

## Memorandum

Date: December 31, 2015

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

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### 1. Holiday Closures & Schedule

- City Hall, Public Works and the Library are closed on 1/1.

### 2. January 4 Schedule

- As a reminder, your next scheduled meeting is on January 4.
  - Your 5:00 pre-meeting includes discussions on the city manager profile, White Oak Savanna, and the Tri City resolution.
  - At 6:00, you will recognize the Robert Moore award winner, and one award from the West Linn Police Department.
  - Citizen Advisory Group and Neighborhood Association training begins at 6:00.

### 3. City Manager Recruitment Update

- Attached please find Prothman Company's **second** draft of the city manager profile.
- This draft includes the comments you provided to the first draft of the profile.
- As a reminder, you are scheduled to talk about the second draft of the profile at the work session on Monday, and to adopt the profile and recruitment process on January 11.

### 4. New Laws In Effect January 1

- Attached please find a list of the new laws that go into effect on January 1.
- Mandatory sick leave and ban the box directly affect the West Linn employee recruitment and retention and our HR team will ensure that we are in compliance.
- The new motor voter law will also expand voter participation by removing barriers to voting.

### Attachments

- V. 2 – West Linn City Manager Profile (Prothman)
- New laws in effect January 1 (Barenberg)



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?



West Linn, Oregon, is located in the Portland metropolitan area and is nestled in the north end of the lush Willamette Valley. West Linn is bordered by natural areas and is known as the “city of hills, trees

and rivers.” Residents enjoy scenic views of the Cascade Mountains, and many of Oregon’s greatest attractions, including Mount Hood, the Oregon Coast, and the Columbia Gorge, are close by.

West Linn enjoys high ratings for livability and safety. Awards and recognitions in 2015 include making the list of Money Magazine’s Best Places to Live 2015; Family Circle Magazine named West Linn as one of the top 10 cities to raise a family; Only in Your State ranked West Linn as the safest and most peaceful place to live in Oregon; and West Linn was named the third safest city in the state by Value Penguin. Vibrant neighborhoods, community involvement, and award-winning schools make West Linn one of the finest residential areas in the state.

This is an excellent opportunity for an experienced public sector management professional to lead a team of talented and dedicated staff in providing excellent services to a community that takes pride in its exceptional quality of life.



## THE COMMUNITY

West Linn is approximately 15 miles south of Portland, situated along the west bank of the Willamette River in Clackamas County. The City

has a total area of approximately 8 square miles and a population of just over 25,000. The median household income of West Linn residents is \$92,342.



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, annual Street Dance and an Old Time Fair. West Linn is situated at the junction of the Willamette and Tualatin rivers so waterfront activities are popular. Swiftshore Park and Williamette Park are just two of West Linn’s 32 stunning parks, both of which are used year-round by fishermen, and, in the summer months, by swimmers and picnickers.

West Linn is served by the West Linn-Wilsonville School District which has an enrollment of approximately 8,400 students. Within West Linn, there are five elementary schools, one middle school, one charter school (grades 4th through 8th), and one high school, all of which have a reputation for high standards. West Linn High School is ranked 5th in the state by US News & World Report Best High Schools. District SAT scores are among the highest in the state and approximately 90 percent of all West Linn-Wilsonville high school graduates go on to two- and four-year colleges.

## 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.

West Linn is a full-service city with an annual General Fund of nearly \$9.5 million, and an annual total budget of nearly \$59 million. The City's finances are stable as a result of careful forecasting and budgeting. There are 12 departments employing 127 FTE's. City departments include: City Management, Human Resources, Finance and Municipal Court, IT, Facility Services, Public Works & Engineering, Community Development, Police, Streets, Water, Wastewater & Stormwater, Parks & Recreation, and Library. The City's parks and library consistently rank among the best in the region.



## 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 representatives and private citizens, regional governmental agencies, and neighboring cities and counties.
- Directs 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.
- Works with department heads on special projects, such as the Water System Improvement project.
- Prepares agendas for City Council meetings.

## OPPORTUNITIES & CHALLENGES

- Guide the city through the planning of a major redevelopment around the Arch Bridge area, insuring that the solution meets the vision of the citizens, as well as regional needs.
- Negotiate with surrounding cities to develop regional infrastructure in a manner that does not place an unfair burden on West Linn.
- Create and maintain a culture that unites and empowers citizens and encourages meaningful citizen involvement.
- Address the issues of regional growth from the perspective of a city that is largely built out with limited ability to increase taxes.
- Ensure West Linn's best interests are represented in the debate over the future of the Stafford area, a 4,000-acre buffer of rolling hills and woodlands between Lake Oswego, West Linn and Tualatin. West Linn has concerns about the development of the area relating to infrastructure and transportation.
- The Lake Oswego-Tigard (LOT) Water Treatment Plant project includes two project components in West Linn: the construction of a water treatment facility, and a water line installation down Highway 43.

- Coordination with the Willamette Falls Legacy Project in Oregon City which will provide public access to the Willamette Falls, the second most powerful waterfall in North America and an important Oregon historical and cultural treasure.
- Support efforts to reopen the Willamette Falls Locks. Once a pathway on the Willamette River for freight and recreation, the Locks were closed in 2011 by the U.S. Army Corps of Engineers. Representatives and advocates from a number of local and state agencies have been working to reverse the closure. In December 2014, the West Linn City Council unanimously passed a resolution urging the Corps to reopen the Locks.
- The City is currently working on a future design for Highway 43 to make it into a comfortable connection for people walking, bicycling, riding transit, driving, and moving freight through the corridor.
- Preliminary studies for a third lane on I-205 are being considered. The proposal would add a third lane in the northbound and southbound directions of I-205 from the Stafford Road interchange to the Abernathy Bridge. Adding a third lane to I-205 could reduce traffic on Willamette Falls Drive by as much as 25 percent.
- The cities of Gladstone, Oregon City and West Linn are partners making up the Tri-City Service District which provides wastewater treatment services. Clackamas County is the governing body of the District. The County would like to see a merger of the District with Clackamas County Service District No. 1. Governance changes are being considered through various merger proposals.



### 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. The new City Manager will be skilled in working with City Council members, both individually and as a corporate body, and in assisting Councils in reaching consensus and direction.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The new City Manager will also be a good listener as they interact with City Council, city staff and the community.

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

**EDUCATION & EXPERIENCE**

- A bachelor's degree from a four-year college or university in public administration, business administration, or closely related field is required.
- A master's degree in a related field is preferred.
- 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, is required.
- Or, any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- ICMA membership is preferred.
- The selected candidate must be bondable and pass an extensive background check.
- A valid Oregon driver license, or the ability to obtain one within six months of employment, is required.
- Residence within the City of West Linn is preferred.

**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

Please visit:

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



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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# PRESS RELEASE

## OREGON HOUSE MAJORITY OFFICE

December 22, 2015

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503-961-2374

### Highlights of New Laws Going into Effect January 1

*New laws include Paid Sick Leave, expansion of birth control access, and keeping guns out of the hands of domestic abusers*

On January 1, 2016 many of the historic bills passed during the 2015 Legislative session will go into effect, providing much-needed protections for working families in every corner of the state.

Here are just some of the highlights:



#### **Paid Sick Leave: Senate Bill 454**

No one should have to decide between taking care of their health and keeping their job. This law will be a big help to low-income workers who currently have no paid sick time protections. Applies to companies with 10 or more employees.

#### **Wage Transparency: House Bill 2007**

This law protects employees who inquire about, discuss, or disclose information about their wage or the wage of another employee. Allowing for wage disclosure among employees encourages pay equity.

#### **Ban the Box: House Bill 3025**

Prevents employers from asking about an applicant's criminal history on their job application. This law will help those who have served their time have a better shot at getting their foot in the door for a job.

#### **Employee Protections for Domestic Workers: Senate Bill 552**

Establishes workplace protections for domestic workers including overtime pay, periods of rest, paid vacation time, and freedom from harassment.

#### **Personal Injury Protection: Senate Bill 411**

Auto insurance consumers will now be able to receive up to the full amount of uninsured motorist coverage (and underinsured coverage) if they are injured by an at-fault, uninsured driver. But in order to take advantage of the law, consumers will have to act, as it only applies to insurance policies issued or renewed on or after that

date. In order to get full coverage, consumers will need to call or email their auto insurance company and say they want all of their auto policies renewed or reissued effective January 2, 2016.

**New Motor Voter: House Bill 2177**

HB 2177 expands access to our democracy by making sure that every eligible voter receives a ballot. While other state legislatures are working to limit voter participation, Oregon is moving in the opposite direction by removing unnecessary, outdated barriers to voting.

**Expanding Access to Birth Control: House Bill 2879 and House Bill 3343**

HB 2879 allows pharmacists to prescribe birth control, reducing the need for women to visit a doctor for their contraceptive prescriptions. HB 3343 requires insurers to cover a full year of birth control, reducing gaps in coverage and access.

**Keeping Guns Out of the Hands of Domestic Abusers: Senate Bill 525**

Aligns Oregon law with the federal Violence Against Women Act to keep firearms away from domestic abusers.

**Clean Fuels: Senate Bill 324**

Reduces the carbon intensity of transportation fuel by 10 percent over the next 10 years, leading to cleaner air, fewer emissions of greenhouse gases, and the development of a homegrown alternative fuels industry. The law is being phased in beginning in January, with full compliance measures starting April 30, 2018.

**Protecting College Students from Unfair Fees: House Bill 2832**

Requires all contracts between public universities and third-party financial institutions for disbursement of student aid moneys to comply with federal consumer protection guidelines; prohibits transaction fees, inactivity fees, and revenue-sharing policies.

Note: These important protections are in addition to the bills that have already gone into effect in 2015, like closing the background check loophole for firearm sales, phasing out toxics in kids' toys, and strengthening ethics laws.

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