

GLADSTONE CITY COUNCIL/GLADSTONE URBAN RENEWAL AGENCY
WORK SESSION/REGULAR MEETING/URBAN RENEWAL AGENCY MEETING
CITY HALL COUNCIL CHAMBERS

June 9, 2015

AMENDED AGENDA

JOINT WORK SESSION WITH PARK AND RECREATION ADVISORY COMMITTEE

6:00 p.m.

CALL TO ORDER

ROLL CALL

1. Meldrum Bar Park – Possible Restoration Project - Bulkhead Removal/Dahl Beach Parking Lot

ADJOURN

REGULAR MEETING

6:30 p.m. CALL TO ORDER

ROLL CALL

FLAG SALUTE

BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the Assistant City Administrator two weeks prior to the Tuesday City Council meeting.

CONSENT AGENDA

All items below will be enacted by one motion unless someone requests specific item(s) be removed prior to Council adoption of the Consent Agenda.

2. Approval of March 24, April 14, April 28, May 12, and May 26, 2015 Minutes
3. Approval of Liquor License – 150 W. Arlington St., Masala Box Inc.
4. Approval of Project List
5. Payment of May Claims

CORRESPONDENCE

6. E-mail from Dorothy Otto Regarding Business License

REGULAR AGENDA

Citizens will be allowed to address City Council regarding an item listed below for up to 3 minutes. The Mayor will have discretion to further limit testimony in order to ensure all items on the agenda are addressed during the meeting.

7. Public Hearing FY 2015-16 Budget and Tax Rate
 8. Resolution 1049 – Adopting Budget and Setting Tax Rate for FY 2015-16
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RECESS TO URBAN RENEWAL AGENCY MEETING

9. Approval of Minutes June 24, 2014
10. Public Hearing FY 2015-16 Budget and Tax Increment
11. Approval of Resolution UR-51 - Adopting Budget and Declaration of Tax Increment

ADJOURN URBAN RENEWAL AGENCY MEETING

RECONVENE TO REGULAR AGENDA:

12. Letter from Park and Recreation Board
13. Resolution 1050 – Elect to Receive State Revenue Sharing Funds
14. Resolution 1051 – Certifying Provision of Four or More Services for State Shared Revenues
15. Resolution 1052 – Revising Master Fee Schedule Reflecting Changes in Storm/Sewer Fees
16. Ordinance 1457 – Amending Chapter 13.04 of the Gladstone Municipal Code by Increasing Water Rates and Reaffirming All Remaining Provisions of Chapter 13.04 of the Gladstone Municipal Code.
17. Development Agreement Request from HT Properties – Transue Property, 18121 Webster Road
18. Tri-City Discussion
19. Discussion of City Administrator / Interim City Administrator Positions

BUSINESS FROM THE COUNCIL

ADJOURN

City Manager/Administrator

Purpose: Directs and manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of all City departments and functions, direct supervision of the City Manager's/Administrator's Office, and coordination of special projects. The City Manager/Administrator is responsible for the implementation of all policy set by the Council. Work may either be performed by the incumbent or delegated to subordinate staff.

Essential Job Functions:

- ◆ Directs and manages the operations of the City: provides direction to all City functions falling under the authority of the City Council; supervises all subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all City employees through subordinate managers; establishes policies and procedures for the overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.
- ◆ Serves as a liaison between City staff, the Mayor, and the City Council: attends all meetings of the City Council; briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Council to make informed policy decisions; prepares meeting agendas; and provides administrative support to the Mayor and Council Members as needed.
- ◆ Performs financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
- ◆ Oversees operations of all City departments: serves as a liaison between the Mayor and Council and department heads, keeping the Mayor and Council apprised on departmental activities; assists departments with resolution of problems requiring the attention of City management; monitors and evaluates progress of departments towards the goals and objectives of the administration.
- ◆ Facilitates problem solving at all levels in the organization: works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.

- ◆ Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the City; serves as a liaison between the Mayor and City Council and staff.
- ◆ Responsible for the preparation of the annual budget; prepares departmental budget for the Administrative Office; reviews departmental budget requests from all City functions for inclusion in the administrative recommendation to the City Council; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
- ◆ Coordinates special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
- ◆ Oversees professional contractors and/or consultants providing services for City projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Assists the Mayor and City Council with strategic and long-range planning for the City: participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- ◆ Represents the Mayor, City Council, and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the municipalities, school board, chamber of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions; and keeps the City Council apprised of activities.

Preliminary City Manager Attributes/Qualities/Qualifications

The City is seeking a seasoned leader for their new City Manager. He/she will be honest, fair, respectful, ethical, and possess good solid character and the utmost integrity. The ideal candidate will possess strong listening skills, be approachable, and possess the ability to communicate with the City Council, community members, and staff at all levels. The ideal Manager will be accountable, not only to the City Council, but to the public in general and not just to the small, vocal members of the community. The ideal candidate will be a consensus builder able to best reconcile competing interests and will be politically savvy, but not political.

It is desired that the new Manager make Seaside their home and be actively involved in the community. Someone who is outgoing and understands local politics and traditions of the City is highly desired. The ideal candidate will possess an open door policy for all community members and welcome their feedback and suggestions. Customer service should be a number one priority, as will patience and sensitivity to the needs of the community.

The new Manager must be technologically astute, recognizing the value of integrating, planning, designing and optimizing technology for employee, city and community advantage. The City desires a creative, modern City Manager with the ability to embrace out-of-the-box ideas for addressing the struggles associated with managing a small, full-service City with limited resources. Extensive knowledge of strategic planning, budgeting, and financial skills are a must. The Manager will be a visionary with the ability to work positively with the City's Department Directors to build a viable plan for the future.

The City Manager will have strong planning skills (with vision) and a proven track record in community development/redevelopment with the ability to balance economic development and preservation.

The new Manager will be able to set direction for the City's Department Heads, but also allow staff to do their work without micro-managing. He/she will foster a positive working environment, built on team work and trust, where ideas and feedback are listened to and appreciated. The ideal candidate will be even-tempered and congenial with subordinates and the public. At the same time, candidates who believe in accountability and will hold staff accountable will be valued.

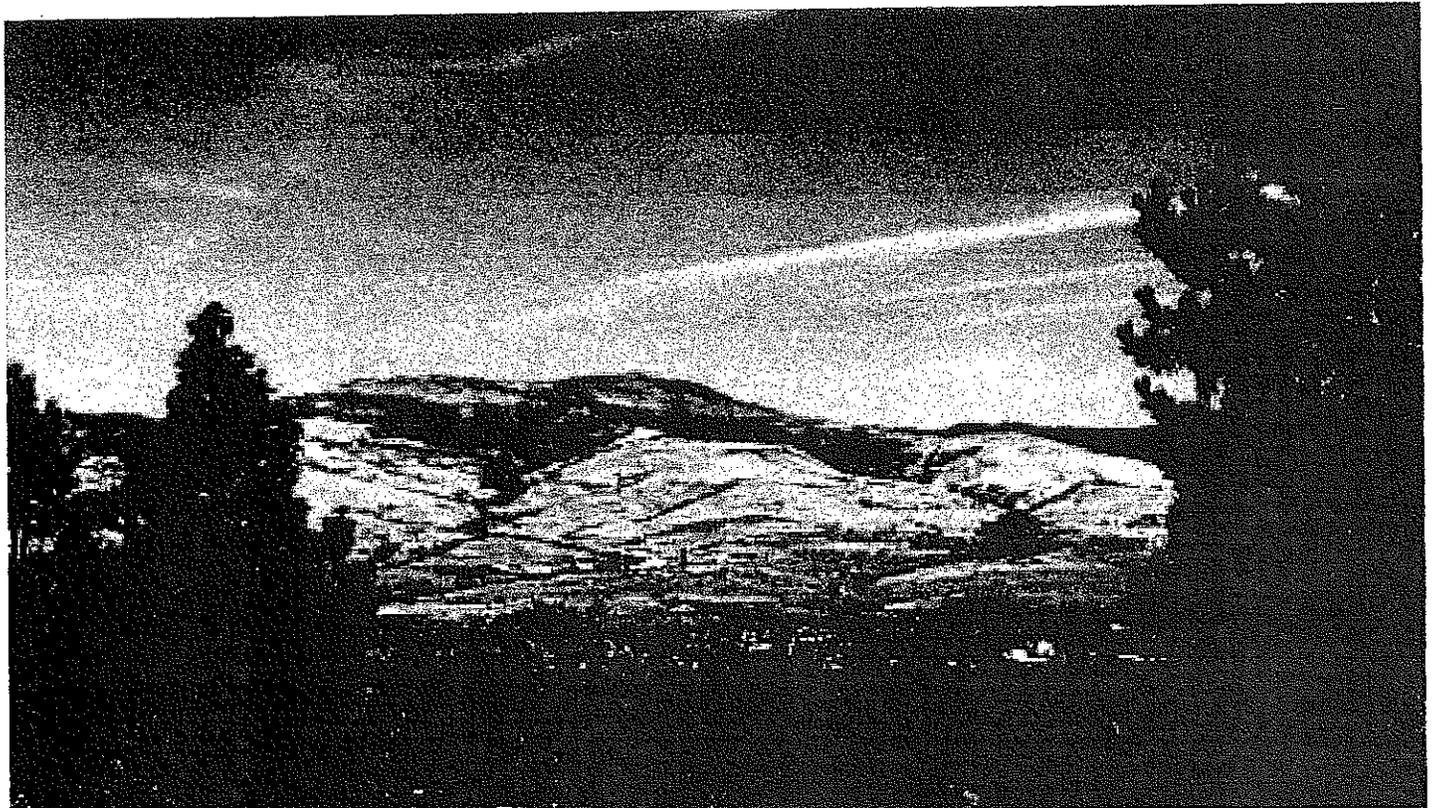
Exceptional oral and written communication skills are essential for a candidate's success in this position.

Candidates must possess five years of progressively responsible management experience in city government. A Bachelor's Degree in public administration, political science, business administration or a closely related field is required. A Master's Degree is highly desirable.

**The City welcomes your comments on these draft attributes.
Comments should be directed to:**

Roberta Greathouse, Personnel Services Mgr or
rgreathouse@ci.seaside.ca.us
440 Harcourt Ave, Seaside, CA 93955
(831) 899-6713

John Dunn, Interim City Manager
jdunn@ci.seaside.ca.us
440 Harcourt Ave, Seaside, CA 93955
(831) 899-6700



The Community

The City of Ashland, Oregon (population approximately 20,100) is situated at the southern tip of the Rogue Valley, along Interstate 5, approximately 15 miles north of the Oregon-California Border. Located in the foothills of the Siskiyou Mountains, Ashland is one of the most scenic and picturesque communities in the Pacific Northwest. The community is culturally active in the arts and theater, and a magnet for outdoor enthusiasts, nature lovers and environmentalists. Ashland has a nationally recognized repertory company, the Oregon Shakespeare Festival (OSF), that produces a variety of plays for over 100,000 visitors each year, along with a variety of other theater companies, art galleries and music venues. The City abounds with major recreational amenities, with nearby Mt. Ashland Ski Area providing skiing, snowboarding, hiking, bicycling and backpacking opportunities. The Northern California Redwoods, Rogue River Recreational Areas, Oregon Caves, Crater Lake National Park and the Oregon Sand Dunes are all within easy driving distance of Ashland. The community presents an almost "story-book" setting with an outstanding living environment, cultural opportunities, varied housing stock, impressive parks and recreation system, and an excellent public school district. The Ashland School District has been consistently rated among the top 100 Districts in the nation. While a small town atmosphere prevails, the well informed and active citizenry and overall ambiance are that of a much more sophisticated and urban community. This is a highly

CITY ADMINISTRATOR

communicative and engaged community that takes citizen involvement seriously.

Home to Southern Oregon University, with over 5,500 students, the City offers an eclectic lifestyle in an environment that promotes communications and collaborative relationships at all levels and encourages citizen participation. Outstanding medical facilities and regional shopping are enhanced by the proximity of nearby Medford, just ten miles away. Ashland has a strong retirement population which is seeking a small town social environment with big city cultural opportunities. Highly rated restaurants, numerous summer and winter festivals, a forgiving climate and the unhurried pace of life all contribute to the City's special qualities. The City has one of the lowest crime rates in the country.



Governance

The City of Ashland operates under the strong Mayor-Council form of government, with the Mayor elected for a four-year term and six Council members elected, at-large, for four-year overlapping terms. Other elected officials include the City Recorder, Municipal Court Judge, and the five-member Parks & Recreation Commission. The City of Ashland has historically been viewed in Oregon as a leader among communities, paving the way on issues, and taking an entrepreneurial approach in providing services to its residents.

The Ashland City Council values:

- Participatory government
- Natural Environment
- Responsible Resource Use
- Free Expression
- Diversity
- Economy
- Distinctiveness
- Continuous Learning and Improvement
- Basic Needs
- Community

The City of Ashland employs 249 full-time personnel and has a \$95 million total budget (\$18 million General Fund). Five unions represent a majority of the workforce which includes the Ashland Police Association, International Association of Fire Fighters (IAFF) Local #1269, International Brotherhood of Electrical Workers (IBEW), a clerical unit of IBEW and

Laborers Unions. Ashland is a full-service City with its own water, wastewater/sewer, and electrical utility operations. The Corporate City Limits of Ashland encompass almost seven square miles, but the service area of some of the departments extends beyond traditional City boundaries; for example, Ashland's Fire and Rescue Department operates Advanced Life Support/Emergency Medical Services (ALS) in an Ambulance Service Area (ASA) to residents and businesses in a 650 square mile jurisdiction. The Mayor and City Council have dedicated government's efforts in maintaining and improving upon community sustainability, environmental stewardship and providing municipal oversight through consistency, creativity and ongoing communications with the public. The citizenry takes pride in their ability to engage and participate in the City's government.

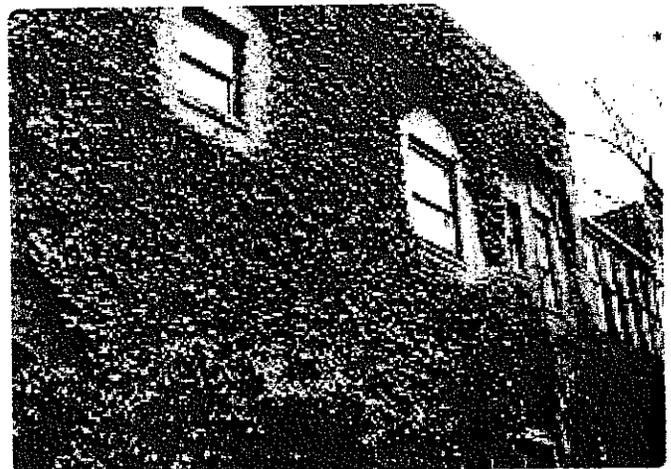
Day-to-day operational activities are overseen by a City Administrator who coordinates the duties and responsibilities of the following Departments: Administration; Administrative Services; Fire & Rescue; Community Development; Information Technology; Police; Public Works and Electric Utilities. Senior level appointments are made by the Mayor, confirmed by the City Council. The Parks Director is included as part of City Staff but reports to the elected Parks Commission. Additionally, the Mayor and City Council receive assistance from 21 advisory boards and commissions, which actively represent the citizens of the community.

Position & Organizational Profile

The current City Administrator has been with the City of Ashland since 2006 and recently accepted a position as Portland Metro's Chief Operating Officer. This Administrator is well-regarded and expectations are high for her replacement. The next City Administrator must be accessible and visible as well as a proactive participant in the community. This role needs a leader that will establish and maintain effective working relationships between the City and representatives of community and business groups. The successful Candidate will thrive in an environment where community input is welcomed and received. It is expected that the City Administrator will be a critical thinker, possessing outstanding communication and listening skills, excellent interpersonal skills, and a personality and style that is comfortable and at ease in an actively democratic process.

The next City Administrator will be an approachable, confident and diplomatic leader of the utmost integrity. The ideal candidate has been described by Council and staff as having good instincts and excellent judgment, the ability to say "no" when the situation warrants, as well as the ability to demonstrate empathy in challenging environments. The successful Candidate will have proven experience in making difficult recommendations and the ability to follow-

through on difficult decisions in a timely fashion. He/she will be politically astute, accustomed to working with a sophisticated constituency with high expectations, and a collaborator on regional issues. Most importantly, the new City Administrator will be a high-energy, proven manager and leader with the ability to assist a diverse Council, with engaged Boards and Commissions in the decision-making process.



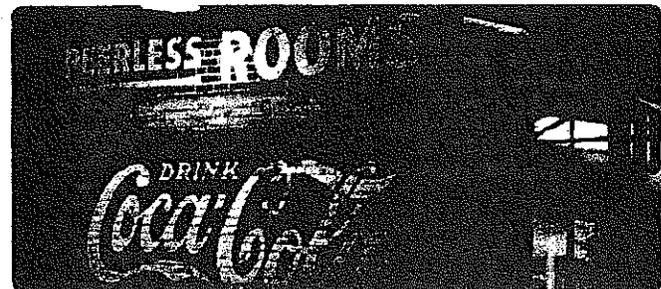
Current Issues

The following listing is representative of the challenges and opportunities the new City Administrator will deal with in the first twelve to eighteen months on the job and is not intended to be a comprehensive listing. This list was compiled after discussions with the Mayor, City Councilors, Ashland Community Partners, the current City Administrator, Department Directors as well as input from a community forum.

- **Leadership Transition** – The next City Administrator will have to be purposeful in establishing him/herself in this leadership role. The community is an active one and with high expectations for the City's employees. This role is expected to provide direction to the Department Directors, mentoring with an emphasis on accountability and results. He/she must be committed to succession planning and mentoring staff to meet their highest potential. Among the key decisions that will be made is the completion of a recruitment for a current vacancy with an Assistant City Administrator/CIO.
- **Customer Service Orientation** – Ashland is a full service City with the full amenities of an urban community, despite its relative small size. The City has an Electric Utility and a high speed data network. Ashland has a visitor-based economy which means the City must ensure that its visitors have a positive experience to keep the hotels and restaurants thriving. Services

provided to the citizenry are also very important, thus the next City Administrator will be expected to explore new initiatives with Community Development, Road Maintenance, Parks & Recreation, and other areas to make sure that residents and visitors alike feel heard with their needs prioritized and met.

- **Business Process Engineering** - The City has undergone a number of studies in recent years that are associated with Economic Development, Community Development, Public Safety, Water & Sewer, Finance, etc. The various strategic plans/studies must be reviewed and prioritization sought with input from the City Council and Department Heads to move forward on the various plans. There are a number of opportunities for business process reengineering to implement efficiencies that will greatly improve the services provided.
- **Community Issues** – The City of Ashland has a high quality of life for most residents, but they face some of the challenges impacting other urban areas including concerns regarding homelessness, balancing the pressure to add parking to downtown area with those interested in preserving the quaintness of the city, etc. While the City is a beautiful one, there are concerns about maintaining the infrastructure, i.e., roads, sidewalks, bike paths, etc.



Candidate Profile

The City Administrator will be a proven leader, emotionally mature, and accustomed to leading groups to work towards a common vision. The successful Candidate must provide focused leadership in the implementation of the City's vision, promoting an outcome oriented environment. He/she must have a record of showing consideration and respect for the existing staff and building a strong, cohesive team, while encouraging them to offer ideas for the betterment of the entire organization. The next City Administrator must be able to be politically neutral even on highly political issues. He/she must have the ability to have frank talks with constituencies while being respectful and non-confrontational, without alienating others or displaying defensiveness. The next City Administrator is expected to have a genuine interest in being a part of the Ashland community as well as becoming well-connected within the community of Oregon public sector managers.

Education & Experience

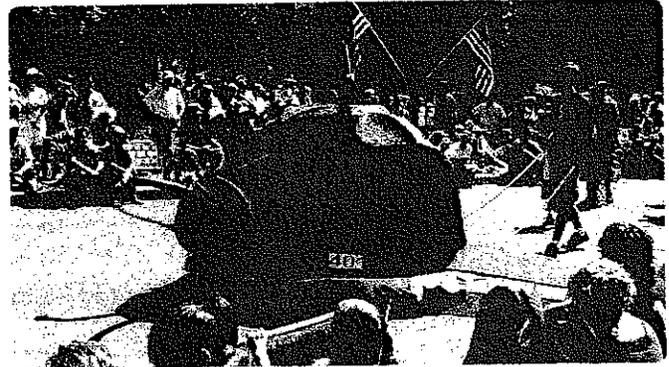
The successful candidate will have a strong background and knowledge of municipal finance and budget, organizational development, and succession planning. Prior experience as a City Administrator or Manager is preferred. Strong consideration will be given to candidates who have 5 – 10 years of experience as an Assistant City Manager/Administrator or department head with direct exposure to an elected body. Candidates with prior experience in communities with public utilities will be viewed favorably. The ideal candidate will have an understanding of the nature and dynamics of a visitor-oriented and actively involved community. A Bachelor's degree in Public or Business Administration, Government Operations, or a similar program is required with an advanced degree preferred. Substantial experience leading diverse and complex committees and commissions is highly desirable. He/she should be an excellent communicator, both verbal and written, with extensive experience making presentations to City Councils, community forums, and other diverse teams. All City Council meetings are televised live on community cable and streamed on demand from the City's website.

The City Administrator must have proven experience successfully managing consultants and vendors, and a demonstrated track record of working effectively with elected officials, senior leadership, engaged citizenry and professional organizations. The next City Administrator must be a person with strong moral values and high

ethical standards, and a model of professionalism for the organization.

Compensation & Benefits

The starting salary and benefits are highly competitive and negotiable, depending upon the experience and qualifications of the successful candidate, with an anticipated starting range of \$130s, an automobile allowance, a competitive retirement plan through the State of Oregon, with a deferred compensation program, health and life insurance, paid leave and other benefits. The opportunity to work and live in a high quality community, such as Ashland, constitute significant additional benefits that will accrue to the successful candidate.



Application & Selection Process

Qualified candidates please submit your resumé online by visiting our website at

www.watersconsulting.com/recruitment

This position is open until filled; however, the first review of applicants will take place **November 18, 2011**. Following the first review date, résumés will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews with the Consultant. Those deemed qualified will be referred to the hiring authority for further consideration. Final interviews in **ASHLAND** will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. The final interview process will be held in **January 2012**. For more information please contact **Andrea Battle Sims** by calling 216.397.2971 or 216.695.4776 or by visiting our website at www.watersconsulting.com/recruitment.

The City of Ashland is an Equal Opportunity Employer and values diversity at all levels of its workforce!

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to the interview. Under Public Information statutes, information from your resumé may be subject to public disclosure.



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EXECUTIVE RECRUITMENT

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