



CITY OF MILWAUKIE
"Dogwood City of the West"

Resolution No. 92-2016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,
ADOPTING STANDARDS, CRITERIA AND POLICY DIRECTIVES FOR THE HIRING
OF THE CITY MANAGER**

WHEREAS, the current City Manager, Bill Monahan, is leaving the City's employment to retire on October 17, 2016; and

WHEREAS, the City Council is beginning the process of hiring a replacement and has hired the Waldron firm to assist in the recruitment of a new City Manager; and

WHEREAS, the City Council may need to conduct one or more executive sessions to consider candidates for the position of City Manager; and

WHEREAS, pursuant to ORS 192.660(7)(a) and (b), it is permissible to conduct an executive session to consider employment of a chief executive officer but there are prerequisites; and

WHEREAS, the central requirement is that, prior to conducting any executive session on the matter, there must be a public hearing at which: 1) the public has an opportunity to comment on the employment of a City Manager; and 2) the Council adopts the standards, criteria and policy directives to be used in hiring for that position; and

WHEREAS, the Waldron firm has prepared a recruitment brochure which sets out standards, criteria and policy directives which the Council will use in the recruitment of a new City Manager; and

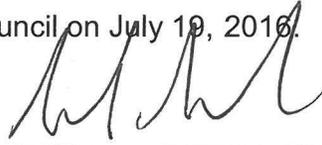
WHEREAS, at the City Council meeting of July 19, 2016, the public was given the opportunity to comment on the employment of a City Manager and the criteria to be used in the hiring process;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milwaukie, Oregon, that:

Section 1. The brochure prepared by the Waldron firm, attached as Exhibit A, is adopted as the standards, criteria and policy directives to be used by the City Council in the hiring of a new City Manager.

Section 2. This resolution is effective immediately.

Introduced and adopted by the City Council on July 19, 2016.



Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC



Pat DuVal, City Recorder



City Attorney



City of Milwaukie City Manager

Search conducted by:



www.waldronhr.com

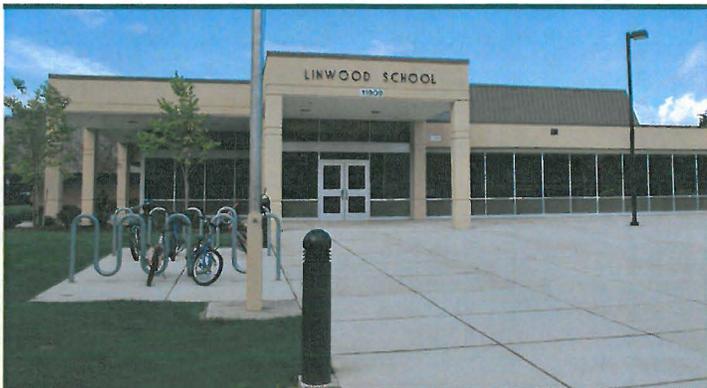
COMMUNITY

Located six miles south of downtown Portland, on the banks of the Willamette River, the City of Milwaukie offers a small-town feel with easy access to the region's urban center, recreational activities, and services. The suburban City of 20,491 is economically linked with the greater Portland Metropolitan area.

Named one of the best places to raise a family, Milwaukie provides a clean environment, good transportation, schools, and health care. The Sunday Farmers' Market, First Fridays, and the on-going poetry and artist series are just a few of the many cultural offerings available. Nearby recreational opportunities include boating on the Willamette River, kayaking on the Clackamas River, fishing, hiking or mountain biking in one of the more than 100 parks in Clackamas County.

Downtown Milwaukie is undergoing a revival with plans for new apartments and retail space that accompany the redeveloped Riverfront Park. Contributing to the revitalization and also enhancing transportation services is the Portland-Milwaukie Light Rail transit line that opened in September of 2015. The new Orange Line extends the region's light-rail network by 7.3 miles from Portland State University to South Waterfront, SE Portland, Milwaukie and north Clackamas County. The City is comprised of seven neighborhood districts and two business industrial districts that advocate for community and business interests. Milwaukie is also home to Dark Horse Comics' international headquarters, Bob's Red Mill, a modern-day gristmill and natural foods company, and Blount International Inc., a publicly traded Fortune 500 company.

The City of Milwaukie has committed to achieving and maintaining: a sense of place, history, and future that defines the City and distinguishes it from other areas; a livable, safe environment, including preservation and enhancement of both built and physical environments; and private and public partnerships that provide for the maximization of business and individual opportunities.



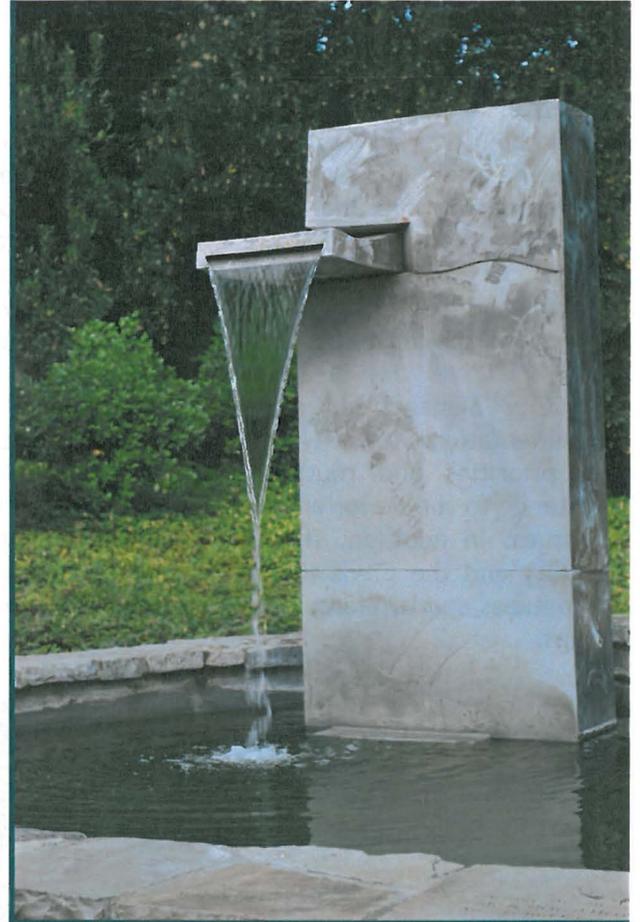
CITY STRUCTURE

The City of Milwaukie has a Council-Manager form of government. The five elected members, a Mayor and four Councilors, serve as representatives of the City's population while concentrating on policy issues that are responsive to the community's needs. The Mayor and City Councilors are elected at-large and serve staggered four-year terms. The Council appoints the City Manager, City Attorney, and Municipal Judge.

Milwaukie employs 142.5 full-time equivalent staff members and works collaboratively with its two unions. The 2017-2018 Biennial Budget of \$115 million is closely aligned with Council goals and the administration is committed to professionalism, efficiency, and customer service.

The City operates its own police department, municipal court, water, wastewater, and stormwater utilities; and provides street operations, planning, building inspections, public records, engineering, community development and library services. Internal services include Human Resources, Finance and Information Technology.

Milwaukie is located in Clackamas County and effectively partners with the County on a routine basis. It is also located within the jurisdiction of Metro, the tri-county urban services district based in Portland and TriMet, the tri-county transportation district of Oregon. Clackamas Fire District #1 provides fire and emergency services and the North Clackamas Parks and Recreation District maintains the City's parks and provides other recreational services.



POSITION

The City Manager is appointed by the City Council and serves as the administrative head of the City assuming full management responsibility, leadership, and accountability for all City operations. The City Manager establishes, within City policy and budget the most appropriate service and staffing levels and allocates resources accordingly. The Manager also collaborates with department heads on departmental strategic planning and studies of City services to ensure they are provided in the most efficient and effective manner.

The City Manager directs the development and implementation of the City's goals, objectives, policies, and priorities and routinely provides advice and assistance to the Mayor and Council on a wide variety of issues. In addition, the City Manager represents the City and the City's interests on various regional committees and taskforces and to citizen involvement groups.



PRIORITIES

- Build strong relationships with the Mayor and each Council member, the community, and region at large. Establish trust, confidence and open communication to effectively advise, prioritize, and implement council goals.
- Participate and proactively engage in strategic, long term planning for the City including the 2040 Visioning process and the new Comprehensive Plan. Share best practices and knowledge from prior experiences to create a strong action plan and ensure success.
- In partnership with the Mayor, City Council, and select Advisory Committees, identify and implement transportation related projects as the City continues to grow. Consider the proper planning, timing, funding, and community support to realize projects that include bike and pedestrian paths, greenways, sidewalks, ADA compliance, and safe routes to schools.
- Execute on the \$10.2 million capital improvement project to renovate and expand the Ledding Library. Collaborate with the committees to solidify a plan and design that creates a functional, multi-purpose gathering place.
- With the anticipated urban renewal plan adoption for downtown and central Milwaukie, develop the strategy and structure, establish clear goals and identify and prioritize potential projects to help catalyze business development.
- Actively identify a variety of housing options and prioritize planning for recognized deficiencies including potential zoning changes and partnering effectively with Clackamas County to maximize county-owned affordable housing opportunities.
- Partner with North Clackamas Parks and Recreation District, the Park and Recreation Board, and the Riverfront Task Force to identify grants and other funding options to complete the development of four neighborhood parks and the additional phases of Riverfront Park and North Clackamas Park.
- Develop and maintain positive long-term relationships with Clackamas County and Metro. Effectively partner and look for opportunities to collaborate while protecting Milwaukie's identity and interests as the City continues to grow.



IDEAL CANDIDATE

The City of Milwaukie seeks a City Manager that is creative and innovative and brings a fresh, yet experienced voice and perspective to problem solving. With a proven ability to move projects and initiatives forward, the ideal candidate will successfully guide the City through this exciting time of transition and growth.

The City Manager has a strong history of developing effective relationships with elected officials and effortlessly partners with the Mayor and City Council to provide sound advice and guidance when necessary. Considered a calculated risk taker, the ideal candidate does proper due diligence and monitors best practices in order to drive efficiency and inform decision making. The preferred candidate is an active listener that values honesty and integrity and believes in fostering mutual respect at all levels.

The successful candidate has a strong background in strategic planning and execution and is considered fiscally responsible. The preferred candidate has experience with urban renewal, specifically with identifying and prioritizing projects. In addition, the City Manager reflects Oregon's values regarding the environment, prioritizes sustainability, and works to drive process improvement initiatives.

A proactive leader, the City Manager creates a forward thinking culture that encourages and supports collaboration amongst staff. The successful candidate has a strong background in managing and empowering employees and believes in professional development, retention and succession planning. The City Manager believes in work-life balance and above all has a good sense of humor.

The ideal candidate is a dynamic leader that enjoys being part of the community, participating in multiple activities and events. Considered to be approachable, the City Manager recognizes the importance of relationships and partnerships at all levels and has a history of engaging in effective, meaningful communication with business and community leaders and key stakeholders. The preferred candidate maintains an understanding of the issues affecting the community and leverages that knowledge to drive decisions.



QUALIFICATIONS

At least seven years of progressively responsible experience in municipal government including five years of administrative or leadership responsibility. Strong managerial experience and the ability to work closely with elected officials is essential. An exceptional ability to develop effective partnerships is required. A Bachelor's degree from an accredited college or university or any equivalent combination of education and experience.



COMPENSATION AND BENEFITS

Salary Range: \$116,667 - \$157,872

- Oregon Public Employees Retirement System (PERS). The City pays both the employer and employee portion
- Deferred Compensation Plan with a City contribution of 2.5%
- Generous Medical, Dental, and Vision Plans
- City paid Life and Long Term Disability Insurance
- Available Flexible Spending and HRA VEBA Accounts as well as Supplemental Life Insurance
- Vacation, Management, Wellness Days, and Sick Leave Programs
- Vehicle Allowance

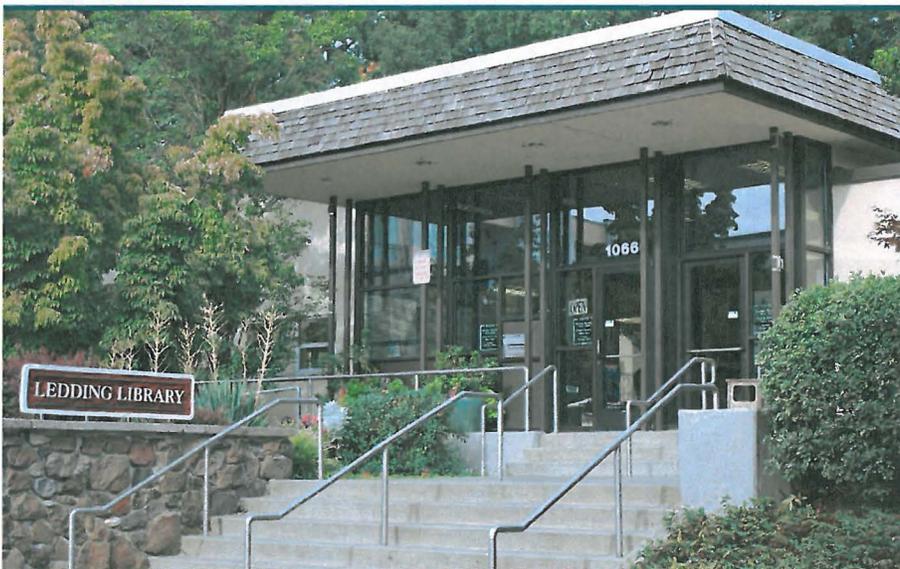
TO BE CONSIDERED

Please go to candidateportal.waldronhr.com and submit your resume and cover letter expressing your interest in the City of Milwaukie and fit for the City Manager role. Cover letters may be addressed to Heather Gantz.

The City of Milwaukie is an Equal Opportunity Employer and assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability, gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law and with proper regard for their privacy and constitutional rights as citizens.

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Robert Colichio, Consultant
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Waldron is honored to work with the City of Milwaukie in the search for a City Manager. The City of Milwaukie does amazing work, and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.

