

## Memorandum

Date: December 23, 2015

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

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### 1. Holiday Closures & Schedule

- As a reminder, your next scheduled meeting is on January 4.
- City Hall and Public Works are closed on 12/24, 12/25, and 1/1.
- The Library is closed on 12/25 and 1/1. The library will close at 2:00 on 12/24.

### 2. City Manager Recruitment Update

- Attached please find Prothman Company's first draft of the city manager profile.
- Council edits or comments on this draft should be returned by December 29.
- A second draft with incorporated edits will be in next week's city manager memo.
- As a reminder, you are scheduled to talk about the profile at the work session on Monday, January 4, and to adopt the profile and process on Monday, January 11.

### 3. Highway 43 Feedback

- The city has actively promoted the online Highway 43 conceptual plan update online forum, [highway-43.com](http://highway-43.com).
- We have used the email newsletter, Facebook, Twitter, the city home page and NextDoor to solicit comments, collecting feedback from all tools and directing users to the [highway-43.com](http://highway-43.com) page.
- To date, the city has received 150 comments on the Highway 43 conceptual plan update.

### 4. Update on Fuel Tanks at LOT Site

- At the request of the city, TVF&R provided an update on fuel tanks on the LOT site.
- Earlier this week, a Deputy Fire Marshal inspection found that the fuel tank shown in last week's [city manager memo \(December 17, 2015\)](#) was removed from the site; it is expected to return to the site after the holiday break.
- The inspection also found two additional tanks that did not meet inspection standards.
- The contractor confirmed to the Deputy Fire Marshal that there are fire extinguishers on site, and the tanks have secondary containment.
- The Deputy Fire Marshal emailed a letter to LOT outlining the regulations for the tank, with the expectation that all aspects of the fire code regulations be met, or the tanks be removed.
- TVF&R will reinspect the tanks in 7-10 days.

- City staff evaluated if the fuel tank poses any violations that could be enforced under city code, and found none at this time.

**5. Flagpole at Willamette Park**

- After long delay, staff finally received cost estimates for installing and lighting a flag pole at the Willamette Park boat ramp.
- This was a request made by Scott Brawner.
- The cost is \$3,000. Please advise if the city should incur this expense.



CITY OF  
**West Linn**

**OREGON**

# **CITY MANAGER**

**\$135,000 - \$160,000**

*Plus Excellent Benefits*

*Apply by*

**February 21, 2016**

*(open until filled)*

***PROTHMAN***



## WHY APPLY?



Located just fourteen miles south of Portland and nestled in the North end of the Willamette Valley, West Linn, Oregon, offers easy access to the big city, while giving its residents the enjoyment of a city full

of small town charm. Separated from its urban neighbors by a stretch of farmland and rolling hills, West Linn residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Clackamas Rivers.

Citing 'breathtaking views of the Cascades and relatively low local taxes, the City of West Linn was the Top-Ranked Oregon City on the CNN/Money Magazine 'Best Places to Live 2011' List. West Linn welcomes families to make their roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you!



## THE COMMUNITY

West Linn is nestled in the Northern part of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 8 square miles and a population of just over 25,000 residents. West Linn is centrally located along the west coast within a 3-hour drive of Seattle, Washington, and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.

West Linn is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. West Linn values its small town attributes and wants to build on and preserve them. The community takes great pride in its numerous annual events, including Movies and Music in the Park, The Great West Linn Outdoor Adventure, an Ugly Holiday Sweater Dash, a Community Tree Lighting, and an Old Time Fair.



Having a river-based heritage, West Linn's diverse businesses, vibrant neighborhoods, active community involvement, and award winning schools have together created a strong sense of community, where residents enjoy a relatively low cost of living when compared to the Portland metro area. Swiftshore Park and Williamette Park are just two of West Linn's stunning 32 parks, both of which are used year-round by fishermen, and add inviting beaches for swimmers and picnickers to use in the summer months.

The West Linn-Wilsonville School District serves roughly 8,400 students enrolled in nine elementary schools, three middle schools, and three high schools, while boasting numerous awards one of the best graduation rates in the state.

## THE CITY

Incorporated in 1913, the City of West Linn employs a Council-Manager form of government. The West Linn City Council consists of the Mayor and four Councilors who act as the board of directors of the City of West Linn municipal corporation. The Council sets policies for the City Government; enacts ordinances; and hires, directs and evaluates the City Manager.

The City is a full-service city with an annual General Fund of nearly \$9.5 million; and an annual total budget of nearly \$59 million. There are 12 departments employing 127 FTE's. Departments include: City Management, HR, Finance and Municipal Court, IT, Facility Services, Public Work & Engineering, Library, Community Development, Parks & Recreation, Police, Streets, Water, and Wastewater & Stormwater.



## THE POSITION

Appointed by and under the policy direction of the City Council, the City Manager is actively involved in planning, directing and coordinating the services of city departments and providing executive support and direction to department heads and staff.

### Other responsibilities include:

- Guides and is responsible for City Administration and operations in accordance with municipal management principles, city ordinances, and applicable county, regional, state and federal laws.
- Directs the formulation and development of the City budget and establishes controls and programs, as necessary, to ensure the financial integrity of the City. Serves as the City's Chief Budget Officer.
- Serves as the principal advisor to the City Council on a variety of policy and administrative issues regarding budget, funding, developing features for effective management, long range planning, developing service oriented goals and programs, and fostering open and candid relations between the City government and the public.

- Prepares and submits to the Council a complete report on finances and administrative activities of the City for the preceding year.
- Assumes a leadership role in important community and regional matters. Serves as liaison between the City and civic groups, neighborhood representative and private citizens, regional governmental agencies, neighboring cities and counties. Represent the City to a wide variety of groups and organizations..
- Direct city staff in the development of positive customer service perspectives and openness with regard to city processes.
- Represents the City in negotiations in a variety of situations including utility franchise agreements, labor negotiations and other related situations.
- Receives many telephone calls from citizens, other cities, companies we do business with, Department heads, and City Council.
- Attend many meetings not only in the evening, but during the day.
- Work with Department Heads on special projects such as the Water System Improvements.
- Prepare agendas for City Council and South Fork, which includes some reports and the agenda bills.

## OPPORTUNITIES & CHALLENGES

- 1) The parks and library consistently rank amongst the best in the region.
- 2) The community receives high rankings for livability and safety.
- 3) City's finances are stable as a result of careful forecasting and budgeting.
- 4) There is a consistent group of citizens who are actively engaged with city affairs.
- 5) The management team and employee groups are talented and dedicated.
- 6) Bolton Reservoir project has commenced.

## THE IDEAL CANDIDATE

The City of West Linn is seeking an experienced manager and strong leader who understands all aspects of municipal government. He or she will be a city manager who is forward thinking with high professional standards and ethics. Excellent people and listening skills will be important, especially when working with Council.

The new City Manager will have excellent skills in working with City Council members, both individually and as a corporate body. He/she will have highly developed skills in assisting councils, which have wide ranging and occasionally opposing opinions and ideas, in reaching consensus and direction.

The ideal candidate will be approachable and responsive, and must be able to embrace community involvement. Reaching out to citizens and inspiring more community involvement and trust will be a high priority.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner and take a collaborative approach in providing city services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment. He/she will have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

A bachelor's degree from a four-year college or university in public administration, business administration, or closely related field is required, and ten years of experience, with a minimum of five years of related experience as a city manager, assistant city manager, or exempt level department head, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Candidates must have an ICMA membership and be bondable. A master's degree in a related field is preferred. A valid Oregon driver license or ability to obtain within six months is required.

### COMPENSATION & BENEFITS

- **\$135,000 - \$160,000 DOQ**
- Medical, Dental, Vision
- Long Term Disability - \$4,000/mo
- 10 Holidays
- 15 Days of Vacation, 10 Days of Sick Leave
- 6 Days of Paid Management Leave
- \$10,000 Life Insurance
- Car Allowance and Cell Phone Allowance
- Flexible Spending Account
- Participation in Oregon PERS
- Deferred Compensation Plan
- Employee Assistance Program

[www.westlinnoregon.gov](http://www.westlinnoregon.gov)

### EDUCATION & EXPERIENCE

The City of West Linn is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 21, 2016** (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](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

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