

# CITY OF MOSIER

small enough to make a difference

## CITY COUNCIL MEETING

Wednesday January 05, 2022 6:00 P.M.

Join Zoom Meeting

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Meeting ID: 880 7564 8606

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## AGENDA

I	6:00 pm	<b>Call to Order/Roll Call – President Reed</b>	
II	6:02	Agenda corrections or additions	
III	6:05 pm	<b>Business from the Audience</b> - This is for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for Committee and Staff to review. The Facilitator can assign the issue to a future Committee meeting, or to an appropriate Committee or staff member. Please realize that we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community.	5 mins
IV	6:15 pm	<b>Approval of: 12/15/21 - City Council Meeting Minutes</b>	10 mins
V		<b>BUSINESS</b>	
1.	6:25 pm	<b>Main Street Mosier 501c3 Fiscal Sponsorship – Colleen, Sam Trelstad</b>	20 mins
2.	6:45 pm	<b>City Manager Transition Guidance Introduction David Clyne, Senior Advisor, OCCMA</b>	10 mins
3.	6:55 pm	<b>City Manager Hiring Plan – Ron Wright, Witt Anderson, Colleen</b>	20 mins
4.	7:15 pm	<b>Announcements</b>	10 mins
VI.	7:20 pm	<b>ADJOURN</b>	



**City of Mosier City Council Meeting**  
**December 15, 2021**  
**6:00 PM ZOOM**

**6:00** Peny Wallace calls meeting to order

Attendance: Mayor Arlene Burns, Acasia Berry, Ron Wright, Witt Anderson, Peny Wallace

Staff: Colleen Coleman City Manager, Laura Westmeyer City Attorney, John Grim City Engineer, Jayme Bennett City Recorder

Audience/Participants: Will Norris City of Hood River, Sam Trelstad Main Street Mosier, Martin Chaw FCSG

Agenda Addition (Mayor Burns): Add Jayme and John for ideas on staffing transition or gap near end of January through securing the position of City Manager.

Announcements: Mayor Burns is concerned her email has been hacked and is not able to access the email for City of Mosier.

Business From Audience:

**Approval of 12/08/2021 Minutes:**

**1<sup>st</sup> Arlene Burns**

**2<sup>nd</sup>: Ron Wright**

**Motion passes, 6:33**

**Suggestions on how to staff (colleen):** Spoke with League of Oregon Cities regarding a way forward for the position of City Manager. First recommendation was separation of project management from city manager position. Agreed also for the FCSG consultant services for financial analysis. Colleen would like to try and get this done prior to departure. Identifying the issue of no benefits, and rural community pay scale. Laura, Ron and Colleen met regarding the proposal in the packet for the staffing plan. Seek contract project management services. See the projects in the agenda packet.

Operations and service levels with staffing and growth for the City of Mosier will be the focus of the priorities. The mandatory inclusionary housing zone is an additional project.

**Recruitment procedure: Laura Westmeyer:** recommended procedure is separate PM, seek City Manager for daily operations. Interim or permanent position. Short and or long term. If the City moves forward with the FCSG assessment, they will have more information to work with. Today the council can choose to adopt an initial screening procedure, job description, and salary range, then the applicants can be brought forward in a public session.

Witt Anderson: I would suggest we listen to Will Norris and Martin Chaw (FCSG) before we approve a process. I don't see an urgency on approach pending what Will and Martin have to add. We can act on the staff report once we hear from our guests.

Mayor Burns: Separation of PM is also a discussion for later, depending on who the City Manager is, and what the structure is.

Will Norris: City of Hood River gives an overview of staffing within Finance, and how the department interacts with the City Manager (overview). Explains the role and separation of duties for key positions and departments. (Points of contact, internal controls, roles, duties, and cross-support staff structure). City Manager has a limited role in the day-to-day interactions. This is 6-7 people; this needs to be condensed to 2 people in Mosier and that is challenging. The budget and audit are fixed, not flexible or smaller responsibility or duty – same standard.

Separation of duties is also difficult for your staff size. We have someone different for each chain of the process. Resiliency during turnover is an issue for Mosier as well. It is challenging. The functions of the city need to operate regardless of turnover.

Colleen adds we have a contract bookkeeper now and modified separation of duties for current staffing. In our small community, with the projects and budgets, the role is more project management and financial checkpoints thereof, checking in with the bookkeeper, auditor and City Recorder. The City Recorder (CR) reviews the bookkeeper and then provides explanations to the Auditor and City Manager and does the audit request fulfillment. We can't have the ideal separation of duty.

Witt Anderson: What is your operating budget, and (it isn't scalable) in your view (to Will), given what Colleen just said and the reality of the limitations of our resources, what in your experience would a community like Mosier with our workload, would the City Manager (CM) have % wise of time dedicated to financial type functions?

Hood River has an operating budget of GF 8.5-9m and all combined 40-45m 74 staff. I would say for Mosier CM is an integral role – 20-40% off the cuff. Some towns have a CR and strong Mayor – but Mosier has several initiatives, aggressive agenda, projects, grants, building etc. this results in more financial workload for the City Manager. ODOT grants and Civic Centers are different from typical annual reoccurring duties.

Witt: what qualifications should we be seeking or attributes we should look for?

Will Norris: Experience administering Oregon Budget Law, handling a committee effectively and efficiently, producing a budget, handling Government Fund Accounting and familiarity with procurement – maybe not an expert, but knowing enough to know when you need to ask for help. Knowing when to ask for help is critical.

Mayor Burns: Are there contracting opportunities in your opinion that would assist us in potentially supporting a manager.

Will: you don't need a Finance Director Role– you need a CM that knows what they don't know. Our grants are contracted through MCEDD for many reasons. Intense grant work and that level of bandwidth is not kept on staff.

QuickBooks is nice for the consumer availability of the product. It is not set up exactly for government but with a bookkeeper that is managed by a competent staff it would be fine.

Peny Wallace and rest of council appreciates Will N and his constant availability to the City of Mosier with his time and energy. It feels like we are not alone with your wisdom and expertise of our neighbor.

Will N thanks Council also.

Martin Chaw presents FCSG slides (available in agenda packet and online) and gives overview of the services they intend to provide with timelines and deliverables. Clarification of level detail and information they will require to execute the contract quickly.

Martin is a senior PM and most of his career and life has been in the Public Sector.

1. Kick off mtg- gather data etc
2. Forecast GF revenues (20 year) can be shorter or longer, talk about it at a line-item level- we will clarify one time and ongoing sources – operating expenses and staffing matrixes (affordability and building the key staff into the planning period).  
Level of service needs – express level of staffing needed for community (comp plan review etc) This helps guide the timing for anticipated level of service (early Jan
3. Revenues and expenses – GAP analysis – how large is this gap – alternative analysis (aggressive level of growth and alternatives to find the right balance for memorialize and pursuit) effectively a business plan and road map
4. Results and alt and recommendations that are identified with Colleen then bring to council and can tweak as requested. Written memorandum – mid-end Feb.
5. General administrative task – team meets for periodic project meetings (twice a month) – chart in packet shows notice to proceed and completion in 10 weeks after execution. The info we gather with Colleen in the meetings will shape the schedule and presentation to council.

Goes over terms of the contract and budget. Colleen clarified the SDC and Rate Study was under budget 20k so this contract doesn't shift the expected outflow of resources.

Mayor Burns clarifies if the team will be speaking with the City Recorder and the Auditor as part of their fact finding.

Witt A. compliments the layout of the project presentation and asks about goals that are most important- audit submissions etc.

Yes, FCSG displays similar cities that have organizational charts, comparative analysis etc. If we are using this example as our vision, we work with you to identify key positions and start there. Ie: auditor has issues around separation of duties – our direction will focus on financial management piece- health in order on priority. Gives examples of how different priorities surfaced in different cities.

Construction and operations and maintenance of our various projects are reviewed in this process as well. Needs assessment etc.

Peny is excited about the interim plan for assistance from staff.

**I authorize the City of Manager to enter into a contract with FCSG operations and financial forecast and level of service analysis, not to exceed 25k -  
1st Witt Anderson (makes motions)  
2nd Ron Wright  
All in favor motion passes 7:41**

Colleen Coleman will prepare a plan and a way forward for transition as well as hiring process. Developing RFP's and contract review is the project manager and the City Manager's job as well. This is something we need to think about more thoroughly.

Witt Anderson suggests we speak with Mosier Fire about Colleen Coleman's departure prior to deciding a way forward on Project Manager for Mosier Center.

Crafting the criteria for the next City Manager, endorse the recruitment procedure, allow the public to comment. Then you can recruit however your like after that. This would take place at the January 5th meeting.

Clarification of the process: committee would be the initial interview, which could be done in closed meetings if the process stated above is followed. The council interviews after the committee.

Colleen will screen resumes, then bring to committee, then council etc.  
If council will allow DOE for a salary range for now, we may have a better applicant pool. The salary is not competitive in this region, neither are the benefits. However, we have a 20% contingency in the personnel budget.

After the study is completed, we will have a clear picture of what we have, need and can afford.

What can we absorb in transition over the next couple months, let's complete the FCSG process, move into January and discuss again. No urgency on recruitment plan. Administrative transition, and details of staff turnover are more urgent.

Colleen has concerns of level of staff for the transition, and their success in the position without support, and transition time.

The study will be done around February 1.

**ADJOURN 830**

# CITY OF MOSIER

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## Staff Report

Meeting Date: 01/05/2022

Staff: Colleen Coleman, City Manager

Agenda Titles: Main Street Mosier 501c3 Fiscal Sponsorship

Agenda Action: Review with Motion to Allow City Atty and City Manager to Complete Negotiations and Sign Agreement

Fiscal Impact: Additional Funding for Mosier Center – City/Fire Joint Use Facility

### **Explanation:**

Over the last year, the City and Fire District have engaged in a capital construction fundraising campaign to increase funding for the Mosier Center project.

During the ‘individual giving’ process, whereby local dinner parties and an auction were held to facilitate local private donations, it came to our attention that many family trusts and corporate match donations required giving to a 501c3 instead of the City’s 170c1 government tax exempt structure.

In Sept/October 2021, the City and Main Street Mosier began conversations to outline a Memorandum of Understanding (MOU) to facilitate 501c3 donations to Mosier Center.

The attached agreement is near completion, however, given the holiday time constraints, it is not yet final. We are asking Council to allow the City attorney and City manager to complete negotiations with Main Street Mosier and finalize the agreement.

Mosier’s City attorney made a few remarks regarding timing and restriction of funds, public record, etc.—as noted in the attached MOU draft. However, Main Street Mosier’s basic terms are:

- a. An administrative fee of 2% of all donations of Project funds will be retained by MAIN STREET MOSIER to cover regular bookkeeping costs and staffing expenses;
- b. Project funds will be kept in a dedicated Business Savings, Checking, or Investment account to be monitored and controlled by MAIN STREET MOSIER. Any interest earned is to be retained by MAIN STREET MOSIER;
- c. Should additional fees, expenses, or funding-related costs be incurred, MAIN STREET MOSIER shall be compensated for these expenses from funds received. “Expenses” may include: fees charged by financial institutions (including from the sale of securities or other non-cash instruments,) government entities, audit fees, grant funding requirements, etc., provided that such fees, expenses, or funding-related costs are solely incurred from the acceptance, transfer, or administration of Project funds.
- d. MAIN STREET MOSIER recognizes donations for Project funds will be considered restricted to the benefit of Mosier Center.

**Suggested Motion:** I move to allow the City attorney and City manager to negotiate and finalize Main Street Mosier’s 501c3 Fiscal Sponsorship MOU with the City of Mosier for the purpose of accepting donations for the benefit of the Mosier Center.



## **Main Street Mosier**

### **Fiscal Sponsor Agreement**

The Fiscal Sponsor (Main Street Mosier) has determined that sponsorship of the Project (Mosier Center/Joint Use Facility) would be consistent with its goals, and wishes to make arrangements with the Sponsored Organization (City of Mosier) providing for the terms of its relationship as a fiscal sponsor of the Project, through this Fiscal Sponsor Agreement (the Agreement).

1. The Fiscal Sponsor hereby agrees to sponsor the Project under the terms of this Agreement, and to assume administrative, financial, and legal responsibility for all funds dedicated to the Project that the Fiscal Sponsor receives (Project funds).. The Sponsored Organization agrees to implement and operate the Project in accordance with the terms of this Agreement and with any requirements imposed by funding organizations that require an organization that is tax-exempt under Section **501(c)(3)** of the Internal Revenue Code to facilitate their donations to the Project (Funding Organizations), provided that the Sponsored Organization agrees to the requirements prior to the Fiscal Sponsor accepting the donation.
2. No material change to the public purposes of the Project shall be made during the term of this Agreement without prior written permission of the Fiscal Sponsor and in accordance with any requirements imposed by Funding Organizations and accepted by the Sponsored Organization, nor shall the Sponsored Organization knowingly carry on activities or use funds in any way that jeopardizes the Fiscal Sponsor's tax-exempt status.
3. The Sponsored Organization shall not, and shall not permit the Project to, attempt to influence legislation or participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986). The Parties acknowledge and agree that the Project may be used, in part, as a public forum, and that the Sponsored Organization may allow use of the Project by political organizations, by political persons, or for political campaigning or propaganda, and the Parties agree that such allowance shall not be considered participation in or intervening in any political campaign in violation of this provision.
4. The Sponsored Organization will provide all information and prepare all reports, including interim and final reports, required by Funding Organizations, with the Fiscal Sponsor's assistance and final approval.
5. On behalf of the Sponsored Organization, the Fiscal Sponsor will establish and operate for the use of the Project a designated account ("Account") segregated on the Fiscal Sponsor's books. All amounts deposited into the Project's Account will be used in support of the Project, less administrative fees and/or related expenses and subject to the conditions set forth below.
6. In consideration of the Fiscal Sponsor's agreement to sponsor the Project, and to cover the Fiscal Sponsor's expenses in connection with the Project as outlined above, the Project will pay the following fees, charges, and expenses:
  - a. An administrative fee of 2% of all donations of Project funds will be retained by MAIN STREET MOSIER to cover regular bookkeeping costs and staffing expenses;
  - b. Project funds will be kept in a dedicated Business Savings, Checking, or Investment account to be monitored and controlled by MAIN STREET MOSIER. Any interest earned is to be retained by MAIN STREET MOSIER;





- c. Should additional fees, expenses, or funding-related costs be incurred, MAIN STREET MOSIER shall be compensated for these expenses from funds received. “Expenses” may include: fees charged by financial institutions (including from the sale of securities or other non-cash instruments,) government entities, audit fees, grant funding requirements, etc., provided that such fees, expenses, or funding-related costs are solely incurred from the acceptance, transfer, or administration of Project funds.
      - d. MAIN STREET MOSIER recognizes donations for Project funds will be considered restricted funds;
7. The Fiscal Sponsor shall accept all Project fund donations that are offered by the Sponsored Organization or donor, and shall administer and disburse all Project funds in accordance with this Agreement.
8. In order to fulfill its responsibility to ensure Project funds are used for the intended purposes of the Project, the Fiscal Sponsor will disburse Project funds from the Account in the following manner:
  - a. Upon written request of the Sponsored Organization, The Fiscal Sponsor shall review, approve, and distribute all Project funds requested within 30 days of the request, less amounts duly retained by the Fiscal Sponsor pursuant to this Agreement.
  - b. The Sponsored Organization shall use all Project funds for support and implementation of the Project only.
  - c. All donations of Project funds must designate for what purpose the donation is made. If no purpose is designated, a request for clarification must be made to the donor by the Sponsored Organization, to be followed by appropriate written documentation presented to the Fiscal Sponsor.
  - d. The Fiscal Sponsor shall promptly notify the Sponsored Organization, in writing, after receiving any Project funds, which notification shall include the amount of the donation, the form of the donation, and the name of the donor.
9. The Sponsored Organization designates the City Manager of the City of Mosier to act as authorizing official. The authorizing official shall act as principal coordinator of the Project's business with the Fiscal Sponsor, and shall have authority to sign disbursement requests. At no time shall a person approve their own disbursement request.
10. The Fiscal Sponsor and Sponsored Organization will maintain all financial records relating to the Project according to generally accepted accounting principles, retain records as long as required by law, and make records available to auditors as required by law.
11. The Fiscal Sponsor and the Sponsored Organization will reflect the activities of the Project, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Organization to accomplish the purposes of the Project. The Sponsored Organization will provide the Fiscal Sponsor with proper documentation to accomplish this, including furnishing the Fiscal Sponsor with the Sponsored Organization's Federal Employer Identification Number.
12. The Fiscal Sponsor will acknowledge all private/corporate donations in partnership with the Sponsored Organization.
13. The Fiscal Sponsor shall retain no ownership of the Project upon completion.



14. This Agreement will be subject to review annually, and will automatically terminate if any of the following events occur:
  - a. The Fiscal Sponsor requests the Sponsored Organization to cease activities that it deems might jeopardize its tax-exempt status and the Project fails to comply within a period of ten (15) days;
  - b. The Sponsored Organization fails to perform or observe any other covenant of this Agreement, and this failure remains unremedied fifteen (15) days after notice in writing;
  - c. On the 30<sup>th</sup> day after the date that either the Sponsored Organization or the Fiscal Sponsor has given written notice of its intent to terminate the agreement.
  - d. Three years after the effective date of this Agreement.
15. In the event this Agreement is terminated (for any reason) the Sponsored Organization shall, within 30 days from the effective date of termination, request all Project funds remaining in the custody or control of the Fiscal Sponsor, and the Fiscal Sponsor shall disburse all Project funds in accordance with the terms of this Agreement. This provision shall survive the termination of this Agreement.
16. In the event this Agreement is terminated, the Fiscal Sponsor and Sponsored Organization will comply with any termination conditions imposed by the Funding Organizations.

In witness whereof, the Parties hereto have executed this Agreement, effective as of November 30, 2021 .

**Accepted for the Fiscal Sponsor:**

**For the Sponsored Organization:**

\_\_\_\_\_  
Authorized signer

\_\_\_\_\_  
Authorized signer

Name

Name

Date

Date

## Staff Report

Meeting Date: 01/05/2022

Staff: Colleen Coleman, City Manager

Agenda Titles: City Manager Transition Plan and Introduction to OCCMA Sr. Advisor David Clyne

Agenda Action: Review

Fiscal Impact: None

### **Explanation:**

At the December 15, 2021 Council meeting, City Council asked the City manager, City recorder and City engineer to develop a staff transition plan.

Meanwhile, Mayor Burns recommended David Clyne, OCCMA senior advisor as a good resource to seek new candidates for the position and advise the current city manager on staff transitioning.

### **Introduction:**

David Clyne is a former city manager with 40 years of experience in both small and large communities. He is also an attorney and policy specialist. His resume is included in your packet. He and I met 1/30/21 to discuss the transition plan and developed a format with required info for a transition plan that includes the following. I will have a draft of the plan ready by end of the week and final for Council at 1/19 Council meeting.

**A. City of Mosier Org Chart with Staff and Council contact info, roles, and responsibilities**

**B. City Workplan Overview and Budget Document**

**C. Daily Operations Spreadsheet**

- 1) Financial Transaction Processes and Internal Controls with Bookkeeper/City Recorder contact info
- 2) Public works contacts for water ops, sewer, streets, plow, fire, county roads maintenance
- 3) Professional Staff Contacts – City Engineer/City Atty/City Planner
- 4) Planning Document Files Access Info
- 5) City file server access and IT Contact info
- 6) City Manager hiring requirements contact – ie, background check, bond agency contacts, etc.

**D. Project/Program/Contract information Spreadsheet:**

- 7) Name of City Project or Program
- 8) City's Representative / Project Manager Contact information
- 9) Council Committee Representatives and Contact information
- 10) Agency Contact, (ie, Mike Renault, Fire District; Taylor Poynor, Jacobs; Will Norris, Hood River, etc.)
- 11) Brief Project Description
- 12) Project Budget Report / Expenses or Revenue to Date
- 13) Current Project or Program Phase/Activity Underway
- 14) Due Dates for upcoming Deliverables
- 15) Current Project Fundraising Activity and Contact
- 16) Other thoughts

## **DAVID CLYNE, ICMA-CM<sup>1</sup> - Retired**

195 Independence Way  
Independence, OR 97351  
(541) 905-3230 (cell)  
[davidclyne29@gmail.com](mailto:davidclyne29@gmail.com)

### SUMMARY OF QUALIFICATIONS

- ICMA Credentialed Manager and designated lifetime member of ICMA and OCCMA
- OCCMA/ICMA Senior Advisor
- 40 years City Management Experience, including three as Deputy City Manager
- Private sector experience includes operating my own small law practice and consulting services
- Masters in Public Administration
- Juris Doctor (law degree)
- Certified Mediator
- Board Member (past) – League of Oregon Cities
- 2x Board Member (past) – Oregon City/County Managers Association
- Licensed Attorney – Colorado (inactive)
- Licensed Water/Wastewater Operator – Colorado (expired)
- Licensed Real Estate Broker – Colorado (expired)
- Licensed Title Examiner – Colorado (expired)
- Numerous collective bargaining contracts
- Intermediate Spanish Language skill and continuing studies
- Accomplished negotiator, communicator, team player, mentor and lifelong student

### SELECTED ACCOMPLISHMENTS

- Successfully led Cities of Gresham, Newberg and Falls City, Oregon through recruitments and seating of new City Managers
- Led City of Independence to All America City designation
- Led City of Independence renaissance resulting in 2018 LOC Award of Excellence
- Helping City lead in Internet of Things innovation economy in a number of ways
- Created successful diversity, equity and inclusion program in City to engage our 35% Latino community
- Developed improved relationship with Confederated Tribes of Grand Ronde
- Successfully recruited Oregon State Hospital together with \$30,000,000 intergovernmental agreement to develop related infrastructure resulting in over hundreds of new permanent jobs to the community (Junction City)
- Helped passage of general obligation measures in two Oregon communities (Independence and Brownsville)
- Founding member Oregon Small Cities Network
- Initiated Statewide scenic byway program (Colorado)
- Produced and managed fiscally sound budgets in numerous communities

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<sup>1</sup> International City Management Association Credentialed Manager

**SUMMARY OF LOCAL GOVERNMENT EXPERIENCE**

<b>CITY MANAGER PRO TEM</b> - Gresham, OR	1/21 - 6/20
<b>CITY MANAGER PRO TEM</b> - Falls City, OR	8/20 - 11/20
<b>CITY MANAGER PRO TEM</b> - Newberg, OR	7/19 - 2/20
<b>CITY MANAGER</b> – Independence, OR	8/10 – 12/18 (retired)
<b>CITY ADMINISTRATOR</b> – Junction City, OR	8/06 – 8/10
<b>CITY ADMINISTRATOR</b> - Brownsville, Oregon	8/02 – 08/06
<b>TOWN ADMINISTRATOR</b> - Morrison, Colorado	9/99 – 2/02
<b>TOWN ADMINISTRATOR</b> - Buena Vista, CO	6/98 – 9/99
<b>DEPUTY CITY MANAGER</b> - Central City, CO	6/92 – 4/95
<b>TOWN MANAGER</b> - Nederland, CO	1/87 – 5/91
<b>TOWN ADMINISTRATOR</b> - Olathe, CO	6/84 – 11/85
<b>BUDGET DIRECTOR</b> – Arapahoe County, CO	11/80 – 6/84
<b>STAFF ASSISTANT</b> : League of Arizona Cities – Phoenix, AZ	7/78 – 8/80

**SUMMARY OF OTHER PROFESSIONAL QUALIFICATIONS**

<b>CERTIFIED MEDIATOR (OR)</b>	2014 - Present
<b>CERTIFIED CASA (OR)</b>	2019 - Present
<b>ATTORNEY AT LAW (CO)</b>	1991 - 2002
<b>REAL ESTATE BROKER/TITLE EXAMINER (CO)</b>	1996 - 1998
<b>V.I.S.T.A. VOLUNTEER (CA)</b>	1976 - 1977
<b>WAREHOUSE MANAGER/CLERK (CA)</b>	1968 - 1975

**SUMMARY OF EDUCATIONAL QUALIFICATIONS**

<b>JURIS DOCTOR</b> <i>University of Denver</i>	1991
<b>MASTER OF PUBLIC ADMINISTRATION</b> <i>California State University, Long Beach</i>	1980
<b>BACHELOR OF ARTS – Political Science</b> <i>University of California at Los Angeles</i>	1978
<b>GENERAL COLLEGE STUDIES</b> <i>Skyline Community College, San Bruno, CA</i>	1975

**SELECTED RECENT COMMUNITY ENGAGEMENT EXPERIENCE**

- Ella Curran Food Bank volunteer
- CASA volunteer
- Rotary Member
- Chamber of Commerce Board of Directors
- Lions Club Member
- Independence Downtown Association Member
- MINET Board of Directors
- Latino RoundTable participant



### **City Manager Recruitment Procedures**

- A. City Council to approve salary range January 5, 2022 (\$65,000 to \$80,000 DOE - recommended by current City Manager).
- B. City staff to advertise and recruit candidates. City Councilors to recruit candidates.
  - a. Advertise in professional organization job boards, e.g., LOC, ICMA.
  - b. Advertise on professional organization listservs, e.g., city managers, city recorders listservs.
  - c. Directly advertise to persons on LOC's interim city administrator list. And to any other interim city managers that LOC has recommended.
  - d. Contact interested applicants directly with the job solicitation. Solicitation open until filled, with first review of resumés and scheduling of interviews 1/14/2022 and week of 1/17/22.
- C. Recruitment Committee to receive applications and conduct initial screening per the screening criteria below. If more than 3 applications that are received satisfy all of the required screening criteria, the Committee will rank all applications using the screening criteria, and refer the most qualified 3 candidates to the City Council.
- D. The Recruitment Committee consists of two Council members, the current City Manager, and the City Attorney.
- E. Recruitment Committee to line up interviews with the full City Council, to be held in an open public meeting
- F. Candidates referred to the City Council for interviews will be requested to provide three references, preferably candidates' supervisors. A single member of the Committee (or a Council member) will contact a minimum of two references for each candidate and ask for input on a standard set of questions (attachment A) and report findings to the Council during the final selection phase, which may occur in executive session. Reference checks will be made for each of the top three candidates.
- G. City Council to conduct interviews with all applicants referred to the Council for interviews. Interviews will be conducted one at a time, in an open public meeting. The City Council may request public comment on the applicants.
- H. City Council to hold an executive session to discuss the interviews and reference checks.
- I. City Council to decide on a City Manager for appointment in an open public meeting, and allow for public comment.



## **Qualifications for City Manager Applicants**

### **A. Education:**

- a. A Bachelor's degree in Public Administration, Planning, Political Science, or related field, and at least three (3) years of upper-level government management experience are required.
- b. An advanced degree in Public Administration or related field, and/or 10 years of increasingly responsible public sector experience is preferred.

### **B. Experience:**

- a. Minimum 5 years of experience working in local government.
- b. Minimum 3 years of experience working in local government in a supervisory/managerial role.
- c. Demonstrated proficiency in the following (listed in general order of priority):
  - i. Oregon budget law and funds-based fiscal management practices
  - ii. Oregon procurement rules, contract negotiations and contract management
  - iii. Experience interfacing with the public
  - iv. Supervision and leadership of project consultant teams and operations staff
  - v. Land use development and design & construction practices for public projects
  - vi. Interagency work and partnerships with local and regional public agencies
  - vii. Strategic planning and policy development
  - viii. Economic strategy development
  - ix. Public works operations and management practices
  - x. State and federal compliance requirements for utilities, hazard mitigation and emergency management
  - xi. Written and oral communications

### **C. Selection:**

- a. Candidates referred to the Council will be interviewed by the Council using a standard set of interview questions (Attachment B). Reference check feedback will be provided to the Council for each candidate that is interviewed. Information provided by candidate resumes, reference feedback and interviews will all be considered by the Council in determining the best candidate and final selection.



## EXHIBIT A

### **Mosier City Manager Reference Check Questions**

My name is \_\_\_\_\_, A city Counselor in Mosier, Oregon. The Council is in process of interviewing candidates for our City Manager position. You were provided as a reference for \_\_\_\_\_. Would you mind answering a few questions?

1. Please describe your relationship with \_\_\_\_\_, i.e. were you his/her supervisor, co-worker, etc.
2. We are looking for someone who has strong background in local government management and municipal budget and finance. Can you comment on these attributes of \_\_\_\_\_?
3. What are his/her greatest strengths?
4. What are his/her greatest weaknesses?
5. Is she/he a good listener with good oral and written communication skills?
6. Does she/he work well with teams? Is she/he a capable of being a successful supervisor of a small staff? How would you describe her/his effectiveness in local government management?
7. Is she/he capable of managing multiple initiatives and projects concurrently?
8. Would you rehire her/him if you had the opportunity? Why or why not?
9. Are there any other insights you would like to offer?
10. Can you recommend others I should speak to for insight?



**EXHIBIT B**

# Interview Evaluation Form

Name of Candidate: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Completed By: \_\_\_\_\_

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

**Rating Key - 0: NOT SATISFACTORY; 1: SATISFACTORY; 2: VERY SATISFACTORY; 3: EXCELLENT**

<i>Interview Questions</i>	<b>Comments: (Be very specific; support your rating)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Please tell us about your education and training; skills and experience related to the position of City Manager and why you would be ideal for this position with the City of Mosier.					
Please describe specific accomplishments in your career that you consider to be the most significant and relevant to this position and why you consider them to be significant and relevant.					
You have probably researched a bit about our City and City Council. Tell us what you know about the City and what most interests you about the City and this position? Can you tell us how you would fit into our organization as our City Manager?					

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<p>We are in the middle of writing our Mission/Vision/Values. Based on what you've learned about us so far, what are some of our values that come through?</p>					
<p>From your limited vantage point, what do you believe to be the challenges and opportunities facing our organization? How is this likely to change in the future? How will you go about assessing the strengths and weaknesses of the organization and identifying opportunities to improve?</p>					
<p>What experience have you had working on an intergovernmental or interagency basis? Have you worked directly with the state and federal governments, councils of governments, and other units of local government?</p>					
<p>What will your first steps be upon assuming responsibility for this position? What do you hope to accomplish in the first year?</p>					
<p>Oregon land use law is unique. Explain your knowledge and experience in researching and interpreting City Ordinances and implementing them. Describe</p>					

**EXHIBIT B**

<p>your role and the City' in the quasi-judicial process. Discuss the differences between the City Municipal Code and Zoning Code, the City Charter, and Council Resolutions.</p>					
<p>Describe the roles and responsibilities of being a City Manager for the City of Mosier and how what the relationship is between the City Council and the City Manager.</p>					
<p>Have you had experience working with controversial public challenges and issues? Describe the steps necessary for a successful public process.</p>					
<p>Tell us about your experience with budget preparation and municipal finance.</p>					
<p>This is a very small city and you will be wearing a lot of hats: public works, infrastructure, land use planning, budget and audit, community relations, economic development, election process, all City Recorder and secretarial roles, grant writing, and project manager of large capital projects. Tell us how you plan to manage all of these critical duties and what partnerships will be important to develop that can provide the City the necessary technical assistance.</p>					

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**Please circle your responses to the following questions:**

- 1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 2. The applicant will know when and who to call for assistance when their own skillset is not sufficient:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 3. The applicant views this position with excitement and enthusiasm:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 4. The applicant has the appropriate level of experience necessary for this position:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 5. The applicant displayed the ability to participate effectively in a team environment:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 6. The applicant displayed ability to communicate well with all constituents:  
Strongly Agree      Agree                                      Disagree                                      Could not determine
  
- 7. The applicant appears to be motivated more by public service than monetary compensation:  
Strongly Agree      Agree                                      Disagree                                      Could not determine

**Candidate's Strengths:**

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**Candidates Weaknesses:**

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**EXHIBIT B**

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**Please provide any additional comments you have about this candidate:**

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