body length	168
Body set back	16
BOC to end of body	184
BOC to BOT	166
OVERHANG	18
BOC TO BOT	166

FRONT OF BODY TO HOIST PIN 15 Use -7 for "A frame" hoist
 BACK OF TIRE TO HINGE PIN 1.75

REQUIRED CYL. STROKE 112.6

Cubic yardage - dbl. wall	11.0
Cubic yardage - e body	10.7
Truck dry weight	31000
CBM gear	6114.26
Truck GVWR	64000
Estimated payload	26885.74
TONS	13.44287

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. THE PAPE' GROUP, INC.	
	2 Business name/disregarded entity name, if different from above PAPE' TRUCKS, INC. dba Pape' Kenworth	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 355 GOODPASTURE ISLAND RD		Requester's name and address (optional)
6 City, state, and ZIP code EUGENE OR 97401 (See attached for branch locations)		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
9	3	-	1	0	4	8	9	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ► *Same form*

Date ► *1/3/2023*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Proposal
for
**City Administrator
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 western half of 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 20 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 650 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 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.

CONTACT INFORMATION

Owner/CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: May 24, 2023

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Steve Worthington - Project Lead

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor, as well. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Gary Milliman - Project Support

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in Oregon and California. Gary retired as City Manager in Brookings, Oregon, and is currently serving as a Senior Advisor for the Oregon City/County Management Association. Gary also served as City Manager in the cities of South Gate, Cotati, Fort Bragg and Bell Gardens, California, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

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.

AVAILABILITY & 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.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of May 30 & June 5, 2023	Work Contract. Travel to Canby or meet via Zoom for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
June 12, 2023	Post Profile and Start Advertising
June 19, 2023	Send Direct Mail
July 16, 2023	Application Closing Date
Weeks of July 17 & 24, 2023	Prothman screens applications & interviews top 6 - 12 candidates
Week of July 31 – August 4, 2023	Travel to Canby for Work Session to review semifinalists and pick finalists, and design final interviews
Week of August 14 or 21, 2023	Travel to Canby for Final Interview Process

REFERENCES

Jefferson County, OR – Finance Director, HR Manager, Building & Grounds Director, Community Development Director, Health Director, Public Works Director
Contact: Jeff Rasmussen, County Administrative Officer
jeff.rasmussen@co.jefferson.or.us, 541.475.2449

City of Fairview, OR – Engineering Manager, Senior Accountant
Contact: Philip Morley, City Manager
morleyp@ci.fairview.or.us, 503.674.6221

City of McMinnville, OR – City Manager, City Attorney & City Engineer
Contact: Vicki Hedges, HR Manager
vicki.hedges@mcminnvilleoregon.gov, 503.434.7405

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 21 years. We have worked for small organizations like the City of Yachats, Oregon, (population 1,000), and Morrow County, Oregon, (population 12,000), to medium sized cities like McMinnville, Oregon, (population 34,666), to large counties like Clatsop County, Oregon, and King County, Washington. 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 Administrator – City of Madras, OR; County Administrator – Morrow County, OR; County Administrator – Hood River County, OR; City Administrator – City of Ephrata, WA; City Administrator – City of Grandview, WA; City Manager – City of Rawlins, WY; Chief Executive Officer – Link Transit, WA; Parks & Recreation Director – City of Loveland, CO; Marine Terminals Business Development Manager – Port of Bellingham, WA; Engineering Manager – City of Fairview, OR.

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
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will travel to Canby 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 Administrator. We will:

- ◆ Meet with the City Council
- ◆ Meet with the Interim City Administrator
- ◆ Meet with Staff, as directed
- ◆ Meet with 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 regionally and nationally in professional publications, journals and on related websites.
- ♦ **Targeted Direct Mail Brochures** sent to hundreds of highly qualified city and county management professionals who are not actively searching for a new position.
- ♦ **Personal Candidate Outreach** via networking and thousands of personal emails from our database of ICMA 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 5 to 10 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

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

We will travel to Canby 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 the 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 Canby and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ♦ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, 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 Administrator full recruitment with a one-year guarantee is \$18,500. 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 Canby 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 - \$1,900)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if needed (approx. \$600 - \$800 per trip)
- Interview Packets and Shipping (approx. \$300 - \$500)
- 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 diverse and qualified 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



OREGON

COUNTY ADMINISTRATOR

\$126,256 - \$174,762 DOE

(Salary Effective July 1, 2023)

Plus Excellent Benefits

Apply by

May 28, 2023

(First Review, Open Until Filled)

PROTHMAN



MORROW COUNTY



Nestled in Northern Oregon along the Columbia River, Morrow County is a collective combination of natural agricultural lands, abundant recreational activities, and vast forest, mountain, and river views. With a total population of roughly 12,000, Morrow County covers 2,049 acres of land which encompasses five incorporated cities, 11 unincorporated communities, and a ghost town.

The largest city in Morrow County is the City of Boardman. With a population of roughly 4,400, Boardman is known for its agriculture, food processing, livestock, and recreation opportunities. Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grass parks, walking trails, and water activities with boat access through the Boardman Marina. Also located in Boardman is the SAGE (Sustainable Agriculture and Energy) Center; an interactive visitor and museum center which highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits of technology used by local industries and farmers to demonstrate the process of farm to table.



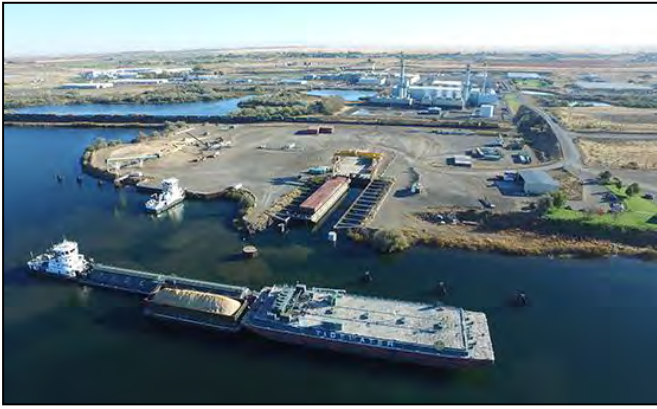
Also located in Boardman is the Port of Morrow, which serves the community with four industrial parks and is prominently known as a food processing center. The Port of Morrow (Port) is the second largest Port (behind the Port of Portland) and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export, and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.



Over the past several years, the Port of Morrow succeeded in diversifying the local/regional economy by accommodating state-of-the-art clean energy production facilities as well as high technology data centers. Economic sectors now served by the Port of Morrow include agriculture, food processing, livestock, transportation, warehousing, and freight distribution, information, advanced communications, energy, waste management, and recreation.

To the south of Boardman in the foothills of the Blue Mountains in central Morrow County, the County seat of Heppner offers small town living, affordable housing, a mild climate, and close access to outdoor activities. Locals enjoy recreation all year long, especially during the colder months when cross country skiing, snowshoeing, and snowmobiling are possible. The City's close proximity to the Umatilla National Forest and major Morrow County parks allow for activities to extend year-round to include hiking, golfing, fishing, camping, boating and more.

Just 33 miles south of Heppner is Morrow County's OHV (Off Highway Vehicles) Park, which offers visitors 9,000 acres of recreational wonderland. The Park offers multiple camp site areas, children's playgrounds, vast trails for quads, motorcycles and other off-road vehicles, fishing ponds, hiking trails, a golf area, mud pit, public shower and restroom areas, and on-site park staff. Other major Morrow County parks such as Cutsforth Park and Anson Wright Park also offer an abundance of RV camping locations, trail systems for hiking and off-roading, and many BBQ and picnic areas.



THE ORGANIZATION

Operating from offices in the city and county seat, Heppner, Morrow County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. Morrow County employs approximately 150 FTEs and operates on a FY 22-23 budget of approximately \$80 million including a Capital Improvement Project budget with over \$2 million for future buildings that include a new Circuit Court building and a Public Transit facility, and \$18,095 for the Columbia River Heritage Trail: A Community Millennium Trail. County departments include: Assessment & Tax, Clerk/Elections, County Administration, District Attorney, Emergency Management, Fair Office, Finance, Human Resources, Justice Court, Juvenile Department, Planning, Public Health, Public Works, Sheriff, Surveyor, Public Transit, Treasurer, and Veterans Services.



THE POSITION

Under the direction of the Board of County Commissioners, the County Administrator (CA) is responsible for implementing BOC policy, managing County operations, oversight of the County's budget, and supervisory authority over Department Directors. The person in this position will advise, assist and act as agent as directed by the BOC. The CA has responsibility and authority to assure County functions are carried out efficiently and effectively, and will provide leadership and administrative guidance to all elected and appointed Department Directors and processes as assigned by the BOC.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. The County has three newly serving Commissioners who are bringing new ideas to the County and are eager to work with the County's next County Administrator.
2. The County Administrator will work on several Feasibility Studies challenges. The Feasibility Study includes the Courthouse remodel, a new Circuit Court building, and a rapidly growing County staff. With the growing County Staff, the County will need to prepare for growth in terms of space.
3. The County has a number of rapidly growing communities which present the County with many positive opportunities in the future.

EDUCATION & EXPERIENCE

- A bachelor's degree in business administration or related field, preferably supplemented by a master's degree in business or public administration, or a related field.
- Five (5) years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which includes experience in budget preparation, personnel administration, and program development, implementation and management.
- Any equivalent combination of experience, education, and training that would allow a candidate to perform the duties of this position will be considered.
- The selected candidate will be required to live within the County.

COMPENSATION & BENEFITS

- **\$126,256 - \$174,762 DOE**
- Excellent Medical, Vision and Dental Insurance (92.5% Employer Paid)
- Life Insurance (\$12,000 Plan) – employer paid
- LTD and AD&D – employer paid
- Potential Hiring Bonus
- Potential Relocation Allowance
- Vacation and Sick Leave – 12 days each per year to start. PTO can be negotiated to be front loaded.
- 12 Paid Holidays
- 40 hours of Administrative Leave per year (extra leave to help alleviate OT worked by exempt employees)
- 401(a) Retirement Plan (Employee 6%, County contributes 9%)
- Voluntary Employee Contribution to Deferred Compensation
- Supplemental AFLAC Products
- Air Life Flight Insurance provided by Morrow County
- A County Cell Phone for Business Use



**For more information on
Morrow County, please visit:
www.co.morrow.or.us**



Morrow County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 28, 2023** (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 "**Morrow County, OR – County Administrator**", and click "**Apply Now**", or click [here](#). 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



ENGINEERING MANAGER

\$85,728 - \$109,428

Plus, excellent benefits.

First Review:

April 30, 2023

(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

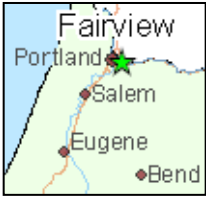
Prothman is currently recruiting for the **Engineering Manager** position for the **City of Fairview, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know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

Thank you for your consideration and help!

PROTHMAN



THE COMMUNITY



The City of Fairview (population 10,451) is located along the Columbia River, 20 minutes east of downtown Portland at the gateway to the natural splendors of the Columbia River Gorge and easy driving distance to Mt. Hood. Fairview is a family-friendly home to residents from diverse backgrounds and cultures. Fairview has experienced impressive population growth in the last 10 years and is poised for continued prosperity. Today, Fairview is home to Fairview Village, a renowned planned community and recipient of the Governor's Livability Award. Connecting neighborhoods and parks with rails and paths, it also offers compact mixed-use space with a diverse mix of residential accommodations, as well as commercial and civic amenities within easy walking or biking distance. Historic Fairview, north of the Village, offers modest homes on quiet streets. Creatively themed, well-maintained local parks provide attractive gathering spaces and host meaningful community events such as Fairview on the Green and several annual holiday celebrations. The City is very proactive in community and economic development. In 2018 the City established an Urban Renewal Agency which is focused on creating a new main street and downtown. Last year the City built and opened the Fairview Food Plaza, a community gathering place with 16 food carts, a large dining hall with a beer and wine bar, and a seasonal farmers market. The City is partnering with a private developer to create the Heart of Fairview on five acres of City property at the corner of Halsey Street and Village Street. A 10,000 square-foot market hall, adjoining commercial spaces, public plaza, greenspace and apartments will create a center of gravity to downtown, and link the main street to the village.

THE CITY

The City of Fairview operates on a FY 2022-23 budget of \$34.6 Million including a General Fund of \$6.75 Million. The Fairview Urban Renewal Agency has a FY 2022-23 budget of \$4.1 Million. The City has approximately 27 FTEs and operates under a Council-Manager form of government with a City Manager, seven elected council members, including the Mayor and one councilor who serves as the Council President.

THE DEPARTMENT & POSITION

The Public Works Department includes Engineering, Operations, Building, Planning and Economic Development, and operates with 14 FTEs and a FY 22-23 budget of \$6.75 Million, plus capital projects. Public Works operates a water utility of City wells, treatment, and distribution; a sewage collection utility; as well as stormwater, streets, and parks. The five-year Capital Improvement Plan lists projects totaling \$34.6 Million.



The Engineering Manager provides a wide variety of technical engineering services at the senior level, requiring substantial professional responsibility and independent judgment pertaining to planning, design, contract administration, construction inspection, program management, policy development, customer service and related matters for sanitary sewer, storm water, potable water, parks, transportation, and environmental compliance. The Engineering Manager will provide project management for a number of high-profile projects for the City, working closely with the Public Works Director and others. The Engineering Manager is a non-represented, FLSA-exempt management position that will supervise the department's Engineering Technician and Office Assistant III, and will assist property owners, developers, and the public in technical matters related to civil engineering. This includes providing information on the regulations, codes, and guidelines that apply to property and projects; as well as technical review and processing of development applications; reviewing plans for conformance with local and regional standards and performing infrastructure inspections for acceptance. Additionally, the Engineering Manager helps review and develop the City's Capital Improvement Plans, and is the City's lead on the Municipal Separate Storm Sewer System program. The Engineering Manager focuses on promoting a positive customer experience and provides services to citizens and applicants in an effective and efficient manner.

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



MAY 2023

City Administrator Recruitment Proposal

FOR THE CITY OF CANBY

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com

City Council Packet Page 96 of 148





May 26, 2023

Mr. Joseph Lindsay
City Attorney/Assistant City Administrator
City of Canby
222 NE 2nd Street
Canby, OR 97013

Dear Mr. Lindsay,

Thank you for the opportunity to provide a proposal to assist the City of Canby with the recruitment of its next City Administrator. It would be a pleasure to work with the City again, as I had the privilege of assisting the City with the recruitment of your longtime city administrator Mr. Richard Robinson.

GMP is well positioned to partner with the City as we are currently conducting manager searches for the cities of John Day and Heppner, OR and have recently completed the city manager search for the City of Astoria, OR. Additionally, GMP is conducting recruitments for the City of Belgrade, MT – Assistant City Manager, Lewis County WA – County Manager and Grays Harbor County, WA – County Administrator. These and other recently completed searches provide us with an excellent knowledge of both Oregon and national city management candidates.

Having conducted 500 total recruitments including 37 Oregon city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President,
GMP Consultants



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ABOUT GMP CONSULTANTS

GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 500 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.





Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

PROJECT TEAM MEMBERS

Greg M. Prothman – Project Manager

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Bob Larson – Lead Consultant

Bob is an accomplished municipal manager who has held senior management positions in local government since 1987. His service includes 17 years with two communities in Washington State and 17 years with three communities in Minnesota. Bob is a past-president of the Washington City-County Manager Association (WCCMA). He also served on the board of directors of the Association of Washington Cities (AWC), Sound Cities Association (SCA) and NORCOM. He is known and well respected within municipal government for his leadership and management qualities. Bob has a strong background in municipal finance, capital programs development, creating community partnerships, economic development, customer service improvements and organizational development. He has a Bachelor of Science degree and a Master of Arts degree, both in Urban & Regional Studies. He is an avid cross-country skier, cyclist and hiker. He and his partner, Jane, enjoy travelling and new adventures. Most importantly, he is the proud father of Ben and Emma.

Kate Hansen – Recruitment Coordinator

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings



a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll virtually meet with the Mayor & City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals. Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon City Managers Association
- Oregon League of Cities
- Association of Oregon Counties
- Washington Association of Cities
- Association of Idaho Cities
- Municipal Management Association of Northern California
- California City Management Foundation
- Colorado City Managers Association
- Government Jobs
- Careers in Government

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 western United States.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.



Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

Search Work Session – We will meet with you via Zoom to review semifinalists. Prior to the meeting we will send you're the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Council select the finalist candidates and design the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

PROFESSIONAL REFERENCES

City of St Helens, OR

John Walsh
City Administrator
jwalsh@sthelensoregon.gov
503 366 8211
Finance Director (*recently completed*)

Gunnison County, CO

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
Six department/assistant county manager
recruitments

City of Belgrade, MT

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
Human Resource Director
Assistant City Manager (*in process*)

City of Lakewood, WA

John Caulfield, City Manager
jcaulfield@cityoflakewood.us
253-983-7703
Finance Director
City Manager



PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$17,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800)
- Direct mail announcements (approx. \$1,300 - \$1,800)
- Consultant travel: Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$170 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will, conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

OREGON CAO SEARCHES BY GMP'S CONSULTANTS

City of Astoria, OR (2) City Manager	City of Hermiston, OR City Manager	City of Mt. Angel, OR City Manager	City of Woodburn, OR City Administrator
City of Bandon, OR City Manager	City of Hood River, OR City Manager	City of Ontario, OR City Manager	City of Yachats, OR City Manager
City of Burns, OR City Manager	City of John Day, OR City Manager	City of Scappoose, OR City Manager	Clackamas County, OR County Administrator
City of Canby, OR City Administrator	City of Heppner City Manager	City of Toledo, OR City Manager	Clatsop County, OR County Manager (2)
City of Coburg, OR City Administrator	City of Lake Oswego, OR City Manager	City of Troutdale, OR City Manager	Curry County, OR County Administrator
City of Coquille, OR City Manager	City of Lebanon, OR City Manager	City of Umatilla, OR City Manager	Deschutes County, OR County Administrator
City of Drain, OR City Administrator	City of Lincoln City, OR City Manager	City of Waldport, OR City Manager	Hood River County, OR County Administrator
City of Damascus, OR City Manager	City of McMinnville, OR City Manager	City of West Linn, OR City Manager	Lane County, OR County Administrator
City of Gladstone, OR City Administrator	City of Milwaukie, OR City Manager	City of Wood Village, OR City Manager	



ADDITIONAL CAO SEARCHES BY GMP'S CONSULTANTS

Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager

City of Connell, WA

City Administrator (2)

City of Covington, WA

City Manager

City of DuPont, WA

City Administrator

City of Duvall, WA

City Administrator

City of Edgewood, WA

City Manager (2)

City of Ellensburg, WA

City Manager

City of Emeryville, CA

City Manager

City of Fife, WA

City Manager

City of Fircrest, WA

City Manager (2)

Town of Friday Harbor

City Administrator

City of Gig Harbor, WA

City Administrator

City of Gillette, WY

City Administrator

City of Hailey, ID

City Administrator

City of Issaquah, WA

City Administrator

Deputy City Administrator

City of Kelso, WA

City Manager

City of Kenmore, WA

City Manager (2)

City of Ketchum, ID

City Administrator

City of Lacey, WA

City Manager (2)

City of Lake Forest Park, WA

City Administrator (3)

City of Lake Stevens, WA

City Administrator

City of Lakewood, WA

City Manager

Assistant City Manager

City of Leavenworth, WA

City Administrator (2)

City of Lewiston, ID

City Manager

City of Livingston, MT

City Manager

City of Longview, WA

City Manager

City of Louisville, CO

City Manager

City of Lynden, WA

City Administrator

City of Mill Creek, WA

City Manager

City of Newcastle, WA

City Manager (2)

City of Minot, ND

City Manager

City of Monroe, WA

City Administrator

City of Moses Lake, WA

City Manager (2)

City of Mountlake Terrace, WA

City Manager (2)

City of Mukilteo, WA

City Administrator

Management Services Director

City of Newcastle, WA

City Manager (2)

City of Normandy Park, WA

City Manager

City of Othello, WA

City Administrator

City of Pasco, WA

City Manager (2)

Deputy City Manager

City of Polson, MT

City Manager

City of Port Angeles, WA

City Manager

City of Post Falls, ID

City Administrator

City of Prosser, WA

City Administrator

City of Puyallup, WA

City Manager

City of Rawlins, WY

City Manager

City of Renton, WA

Chief Administrative Officer

City of Ridgefield, WA

City Manager

City of Riverton, WY

City Administrator

City of Sammamish, WA

City Manager (2)



City of Shelton, WA

City Administrator

City of Sheridan, WY

City Administrator

City of Shoreline, WA

City Manager (2)

Deputy City Manager

City of South Lake Tahoe, CA

City Manager

City of Spearfish, SD

City Administrator

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator

City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator

City of Sun Valley, ID

City Administrator

City of Sunnyside, WA

City Manager

City of Thorne Bay, AK

City Administrator

City of Tumwater, WA

City Administrator

City of Vancouver, WA

Assistant City Manager

City of Walla Walla, WA

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

County of Los Alamos, NM

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

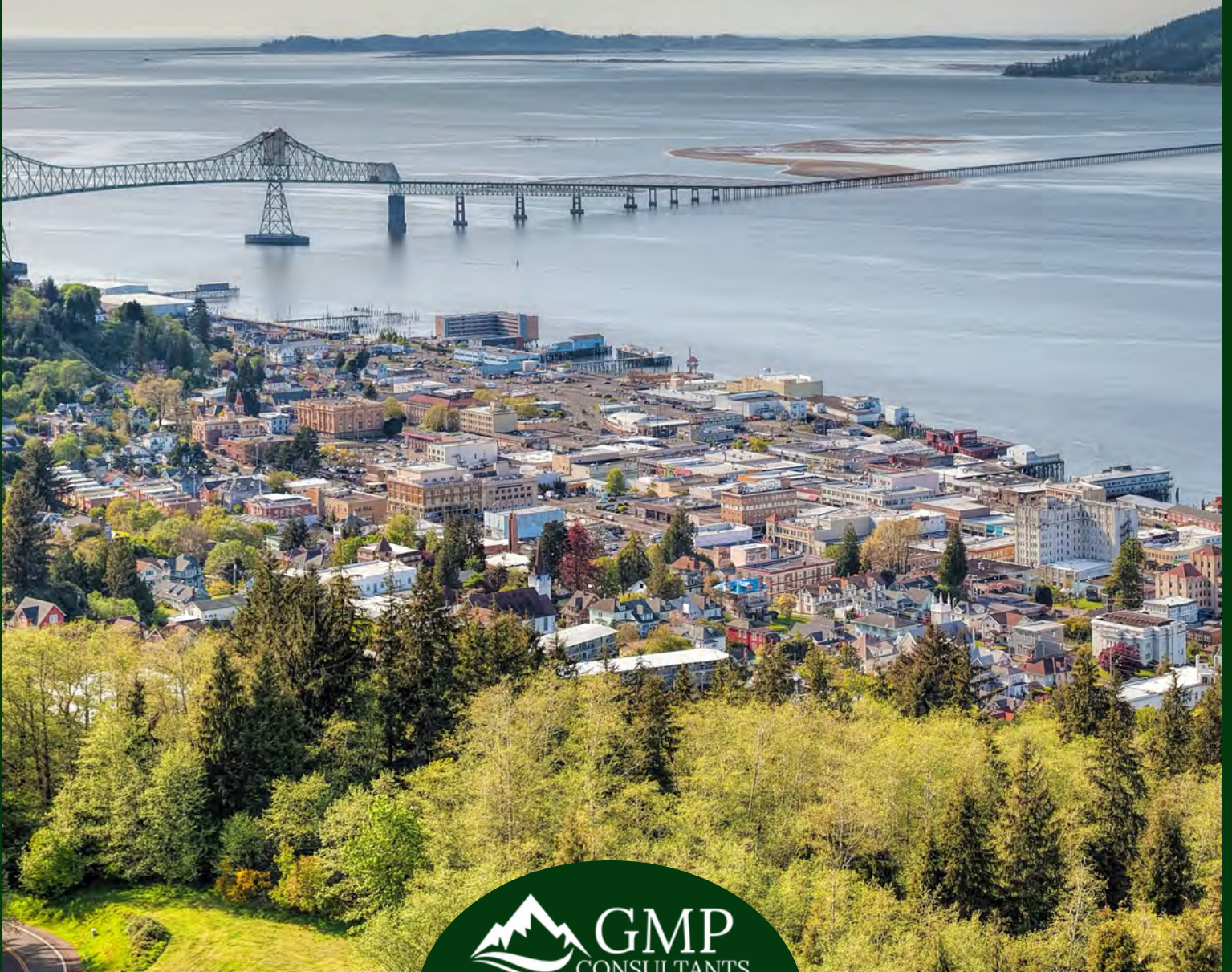
EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)



CITY MANAGER

ASTORIA, OREGON





WELCOME TO ASTORIA

Located in Oregon's northwestern corner, Astoria is a historic and vibrant riverfront community overlooking the Columbia River's entrance into the Pacific Ocean.

Founded in 1811, Astoria celebrates a rich history tracing back to Lewis and Clark. This historic logging and fishing town is now home to a variety of successful businesses and industries contributing to a diverse economic landscape. Astoria's 10,000 residents enjoy eclectic shops, museums, galleries, coffeehouses, restaurants, and a growing industry of world-class craft breweries. The city's lively and walkable downtown encompasses 40 blocks and is listed in the National Register of Historic Places. The iconic 1920's Liberty Theater is a cherished community gathering place and host of the annual Astoria International Film Festival.

With steep hills, sweeping views, and lovingly restored Victorian homes, Astoria has been called the "Little San Francisco of the Pacific Northwest." The city's charm and beauty have served as the setting for Hollywood movies such as *The Goonies*, *Kindergarten Cop*, and *Free Willy*. Astoria's community is deeply proud of their historical heritage and passionate about preserving the city's innate character and authenticity.

The city is home to a five-mile river walk, the historic Riverfront Trolley, the 164-step Astoria Column offering 360-degree views, a 4-pool Astoria Aquatic Center, and a lively Sunday market (May through October). Clatsop Community College provides continuing education and Columbia Memorial Hospital serves the region as level-4 trauma center.

Astoria Unified School District recently completed a \$70 million voter-approved project to renovate and modernize their schools. The U.S. Coast Guard maintains a strong presence in the community, operating out of their Astoria air station since 1964. For commercial air travel, Portland International Airport serves the area 90 miles to the southwest.

WHY APPLY?

Join the historic City of Astoria and lead the oldest American settlement west of the Rockies. The City has had three city managers in 22 years and enjoys a reputation as being well-managed with an excellent working relationship between Council and staff. If you are looking for a friendly community with a great quality of life, a stable Council-Manager form of government, and a City with solid financial reserves, this may be the right opportunity.

THE CITY OF ASTORIA



The City of Astoria operates under the Council-Manager form of government. Voters elect four councilors by ward and a mayor, who each serve four-year terms. The Mayor appoints all City Boards and Commissions. The Mayor and Councilors appoint the City Manager, City Attorney, and Municipal Judge; The City Manager appoints all other City employees.

Astoria is a full-service city with a current budget of \$58.68M (plus \$7.57M for urban renewal districts) operating with a team of 105 FTEs plus approximately 65 part-time employees. Departments include:

- City Manager
- Community Development
- Finance
- Fire
- Human Resources
- Library
- Parks & Recreation
- Police & 911 Dispatch
- Public Works & Engineering

Astoria strives to preserve the City's unique character, providing livability and quality of life for residents, promoting a thriving local economy, and encouraging resilience as a community. The City is committed to being a community welcoming diversity, embracing equity and inclusion, and treating all with respect.

THE IDEAL CANDIDATE

The City of Astoria seeks an experienced city management professional to lead this full-service city as its next City Manager. This person will recognize, respect, and appreciate the qualities that make Astoria a unique community.

This ideal candidate will be honest and transparent with highly developed communication skills. This person will have a collaborative management style and the ability to build effective working relationships with the business community, an active citizenry, and City staff. They will bring a successful track record of working with an elected board and labor unions. The successful candidate will be passionate about local government, with a successful and productive career demonstrating progressively responsible management experience in public administration.



OPPORTUNITIES & CHALLENGES

Library Bond

The City is proposing an \$8 million voter approved bond for the construction of a new library. If the bond passes, this along with the City's additional two million dollars will result in a \$10 million new construction project. If it fails, the current library will receive a \$2 million dollar renovation.

Affordable Housing

The City's available housing and building lots are limited as the City is surrounded on three sides by the Pacific Ocean and Columbia River and was largely built out by the 1930's. The new city manager will need to review city development regulations such as those addressing density and incentivizing accessory dwelling units.

Homelessness

Like many Oregon communities, Astoria is experiencing a homelessness crisis. While the City has made solid progress in addressing the issue, the new City Manager will need to continue working on potential solutions to this complex problem and to coordinate with other municipal and County partners in identifying and implementing solutions.



COMPENSATION & BENEFITS

The City of Astoria is offering a salary range of \$150,000 to \$175,000 annually depending on experience. The comprehensive benefits package includes:

- Oregon PERS Retirement; 6% pre-tax employee contribution
- Medical/Dental/Vision Insurance (90% City paid)
- Life, AD&D, STD, LTD Insurance
- Holidays: 10.5 days per year
- Vacation: 20 days per year (13.33 hours accrued monthly)
- Sick Leave: 8 hours per month
- Stability Pay: Provided at 5+ years of service.
- Additional \$150,000 life insurance policy
- Matching deferred compensation contributions
- Car allowance



Photo by Jody Miller

RESOURCES

[City of Astoria](#)



[Chamber of Commerce](#)

[Daily Astorian](#)

[Travel Oregon](#)

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TO APPLY

Apply Online: gmphr.com

First Review: August 28, 2022

More Info: Greg M. Prothman, GMP Consultants
Greg@gmphr.com / 206-714-9499





CITY MANAGER

CITY OF NEWCASTLE, WA

Dear Colleague,

GMP Consultants is assisting the City of Newcastle in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other chief administrative officers and deputies who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman

GMP Consultants
gmphhr.com



City Council Packet Page 110 of 148





THE IDEAL CANDIDATE

The City of Newcastle seeks an experienced city management professional to lead this contract city in the best interest of its citizens with high standards of integrity. The ideal candidate will have the insight to appreciate Newcastle's rich history, quality of life, and role in the region. As a creative problem solver, they will help guide the City as it grows, ensuring that such growth is pragmatic while retaining Newcastle's sense of community.

The successful candidate will be a positive influence and advocate for the City, building trust by nature. This person will bring a collaborative management style and have the ability to both attract, coach, and retain high quality staff. They should bring an exceptional understanding of public sector budgeting and finance as well as demonstrated success at obtaining grants and other funding opportunities.

The individual selected will be a strategic, forward thinker with highly-developed communication skills and the ability to navigate effective working relationships both inside and outside the organization. Patience, honesty, transparency, and diplomacy are key attributes.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field. An advanced degree is preferred.
- A minimum of seven years professional experience, four of which shall be at the department director, assistant city manager, deputy city manager, or similar level of leadership responsibilities.
- All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

THE CITY

Located 13 miles southeast of Seattle, Newcastle is a peaceful residential community tucked in the hills between the larger cities of Bellevue, Renton, and Issaquah. Newcastle is known for offering its 13,310 residents the convenience of metropolitan living with the comfort and community of a small town. The City is in close proximity to many corporate headquarters, including Microsoft, Amazon, Starbucks, and Costco. Money Magazine has repeatedly named Newcastle as "100 Best Places to Live" and Safewise named Newcastle the 10th safest city in Washington in 2022.



Incorporated in 1994, the City of Newcastle strives to be one of the best small towns in the country. City staff are an experienced, progressive group who work to provide a high level of service and foster a sense of community for the broad diversity of people who choose to call Newcastle home. The departing City Manager has served the City since 2010.

Operating with a 2022 budget of \$23,264,250 and a team of 28.6 FTEs, Newcastle's departments include: City Manager, Community Development, City Clerk, Human Resources, Finance, Fire & EMS, Police, and Public Works. Police, fire, and attorney services are provided by contract.

**LEARN
MORE**

Visit gmphr.com

Salary: \$175,000 - \$215,000 DOQ

First Review: June 5, 2022

Andrew Nieditz, GMP Consultants
Andrew@gmphr.com / 253-732-8081





City Administrator Recruitment Proposal

Prepared for:

City of Canby

May 2023

By:



May 30, 2023

Joseph Lindsay
City Attorney/Assistant City Administrator
City of Canby
222 NE 2nd Ave
Canby, OR 97013

Dear Mr. Lindsay,

Thank you for the opportunity to submit a proposal to conduct a recruitment for the City of Canby.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. Our firm is based wholly in Oregon and specializes in executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meetings, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
5. Our firm works with cities across the state so we are well connected to identify and vet potential candidates that may be the best fit for our recruitment clients.
6. We treat our candidates with dignity and respect throughout our recruitment processes.
7. Jensen Strategies is a Oregon-certified Emerging Small Business (ESB) # 9880.

We appreciate the opportunity to submit our proposal to assist the City of Canby with this recruitment. It will be our pleasure to partner with the City on this important search.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Erik Jensen', followed by a long horizontal line.

Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the City of Canby's next City Administrator. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Canby (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

Phase 1: Start-up / Candidate Profile Development

- 1.1 Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Administrator and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

- 1.2 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, City executive management, and City Recorder to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Administrator. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

Deliverables: Up to 18 stakeholder interviews.

- 1.3 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of Canby.

- 1.4 Stakeholder Meetings and Surveys:** To gather information on the desired attributes for Canby's next City Administrator, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Canby would like to see in its next City Administrator. We also have the ability to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

Deliverables: One Zoom or in person public meeting and two online surveys for community and City staff input.

- 1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews, stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft.

- 1.6 Draft Finalization:** We will discuss our draft candidate profile with the current City Administrator and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

- 1.7 Review and Adoption of Candidate Profile and Hiring Process:** We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval.

Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption.

Phase 2: Position Advertisement

- 2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

- 2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified planning professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications against the adopted City Administrator profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Initial application screening.

- 3.2 Semi-Finalist Zoom Interviews:** We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

- 3.3 Recommendation of Finalists:** We will attend an executive session of the City Council in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will provide briefing notebooks with information on all the candidates we interviewed. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Council will announce the finalists in a regular business meeting after we notify the selected finalists and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Council consensus on up to four finalists.

- 3.4 Background Checks on Finalists:** We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

- 3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

Deliverables: Reference check summaries for up to four finalists.

- 3.6 Finalist Receptions:** Prior to the final interviews, two receptions (In-person or Zoom depending on the status of the pandemic and City policy) will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two in-person or virtual finalist receptions. Feedback survey for participants.

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by four panels consisting of (1) the City Council, (2) department heads, (3) local government administrators from other jurisdictions, and (4) a panel of key community members. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

- 3.8 Council Deliberations and Selection:** The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

- 4.1** As requested by the City, we will assist in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Canby.

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Guarantee

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date, we will conduct replacement recruitments for no additional professional fee. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee assumes that the selected candidate signs an employment agreement with the City prior to starting work.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.

Date	Actions
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re: draft candidate profile and hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Week 15	Background/reference checks on finalists
Week 16	Finalist receptions, interviews, and selection

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: \$28,500

Direct Expenses: Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,500)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$60 daily per diem per person)

Estimated expenses for this recruitment are \$5,000 plus any out of state candidate travel and lodging expenses if relevant.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

Recruitment Experience

Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (currently recruiting)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Sandy, OR	City Manager (currently recruiting)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017) City Manager (2023)
City of Stayton, OR	City Manager (2022)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
City of Yachats, OR	City Manager (currently recruiting)
Columbia Pacific Economic Development District	Executive Director (currently recruiting)
Port of Hood River, OR	Finance Director (2022)
Washington County	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)

Team Profiles

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since the Fall of 2020 providing recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.



Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

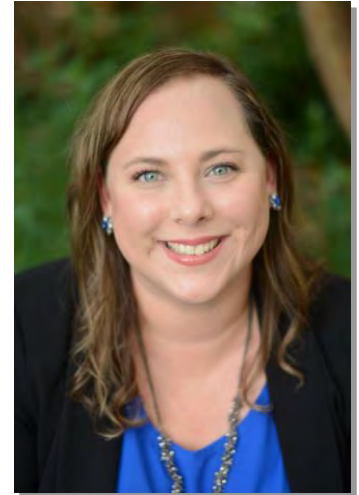
Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



Ellen Conley, Consultant

Ellen Conley is Of Counsel with Jensen Strategies specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She began working with the firm in 2014 and assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.



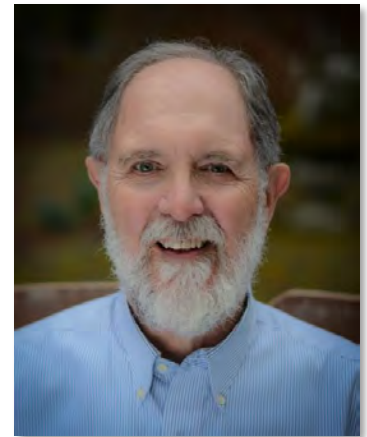
Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

When Ellen isn't working, she enjoys the serenity of the outdoors around her rural Montana home. She spends her leisure time hiking, horseback riding, and rafting with her husband Doug and their two dogs.

Dave Waffle, Consultant

Dave Waffle is a retired City Manager with more than 45 years of municipal management experience.

His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.



He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. Locally, Dave was in leadership positions for Oregon's Tualatin River basin with the Tualatin River Watershed Council, Clean Water Advisory Commission and the Tualatin Riverkeepers. While City Manager, he helped the City of Cornelius, Oregon gain the Health and Community Services Award from the International City/County Management Association (ICMA) in 2010 for a community engagement project expanding recreation and health services for families who have disabled children. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

Bill Peterson, Consultant

Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.

Bill is an avid woodworker, backpacker, fly fisher, along with a dedication to his wife and partner Lari. Three grown children and their partners, and eight grandchildren. Bill and Lari also love to travel, with an affinity for cruises.



Michael McElwee, Consultant

Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. A particular focus of the Port's economic development efforts during his tenure was the revitalization of the Hood River Waterfront. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.



In his spare time, Michael enjoys recreational pursuits throughout the Columbia River Gorge including backpacking, skiing and trail running. He is also active as a backyard beekeeper and serves as a volunteer in several capacities for the Hood River County School District.

Dr. Stacy Thompson, Consultant

Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion. She supports student success in instruction and services by creating innovative programs and strategically aligning resources.



Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.

As a consultant, Stacy specializes in supporting institutions with setting and reaching programmatic goals by facilitating the evaluation, creation or enhancement of internal delivery systems. She also provides professional growth opportunities to faculty, classified staff and administrators, in groups or individually, who wish to advance their careers.

Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.

References

Jensen Strategies has the honor of being recommended by:

Nolan Young, Former Fairview City Manager
3447 Royal Crest Drive
The Dalles, OR 97058
541-300-0551
nyoung@gorge.net

Steve Wright, Mayor
City of Seaside
989 Broadway
Seaside, OR 97138
503-984-5324
swright@cityofseaside.us

Rob Drake, former Cornelius City Manager
503-781-3160
drarej@comcast.net

Michael Preedin, Mayor
City of Sisters
520 East Cascade
Sisters, OR 97759
541-719-8848
mpreedin@ci.sisters.or.us

Sample Recruitment Brochures

Cornelius

Oregon's Family Town



CITY MANAGER
City of Cornelius, Oregon

CITY MANAGER

CITY OF CORNELIUS, OREGON

\$140,000 to \$175,000 plus excellent benefits

Cornelius

Oregon's Family Town

POPULATION

13,498

BUDGET

\$69.5 MILLION

FTE POSITIONS

45.8

CITY DEPARTMENTS

Support Services

Administration
Human Resources
Finance
Facilities

Community Development

Planning

Community Services

Parks
Library

Fire

(Fire Chief contracted with
City of Forest Grove)

Police

Public Works

Water
Sanitary Sewer
Streets

Surface Water Management
Engineering

BENEFITS

Medical/Dental/Vision

PERS Retirement

Life & Disability Coverage

Voluntary Life & Disability

Car & Cell Phone Allowance

Generous Vacation, Holiday,
& Sick Leave

COMMUNITY

Diverse

Parks

Family Friendly

Community Spirit

Small Town Character

JS

JENSEN STRATEGIES

THE COMMUNITY

The City of Cornelius, Oregon (population 13,498) is located in Washington County in the Tualatin Valley, approximately 25 miles west of Portland and 10 miles east of the Coast Range. Cornelius is a small, thriving city in the heart of Oregon's Silicon Forest, with a mixture of high-tech industries, farmland, and vineyards. Cornelius' location provides a variety of attractive elements with easy access to one of America's premier wine regions with world-class vineyards, and less than an hour drive east of the Oregon Coast and a half hour drive to the urban amenities of Portland.

Historically, the Cornelius family settled in the Tualatin Valley in 1845, eventually building a creamery, grain warehouse, and two sawmills, quickly becoming a hub for local farmers. The City of Cornelius, incorporated in 1893, maintains its historic and well-established rural farming community, with some families able to trace their roots back to the City's settlement. The area maintains pride in their agricultural roots while the economy continues developing, diversifying, and growing. Rich in cultural history, Cornelius is the second most diverse town in Oregon, with over 50% of the population identifying as part of the Latino/a/x community. City Council reflects the diversity of the community, including a gender balanced, majority Latino/a Council membership. The town benefits from three prominent community organizations founded to serve the Latino/a/x community, including the Centro Cultural of Washington County, Virginia Garcia Memorial Health Clinic, and Adelante Mujeres.



THE COMMUNITY (CONT.)

Known as Oregon's family town, the community is deeply caring and takes pride in its many attributes that represent and serve their residents, including designation of being a Purple Heart City (2017) and All-America City Winner (2019). In partnership with Adelante Mujeres, Cornelius recently launched a weekly farmers market to great success, sharing and celebrating the City's diverse community through food, music, arts, and a wide range of other artisanal local products. The walkable city has access to many outdoor recreational activities, including many large parks, dynamic playgrounds, and community performance areas that provide public gathering places for the community. The recently built Cornelius Public Library offers a variety of multigenerational activities, as well as providing innovative housing and senior services through affordable housing units built on the upper floors. Additionally, a 15-mile trail is planned to link Cornelius with neighboring towns, offering pedestrians and cyclists safe and pleasant transportation and connections to enjoy the local and surrounding area.



THE ORGANIZATION

The City of Cornelius employs a Council-Manager form of government with the legislative and policy-making body composed of a five-member City Council with four Councilors and a Mayor. The Mayor serves a two-year term and Councilors serve four-year terms, with two Councilor terms expiring in each biennial election. The Mayor appoints the City Manager with the consent of the City Council. The City Manager serves as the City government's administrative head and is responsible for all City business administration and implementing policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, leads long-term planning efforts, and serves as a liaison between the policy-making and operational functions of the City. City departments include Support Services (administration, finance, human resources, and facilities), Community Development & Planning, Community Services (parks and library), Fire, and Public Works (water, sanitary sewer, streets, surface water management, and engineering). The City employs 45.8 full-time equivalent employees. It also contracts with the Washington County Sheriff's Office for full police services, with 14 deputies. The City's 2021-2022 budget is approximately \$69.5 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to effectively build teams, develop and support staff, and facilitate organizational and human resources policy updates is crucial. Value and practice collaboration, compassion, accountability, transparency, empathy, and inclusivity. Employ a management style that is highly organized, ethical, approachable, communicative,

and respectful of all viewpoints. Experience with union relations and business continuity planning is helpful.

- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively maintains awareness and keeps the Council informed of City operations and legal obligations to assist in their role as the City's governing body. Skills to facilitate effective and informed decision-making processes and support Council's ability to collaborate, set goals, and provide strategic leadership. Experience with goal setting procedures and an ability to integrate Council goals into City operations is helpful. Knowledge of Council procedures to support smooth and correct execution of Council governance is helpful.
- **Strong public finance skills** to manage a multi-faceted budget, various revenue sources, and plan for long-term fiscal stability. Ability to strategically balance multiple organizational priorities while taking a comprehensive and innovative financial planning approach to meet the City's long-term goals. Skills to accomplish these goals in the context of a diverse community, limited property tax revenue, several special funds like Urban Renewal, and increasing service demands is important. Experience with Oregon budget law and requirements and ability to advocate for City interests in County and regional funding decisions is necessary.
- **Proven community development and urban renewal experience** to effectively maintain and promote sustainable local economic growth. Experience managing

and supporting Urban Renewal District projects, strategically managing land supplies to support potential future Urban Growth Boundary expansion efforts, and Oregon land use knowledge is important. Demonstrated skills to develop and implement long-term plans with transparency and community inclusion.

- **Commitment to inform and engage the community** in policy and operational decisions. Preparedness to maintain and expand the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making. A willingness to be inclusive, accessible, visible in the community, open-minded, and employ an even-handed approach to diverse views and interests is imperative. Knowledge of effective best community engagement practices for a growing community is important. An ability and willingness to support efforts to stimulate community spirit is desired.
- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Demonstrates a commitment to visible, accessible, inclusive, and timely communication with all groups. A communication style that is open, patient, respectful, and encourages productive two-way dialogues is essential. Ability to provide meaningful information on complex policy issues with a variety of audiences to facilitate community engagement in City decision-making is beneficial.





Communicates verbally and in writing with clarity, substance, and empathy. Fluency in Spanish and/or familiarity working with Spanish-speaking or English as a second language communities is highly desired.

- **A demonstrated understanding of diversity, equity, and inclusion (DEI) practices,** including fostering DEI in City public participation processes and evaluations. Exhibits cultural competency and working understanding of racial and social equity issues and principles to continue and deepen the organization's efforts developing policies and community engagement approaches that cultivate greater racial and social equity. Experience building active and trusting community engagement relationships with underrepresented communities and increasing language accessibility is important.
- **A strong understanding of water supply infrastructure planning, maintenance, construction, and funding.** Ability to carry out projects while planning for residential and commercial/industrial growth is necessary. A commitment to effectively engage community members and intergovernmental interests to build consensus around project approaches, planning, and implementation is important.
- **Public safety planning experience** to oversee and plan for organizational and operational changes related to public safety departments. Ability to provide meaningful information to a variety of audiences, especially community members, regarding public safety issues and decisions such as potential service agreements is important.

- **Ability to foster effective intergovernmental relations**

to maintain and strengthen working relationships while representing the City's interests. An ability to manage and evaluate existing agreements to ensure they are cost effective and clear using proactive communication, collaboration, and accountability. Skills to identify and pursue mutually beneficial projects with peer local governments, County, State, and other agencies and develop a strong network of Oregon-based professional municipal relationships is desired.

- **Technologic skills and competency** to maintain City community systems and service efficiencies. Ability to effectively evaluate and coordinate implementation of new software tools, process updates, and other technology opportunities that might benefit the City is important. Espouses a commitment to stay current in the field and seeking continuing career development opportunities as practicable.
- **Appreciation for Cornelius' unique community attributes** that make it Oregon's family town, including as a past recipient of the All-America City Award. Appreciation of Cornelius' diverse community and deep agricultural roots. Willing to be an active member of the community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.



Henry Hagg Lake



POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

• Fire Service Planning

The City of Cornelius currently operates its own Fire Department with six full time employees and led by a shared Fire Chief with the City of Forest Grove. The Fire Department also provides fire protection service for a rural fire protection district. In an effort to reduce costs while maintaining service levels, the City is interested in potential opportunities to create a shared independent fire district with peer communities. The next City Manager will need strong intergovernmental planning and negotiation skills to develop mutually beneficial and effective fire protection service agreements in coordination with the Fire Chief. Financial analysis to provide appropriate and effective funding structures for potential fire service arrangements that avoid tax compression or overburdening lower income residents for such efforts is important. The next City Manager will be expected to facilitate discussions and decision-making on behalf of the City in collaboration with the City of Forest Grove and other communities who would benefit from the new fire district.

• Community and Economic Development Planning

Cornelius takes pride and is committed to maintaining and enhancing local economies to support economic opportunity and contribute to a vibrant, distinct community character. To support these efforts, the City implemented an Urban Renewal Agency (URA) in 2019 with revenues dedicated to the District. The City has limited available undeveloped land (commercial and industrial), that will require creative and strategic planning to maximize limited space. This work also includes identifying innovative, attractive, and appropriate options to support development and/or improvement opportunities for existing, prominent properties in town that are vacant or in need of redevelopment. Also, a new 906 unit subdivision, Laurel Woods, is underway to increase housing supply as the community grows and develops and is located on the last significantly sized buildable lots. The next City Manager will be expected to facilitate the identification, planning, and implementation of new and strategic economic development projects within this context. This effort will involve identifying these opportunities and facilitating community support to utilize the City's available residential, commercial, and industrial land supplies. The City Manager will be expected to plan

long-term for future needs and possibly explore potential Urban Growth Boundary (UGB) expansion.

• **Water Supply Access Planning**

To ensure the City of Cornelius maintains adequate ongoing water supply, the City has procured its first water right to draw out of the Willamette River. Now the City is in the process of identifying plans to effectively and reliably transport the water from its source to the City. The next City Manager will be instrumental in continuing the development and implementation of selected water transportation infrastructure options. The approach will require creativity, transparency, and collaboration with all parties involved.

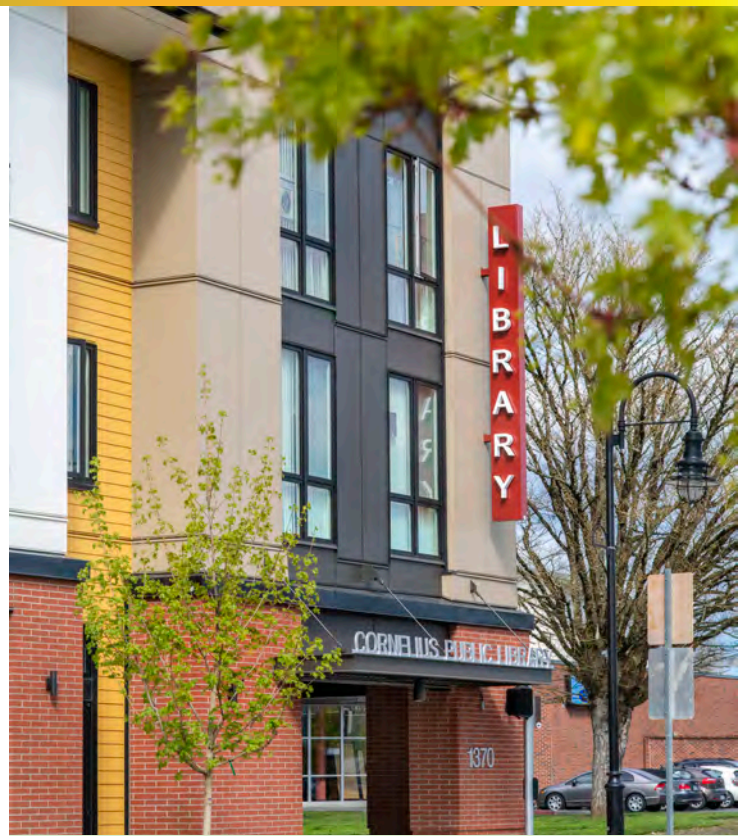
• **Community Engagement and Inclusion**

The population of Cornelius is predominately Latino/a/x with a large Spanish-speaking community. The City of Cornelius has been working to engage the entire community in City decision-making through translated materials and culturally sensitive approaches. The City Council wants to continue and expand efforts that are inclusive of all residents for effective service delivery, information sharing, and engagement in City decision-making. The next City Manager will be expected to continue and expand these efforts to ensure all residents have equal and equitable access to participating and doing business with the City – especially in the context of continued growth. Other opportunities for engagement include fostering City advisory committee memberships that are representative of the community and promoting youth engagement.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required, or equivalent education and experience.

An advanced degree in public administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, economic development, and Spanish language skills and/or experience working with diverse and Latino/a/x communities is highly desired.



RECRUITMENT PROCESS

Applications Due

June 30, 2022

Semi-Finalist Online Video Interviews

Week of July 11, 2022

Finalist Interviews & Selection

August 9-12, 2022

For additional details, required application materials, and instructions on how to apply, please visit

www.jensenstrategies.com/recruitment/corneliuscitymanager

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

*The City of Cornelius is an
Equal Opportunity Employer.*

Cornelius
Oregon's Family Town

JS
JENSEN STRATEGIES



CITY MANAGER

City of Sisters, Oregon

CITY MANAGER

CITY OF SISTERS, OREGON

\$120,000 to \$160,000 plus excellent benefits



POPULATION

3,475

BUDGET

\$25 MILLION

FTE POSITIONS

19.5

CITY DEPARTMENTS

Administration
Community Development
Finance
Public Works

BENEFITS

Medical/Dental/Vision
PERS Retirement
Life & Disability Insurance
Deferred Compensation

COMMUNITY

Civic Engagement
Small Town Character
Natural Beauty
Walkable
Iconic Festivals
Family Friendly



THE COMMUNITY

The City of Sisters, Oregon (population 3,475) is located at the foot of the Cascade mountains in Deschutes County. Northwest of Bend and situated along US Highway 20, Sisters serves as a gateway to the Central Oregon region, and is renowned for its local attractions, including the Hoodoo ski area and prominent community events like the Sisters Outdoor Quilt Show, Sisters Folk Festival, and Sisters Rodeo.

Historically, Sisters Country was a rich site for Native Americans and fur trappers trekking through dramatic mountain vistas. Established in 1901 and incorporated in 1946, Sisters quickly became known for lumber-production. As highways in Oregon improved, the City became renowned for its' beautiful scenery and rich array of outdoor activities. Today, Sisters is an active, dynamic, and rapidly growing community and tourist destination while maintaining its walkable, small-town feel.

Sisters has a strong social fabric, with residents who are passionate, active in the community, and welcome civic involvement. With an abundance of family-oriented opportunities and one of the best performing school districts in the state, Sisters offers a fantastic environment for families. Sisters' residents take pride in their walkable downtown that is host to a unique combination of small-town living with larger-city amenities, including numerous restaurants, shops, galleries, golf courses, and a movie theater.





THE ORGANIZATION

The City of Sisters employs a Council-Manager form of government with the legislative and policy-making body composed of a five-member City Council with four Councilors and a Mayor. The Council elects the Mayor, who serves a two-year term. Three Councilors are selected every biennial election with the two Councilors receiving the most votes serving a four-year term and the third Councilor serving a two-year term. All appointive offices, including the City Manager, are created and filled by a majority of Council. The City Manager serves as the City government's administrative head and is responsible for all City business administration and implementing policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, leads long-term planning efforts, and serves as a liaison between the policy-making and operational functions of the City. City departments include Administration, Community Development, Finance, and Public Works. Police as well as building permit and inspection services are contracted through Deschutes County. The Sisters-Camp Sherman Rural Fire District provides fire service. The City employs 19.5 full-time equivalent employees and 4 part-time contract employees, and with a 2022-2023 budget of approximately \$25 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong, well rounded, leadership and management** to provide clear direction, manage multiple departments, balance priority initiatives, and foster an active and forward-thinking organizational environment. Management experience to provide effective oversight, staff development, promote retention, and workforce planning. A community-oriented leadership style that demonstrates a commitment to communication, collaboration, transparency, integrity and empathy is essential. A personal demeanor that is organized, personable, patient, inclusive, respectful, even-tempered, and professional is necessary.

- **Ability to foster effective Council relations** through responsive, accessible, and inclusive relationship development. Proactively maintains awareness and keeps the Council informed of City operations and legal obligations to assist in their role as the City's governing body. Skills to foster and maintain an environment that enhances Council's ability to collaborate, set goals, and navigate challenging issues is key.
- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Demonstrates a commitment to accessibility, transparency, inclusion, ethics and timeliness in communication with all groups. A communication style that facilitates and encourages productive two-way dialogues, effectively communicates complex policy issues, responds to community concerns, and helps builds consensus is essential. Communicates verbally and in writing with clarity, substance, and conciseness.
- **Effective collaboration and service contract management** experience to develop and manage intergovernmental agreements and other coordination for outsourced provision of core municipal services.
- **Ability to foster effective intergovernmental relations** to maintain and strengthen working relationships while representing the City's interests. An ability to build new and manage existing relationships with other elected officials, local governments, the County, the State, and other agencies through cost effective and clear agreements, collaboration, and accountability is desired.
- **In depth housing expertise** to facilitate policy approaches that support affordable housing options for resident and workers in a growing, destination community. Experience related to effective application of local, state, and federal funding sources to support development, management of housing projects, facilitating community engagement to build share visions of growth is beneficial. Ability to support collaborative intergovernmental efforts to provide resources and address issues related to rural houselessness is important.
- **A strong understanding of public infrastructure** to support planning, maintenance, construction, and funding needs. An ability to carry out projects while planning for long term growth needs related to water, wastewater, and stormwater systems is important.
- **Demonstrated public finance skills** to continue the City's responsible and effective fiscal management.





Ability to strategically integrate financial planning with long-term goals is important. Experience with service needs and staff planning for a growing community with active tourism is beneficial. Knowledge of Oregon budget law and requirements is helpful.

- **Knowledge of transportation improvement project management** to support major projects underway.

Experience with street asset maintenance and enhancement, traffic management, multimodal transportation planning, coordination of intergovernmental projects, and efforts to promote walkability is beneficial. Understanding of traffic management approaches in environments with high levels of tourism and risks of natural emergency situations is also helpful.

- **Ability to effectively coordinate natural hazard risk management** efforts through proactive planning for a variety of natural threats such as wildfires, storms, floods, earthquakes, and others. Skills to address emergency mitigation and preparedness in coordination with various agencies through infrastructure improvements, inter-agency planning, proactive communication, and community training is important.

- **Commitment to inform and engage the community** in policy and operational decisions. Demonstrates

accessibility, professionalism, open-mindedness, and even-handed approaches to differing views and interests. Ability to work effectively with Sisters' civically active community, maintaining and expanding the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making. A willingness to be transparent, inclusive, and uphold public participation for citizens including broader communities that frequent Sisters for resources or recreation is important.

- **Experience with long term planning & community development** to enhance the City and maintain high quality of life for a growing community. Experience with community engagement, master planning initiatives, and efforts to increase environmental sustainability and climate resilience is important.

- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

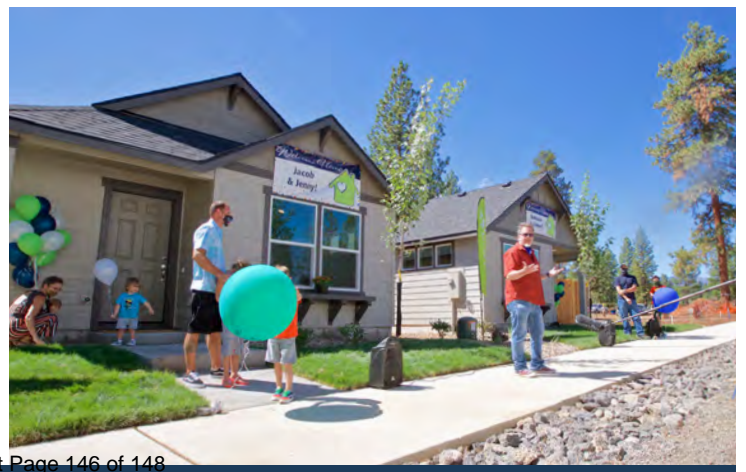
Housing & Houselessness

The City of Sisters, like many cities, has an insufficient supply of housing and limited available land to provide additional living options for local workers or residents. Further, the community is also experiencing increased rates of rural houselessness which is generating public concern. To address these challenges the City has several housing projects underway as well as potential Urban Growth Boundary (UGB) expansion efforts which include updating the buildable lands inventory and completing a housing needs analysis. The next City Manager will be expected to facilitate affordable housing policy development to address issues including, but not limited to, increasing housing supply, workforce housing options, and building code updates. It is also expected the City Manager will serve as the primary City liaison with the community through communications and dialogues on these issues. The City Manager will also collaborate on solutions with local, state, federal, and other partners to address issues related to rural houselessness in the surrounding forest region. An ability to facilitate effective,

strategic, and legal approaches in alignment with Oregon land use, growth management laws, or relevant recent state laws or court opinions to support long term housing development and resources for individuals experiencing houselessness will be essential.

Streets & Transportation

The City has a range of street and transportation projects in various stages of design, planning, or implementation to support traffic management and the community's ongoing development. These projects include but are not limited to construction of a roundabout, a potential highway alternate route, as well as a multimodal transit hub. The roundabout project located at the intersection of Highway 20 and Locust Street is shovel ready but will need ongoing management to ensure successful implementation. The City is also interested in options to pursue a highway alternate route for freight truck traffic for which the City Manager will need to effectively facilitate negotiations with Oregon Department of Transportation (ODOT) as well as assess feasibility and financing options. Finally, land has been purchased for the new multimodal



transit hub that is in the beginning stages of design. The next City Manager will need to facilitate effective implementation of these projects in coordination with key staff and partners.

Public Infrastructure Improvements

Sisters has major efforts underway to update and improve the City's water, wastewater, and utility infrastructure to effectively address current and future needs. These projects include ensuring implementation of water and wastewater master plan initiatives, implementing the designed Lazy Z Ranch Wastewater Reuse Expansion project, assessing water and sewer rates, constructing the Westside pump station, as well as overseeing establishment of a new secondary water storage reservoir. The City Manager will be expected to oversee implementation of all these infrastructure improvements, supplementing additional financing, planning, and other project support as necessary.

Parks & Community Development

Sisters takes pride in being a dynamic town with a strong sense of community. As such, the City has invested in opportunities to enhance community assets and fund economic development efforts through an Urban Renewal Agency (URA). This includes updating the parks master plan, which provides for the development of a three-acre property intended for an open-air multi-use covered event space. In addition, the City also has \$4 million in URA funding to invest in key projects. The next manager will be central in identifying opportunities to plan, finance, and implement these improvements.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level public sector management experience are required, or equivalent education and experience.

An advanced degree in public administration or related field and five years of increasingly responsible public sector experience is preferable. Experience and/or training in housing policy and growth management is highly desired. Experience working in Oregon or Central Oregon and knowledge of state land use laws is preferred.



RECRUITMENT PROCESS

Applications Due

Sunday, February 26, 2023

Semi-Finalist Online Video Interviews

Week of March 6, 2023

Finalist Interviews & Selection

March 27 – March 30, 2023

For additional details, required application materials, and instructions on how to apply, please visit:

www.jensenstrategies.com/recruitment/sisterscitymanager

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

*The City of Sisters is an
Equal Opportunity Employer.*





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