# BATTLE GROUND CITY COUNCIL AGENDA
# MONDAY, SEPTEMBER 21, 2026

BATTLE GROUND CITY HALL COUNCIL CHAMBERS
109 SW 1ST ST., SECOND FLOOR
BATTLE GROUND, WA 98604

**MEETING PROCEDURES:** The meeting will be conducted in person and via Zoom, allowing council members, staff, and members of the public to hear all individuals participating in the meeting. Members of the public may attend in person or watch the meeting live via the link below.

**WATCH LIVE:** Members of the public may watch the meeting live on YouTube at Battle Ground City Council - YouTube.

**TO PARTICIPATE:** Members of the public wishing to comment or provide testimony during the meeting may appear in person to speak during Citizen's Communications and Public Hearings. Comments are generally limited to three (3) minutes per person; however, the Mayor may adjust this time to ensure the meeting proceeds in an orderly and timely manner. Please submit written comments to the City Clerk's Office at least six (6) hours prior to the meeting with the heading "Public Comment for disbursement to the City Council."

**ACCESSIBILITY:** The City Hall is accessible to individuals with disabilities. As per RCW 42.30.240(2), if you face difficulty attending an in-person meeting to provide oral comment, you can do so remotely, provided that oral public comments are accepted at the meeting. If you require special accommodation to attend the meeting or to provide public comment remotely, please contact the City Clerk's Office at (360) 342-5008 or cityclerk.info@cityofbg.org at least forty-eight (48) hours in advance.

## City Council Meeting Agenda

**CALL TO ORDER – 7:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**SUMMARY REPORTS AND PRESENTATIONS**
Councilmember Reports
Mayor's Report
- September 2026, BiG Heart Citizen Recognition Award – Jessica Cole

Presentations
- Humane Society for Southwest Washington Annual Report
- Regional Parks Funding Task Team Report

**MOTION TO APPROVE AGENDA**

**CITIZEN'S COMMUNICATIONS**

**EXECUTIVE SESSION**
*Pursuant to RCW 42.30.110(1)(g), and RCW 42.30.110(1)(i), the City Council will enter an Executive Session to review the performance of a public employee and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The Session is anticipated to last thirty (30) minutes with possible action to follow.*

**CONSENT AGENDA**
*All items listed below are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests a specific item(s) be removed from the Consent Agenda for discussion prior to the time Council votes on the motion to adopt the Consent Agenda.*

**A.** City Council Regular Meeting Minutes of September 8, 2026
**B.** Claim Vouchers dated 09/08/2026 #100761-#100794 in the amount of $771,955.46
**C.** Claim Vouchers dated 09/11/2026 #100795-#100842 in the amount of $1,309,788.59
**D.** Payroll dated 09/10/2026, vouchers #29374-#29379 in the amount of $5,081.52 and direct deposits of $339,100.68 for a total payroll of $344,182.20
**E.** Interim City Manager Employment Agreement

## PUBLIC HEARING

**Ordinance No. 2026-16 Amending Battle Ground Municipal Code (BGMC) Section 17.135.150 Storage of Trailers and Recreational Vehicles in Residential Districts: Presentation/Public Hearing/Motion**
**Presented By***: Community Development Director Kristin Lehto*
**Summary:** *The City Council will receive a presentation regarding proposed amendments to BGMC 17.135.150 which would adjust regulations related to the storage of recreational vehicles and trailers in residential districts. Following the presentation, the City Council will accept public testimony and consider the adoption of Ordinance No. 2026-16.*

## BUSINESS

**City Manager Executive Search: Presentation**
**Presented By***: Deputy City Manager Robert Ferrier*
**Summary:** *The City Council will be presented with seven proposals from executive search firms for the City Manager recruitment. The Council will discuss the proposals and consider providing direction to staff.*

**Community Services Status Report: Presentation**
**Presented By***: Police Chief Dennis Flynn*
**Summary:** *The City Council will receive an update related to the Community Services program, present data, and performance.*

**Ordinance No. 2026-02 SW Eaton Boulevard Improvements - Right of Way (ROW) Final Action - Matoy: Presentation/Motion**
**Presented By***: Public Works Director Mark Herceg*
**Summary:** *The council will receive a presentation and consider adoption of Ordinance No. 2026-02 authorizing the Acting City Manager to commence condemnation actions to acquire land, rights-of-way, and/or easements relating to the SW Eaton Boulevard Improvements Project. According to the tax rolls of Clark County, the ownership and tax parcel numbers of the property affected by this proposed final action for condemnation are as follows:*

***Ownership:*** *Phillip Matoy and Celeste Matoy*
***Tax Parcel Numbers:*** *192406000; 192363000*

**Ordinance No. 2026-14 SW Eaton Boulevard Improvements - Right of Way (ROW) Final Action - Peru: Presentation/Motion**
**Presented By***: Public Works Director Mark Herceg*
**Summary:** *The council will receive a presentation and consider adoption of Ordinance No. 2026-14 authorizing the Acting City Manager to commence condemnation actions to acquire land, rights-of-way, and/or easements relating to the SW Eaton Boulevard Improvements Project. According to the tax rolls of Clark County, the ownership and tax parcel numbers of the property affected by this proposed final action for condemnation are as follows:*

***Ownership:*** *Shelley Peru and Rayna Peru*
***Tax Parcel Numbers:*** *192385000; 192378000; 192366000*

**Mobile Home Parks Summary: Presentation**
**Presented By***: Community Development Director Kristin Lehto*
**Summary:** *The City Council will receive a presentation regarding existing Mobile Home Parks within the city limits and will consider providing policy direction to Staff.*

## ADMINISTRATIVE REPORTS

## COUNCIL COMMUNICATIONS

## ADJOURNMENT

## NEXT MEETING DATE: Monday, October 5, 2026 – No Study Session – Regular Meeting at 7:00 p.m.

*Public Notices:*

- Persons requiring special arrangements in order to participate in meetings should call the City Clerk's office at (360) 342 – 5008 at least two (2) business days prior to the scheduled meeting.
- The public is invited to view the full City Council packet on our website at www.cityofbg.org.
- This institution is an equal opportunity provider and employer.
- Any subject placed on the agenda, regardless of how the matter is stated on the agenda, may be acted on by the council.
- Información será traducida al español a petición de cityclerk.info@cityofbg.org.
- Информация имеется на русском языке по запросу на cityclerk.info@cityofbg.org.
- 如需相关信息的中文版本，请来函索取：cityclerk.info@cityofbg.org
- Za informacije na bosanskom jeziku obratite se na adresu cityclerk.info@cityofbg.org
- Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa cityclerk.info@cityofbg.org

Humane Society
FOR SOUTHWEST WASHINGTON

# CITY OF BATTLE GROUND 2025 ANIMAL SHELTERING REPORT

In 2025, the Humane Society for Southwest Washington (HSSW) expanded our services to reach more pets and people than ever. In January, we began operating our Longview Campus, serving pets and people throughout Cowlitz County. This second shelter location allows us to deliver a seamless network of services that encompasses our entire region and provides the care pets need. In September, we opened our Community Veterinary Clinic in Vancouver's Hazel Dell neighborhood. At the Clinic, our team provides high-quality care at low-costs, making it easier than ever for income-qualifying families to access the care they want and need for their pets.

**In 2025, we served nearly 16,000 animals in Southwest Washington – a 60% increase from 2024.** As the dedicated sheltering partner for seven jurisdictions in Clark County, we remain steadfast in our mission to support both animals in need and the people who care for them.

Beyond sheltering, we provided essential resources in our community through programs such as:

- CHOW, our free pet food pantry, ensuring pet owners have access to food for their family pets
- Emergency veterinary assistance, providing support for treatable medical conditions
- Wellness services for pets, for both low-income and houseless residents
- Low-cost canine and feline spay/neuter at our Community Veterinary Clinic
- Emergency boarding services for pet owners facing hardship

## TOTAL CONTRACT INTAKES FROM CITY OF BATTLE GROUND: 105

**Dogs: 25  Cats: 76  Small Animals: 2  Wildlife / DOA: 2**

### City of Battle Ground Partnership

With our continued partnership, we provided care, safety, and support for **105** animals and their pet owners from the City of Battle Ground throughout 2025. This included care for lost and seized animals, as well as wildlife and deceased animal services.

Beyond contracted services, we provided additional support through donor-funded services to **29** City of Battle Ground animals. These services include owner surrender and end-of-life services. Together, these services help ensure that both animals and the people who love them have access to care and support they need.

### Building on Our Growth in 2026

Last year was one of significant growth for HSSW. The acquisition and operation of our Longview Campus and the opening of the Community Veterinary Clinic amplified our reach and expanded our services for pets and families throughout Southwest Washington. As we move forward in 2026, we will build on this growth with stable, consistent operations and improved access to our lifesaving programs.

### Supporting our Community Together

With your support, we are making a measurable difference in our community for pets and people. As we move forward, we will continue to strengthen our municipal partnerships and develop programs that address the growing needs of our community. Thank you for your ongoing support and partnership in making Southwest Washington a place where pets and people thrive together.



### Lifesaving Care for Maggie

Maggie was found abandoned on a property without food or water and limited shelter. A neighbor visited her regularly to provide food and water, waiting for her family to return. After five weeks, the neighbor brought Maggie to HSSW so she could receive the care she needed.

Maggie was shy and anxious when she arrived, but thanks to the patient support of our staff and volunteers, she grew to trust our team and her loving personality came out. Four weeks later, Maggie was adopted and today she has the loving home she deserves.

Humane Society
FOR SOUTHWEST WASHINGTON

# 2025 IMPACT REPORT

## In 2025, HSSW served more than 16,000 pets in Southwest Washington.

### IN THE SHELTER

Total animals served:
**8,944**

Total adoptions:
**5,744**

**5,634** spay/neuter surgeries

**19,828** medical consults and exams

Average length of stay:
**10.7 days**

**1,156 animals** reunited with their owner

**173 animals** transferred from areas of high need

### IN THE COMMUNITY*

**227,738 free pet meals** distributed

**51 animals** received emergency boarding

Free Wellness Clinics serving **777 pets** experiencing houselessness (41.7% increase from 2024)

**1,117 animals** received veterinary care through our HELP! Fund

**4,366 Public Spay/neuter surgeries** for cats & dogs

**Community Solutions programs are 100% supported by HSSW donors.*

### AT ReTails THRIFT STORE

ReTails Thrift Store gives used items a second chance and helps fund our lifesaving work for people and pets in Southwest Washington. In 2025, ReTails provided **$2,207,405** in funding for HSSW.

**Voted Best Thrift Store in Clark County** nine years running

Sold **928,922** donated items

**Job site** for Partners in Careers (PIC)

Served as a **distribution site** for free pet food and resources

**Provided clothing and housewares** to partners serving houseless population

### OUR VOLUNTEERS

**1,266 volunteers** provided more than **$4.9 million** worth of donated labor in support of our mission

hssw.org

Vancouver Campus: 1100 NE 192nd Ave, Vancouver, WA 98684 | 360.693.4746
Longview Campus: 909 Columbia Blvd, Longview, WA 98632 | 360.577.0151
Community Veterinary Clinic: 10501 NE Highway 99 Suite 31, Vancouver, WA 98686 | 360-984-6070



# Regional Parks Funding

## Task Team Report

May 2026

Clark County Public Works - Parks & Nature Division
1300 Franklin Street, Vancouver, WA 98660
www.clark.wa.gov/public-works/clark-county-parks

# Acknowledgements – Regional Funding Task Team

The preparation of this report was made possible through the support and direction of the elected officials and staff on the Regional Funding Task Team.

**Clark County Councilors:**
Glen Yung
Alt: Matt Little

**Vancouver City Councilor:**
Diana Perez

**Camas City Councilor:**
Tim Hein

**Battle Ground City Councilors:**
Jeanie Kuypers
Alt: Victoria Ferrer

**Washougal City Councilors:**
Michelle Wagner
Alt: David Fritz
Alt: Molly Coston

**Ridgefield City Councilor:**
Rian Davis

The department also recognizes the contributions of key staff members whose efforts were essential to completing this project, including:

Ross Hoover, Clark County
Evelyn Ives, Clark County
David Perlick, City of Vancouver
Katherine Stokke, City of Vancouver
Corey Crownhart, City of Ridgefield
Chris Witkowski, City of Camas
Joanna Martin, City of Battle Ground
Kris Swanson, City of Battle Ground
Joe Walsh, City of Washougal
Tracy Coleman, City of La Center

## Introduction

**Clark County Parks and Nature** enriches communities by creating and stewarding parks that promote health and wellness, boost economic vitality, preserve natural areas, and ensure access to the outdoors for all. With over 100 parks in its system, Clark County Parks and Nature provides public access to special places, from beaches along the Columbia River, to home plates on little league fields. The parks system also protects public access to nature by acquiring, building, and maintaining trailheads and trails in forests and along rivers that connect people with the outdoors. The County's nine regional parks received an estimated 2 million visits in 2025. Clark County Parks and Nature Division has grown into a large, developed park system over decades. But, as the County population continues to grow, the funding sources for parks operations and maintenance budgets have not kept pace with rising costs and growing community needs. Without a new source for operations and maintenance, the County will not be able to develop new parks and eventually will have to make difficult decisions to close parks where safe and clean conditions cannot be maintained.

In 2025, Clark County Council directed the formation of a regional parks task team to tackle current and future challenges presented by lack of adequate park funding options. The regional task team is made up of city council representatives and staff from: Vancouver, Ridgefield, Battle Ground, Camas, Washougal and La Center as well as representatives from Clark County. The task team set out to understand the needs of each local park system and evaluate dedicated park funding options for the Clark County region based on a review of models in other regions throughout the country. The team convened a total of ten meetings between October 2025 to April 2026 and developed this report summarizing the information discussed during that time.

## Clark County's Urgent Need

Clark County's Parks and Nature Division funds park operations and maintenance from three main sources: 1) The Greater Clark Parks District (GCPD); 2) park-generated revenue from paid parking, shelter reservations, and sport field rentals; and 3) the County's general fund. These funding sources have generally not kept pace with expenses. The costs of utilities, labor, materials and supplies are increasing rapidly. This is due to many factors including inflation and changes in the labor market. Additionally, because of constraints on funding sources, some of Clark County's park properties are getting more attention than others, which has caused an imbalance within the system.

**Revenue Sources**

The Greater Clark Park District (GCPD) is a voter-approved Metropolitan Park District (MPD) created in 2005. The district is not County-wide; rather, it encompasses just the unincorporated urban growth area of Vancouver, which at the time was growing rapidly in population, but had few developed park properties. Generally, funding generated within the park boundary can only be used for parks within the boundary. The formation of the GCPD along with its funding mechanisms enabled the County to build 30 new parks and operate and maintain those parks over the last 20 years. The levy is a stable and parks-dedicated funding source. The main challenge is that these funds cannot be used outside of the GCPD.

There are eight large, regional parks outside of the GCPD that rely only on general funds and park-generated revenue. These regional parks are: Lewisville, Daybreak, Lucia Falls, Moulton Falls, Lacamas, Whipple Creek, Vancouver Lake, and Frenchman's Bar. Not only are these the most heavily used parks in the County system, but they also are some of the oldest, largest, and most remote parks. They require more staff time for operations and maintenance to keep the parks safe and clean. Unfortunately, the funding sources for these parks have become limited over time.

Currently, park-generated revenue covers about 12% of total park operating expenses, and the general fund only covers about 23% (see Figure 1).

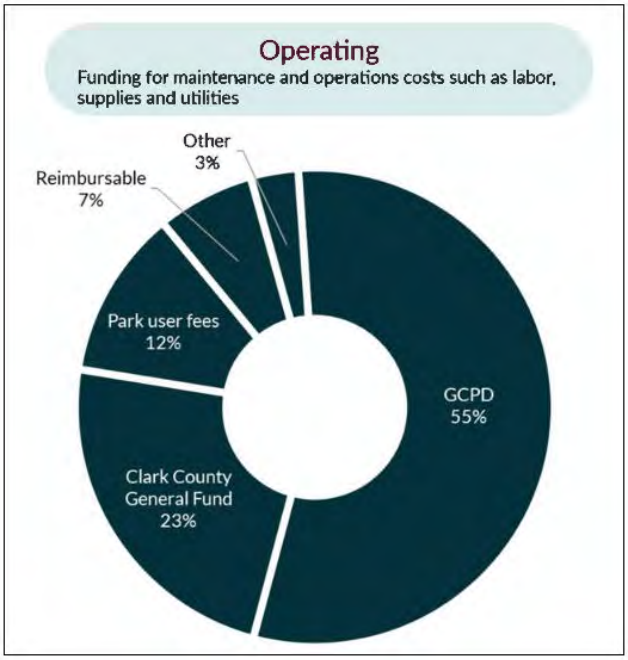



**Figure 1: Clark County Parks Operations and Maintenance funding sources.**

**Expenses**

Over the years, Clark County has taken many measures to reduce costs, including reducing staffing levels. Currently, the County employs 37 operations and maintenance staff to maintain 7,166 acres of park land. Compared to other parks agencies of similar size, this level of staffing is 80% less than the national median. Compared to other park agencies, regardless of size, the County's staffing level is 92% less than the national median (see Figure 2). Figure 2 shows the ratio of full-time employees (FTEs) per 10,000 residents based on data collected by the National Recreation and Park Association (NRPA) in 2024.

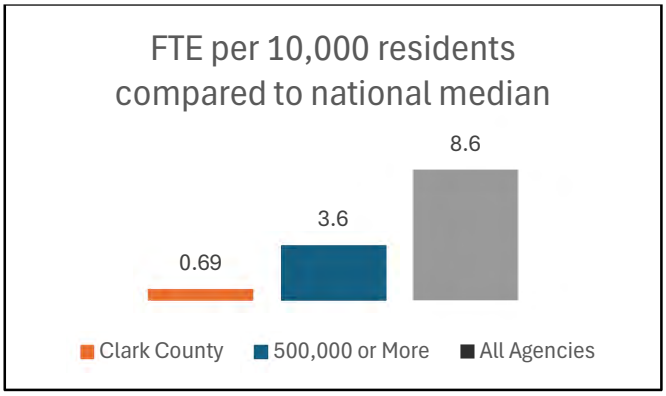



**Figure 2: Comparison of staffing ratio to residents for park system reported in the 2024 NRPA Park Metrics database.**

Staffing levels are lower, but the usage of County parks has increased with the rapidly expanding residential population. Increased usage means more garbage, more vandalism, and more wear and tear on facilities. Using task tracking software, the County has documented that 33% of daily tasks assigned to staff cannot be completed and only the most urgent maintenance and repairs are being done. Graffiti and vandalism can't be addressed as quickly, if at all. Bathrooms must be closed more frequently due to damage or disrepair. The list of deferred repairs continues to grow and over time becomes more costly to repair.

For the last seven years, the County has had to dip into reserve funds to cover the gap between regional parks' available funding and their actual operational costs (see Figure 3).

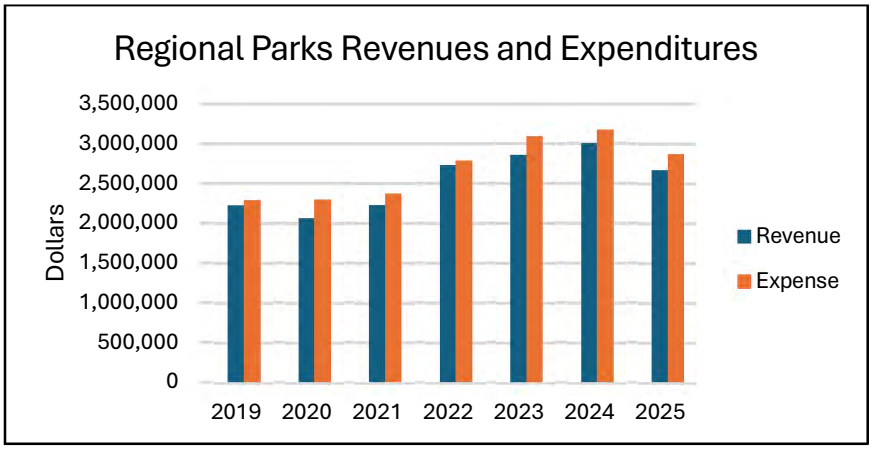



**Figure 3: Regional parks revenues and expenditures between 2019 and 2025, without the Council-approved subsidies from reserve funds.**

**Expense Reductions and Revenue Enhancement Strategies**

With an already lean staff, the County has had to turn to other measures to try to reduce the budget deficit. In 2025, County Council approved a resolution to increase park user fees, such as parking and picnic shelter reservations, which had not increased since 2010. Additionally, starting in July 2025, Park Management reduced irrigation of natural turf areas in Clark County-owned and operated parks. The effort reduced water usage by about 40% and saved approximately $116,000. Furthermore, in 2026, Council also approved the creation of a new partnerships position for the Parks and Nature Division. This position is solely focused on new contracts with park partner organizations to produce revenue and offset operating expenditures.

These measures have helped to reduce the budget deficit in the meantime, but aren't enough to close the level of service gaps and will not be enough to address future needs.

## Cities and County Data Evaluation

To better understand the status quo of the other regional park providers in the county, the task team learned about each agency's unique park system. Together, the task team members compiled data from each of their park systems to benchmark against national metrics. Benchmarking metrics were pulled from the NRPA 2024 Annual Report based on data from member agencies across the country. Each park system compared their metrics to the national median for communities of their size.

One shared strength of our region is the amount of open spaces and natural resources. The amount of park-owned properties, including open spaces or natural areas, is high compared to national levels. Figure 4 shows little to no gap existing for the metric of total parkland per 1,000 residents. For Clark County and the City of Camas, their metrics are significantly above national median levels.

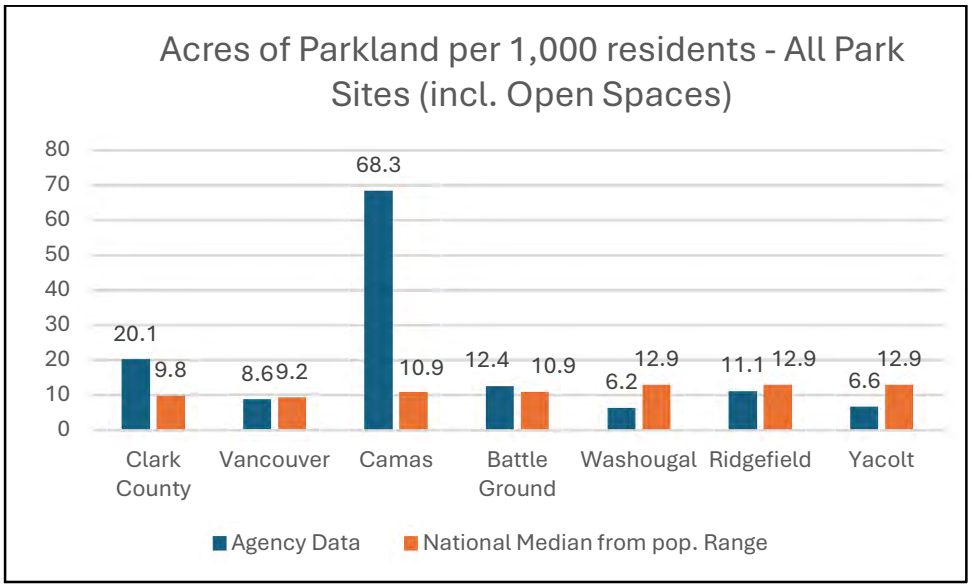



**Figure 4: The comparison between agency data and national median data (based on population size) for acres of parkland per 1,000 residents.**

Other metrics varied widely between agencies, depending on the size and number of parks each agency maintains and the level of development within the city. One commonality of all the park agencies in Clark County is that they are **funded and staffed below the National Median for agencies of their size.**

The figures prepared below are part of a gap analysis conducted using the national median benchmarking. Park system data are plotted in orange and the gap to meet the national median is plotted in blue. The vertical scale is zero to 100 percent, with 100 percent representing the national median value. For example, if the national median value is 100 parks facilities per agency and the City of Vancouver's count was 60 parks, then the chart would show the City of Vancouver at 60 percent and the gap at 40 percent.

As shown in Figure 5, all the task team's park systems are below national median levels for operating expenditures from regions with similar populations. Since some of the park system providers in Clark County don't provide recreation programming, the Figure 5 comparisons do not include recreational programming costs.

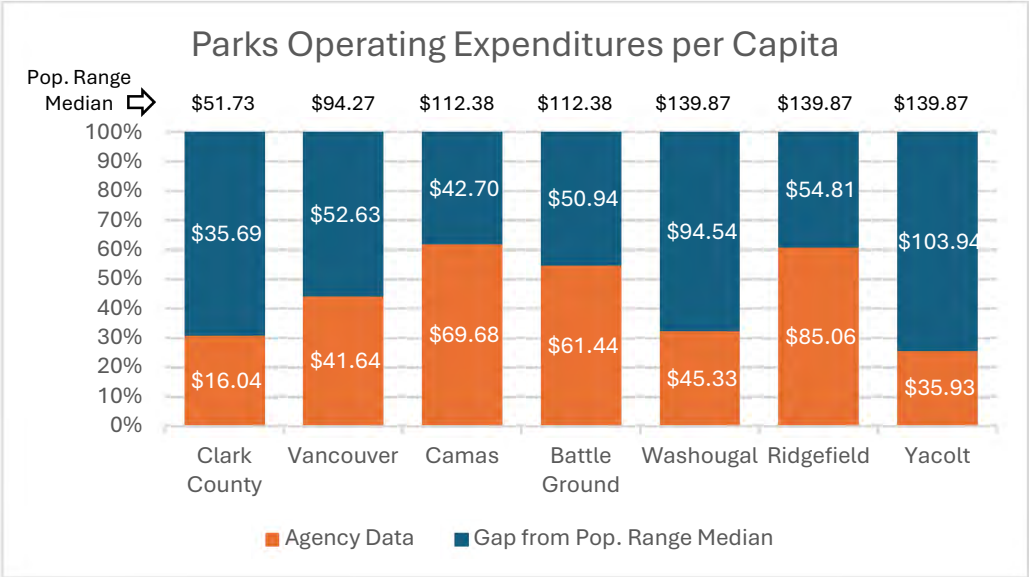



**Figure 5: The percentage gap between agency data and the national median data (based on population size) for operating expenditures per capita for parks only (does not include recreation expenses)**

In addition to operating expenditures, **staffing levels are also all below national median levels.** As shown in Figure 6, the ratio of full-time park employees (FTE) per 10,000 residents in each agency is below the national median for similar populations. Again, this comparison does not factor recreation programming staff into the comparison.

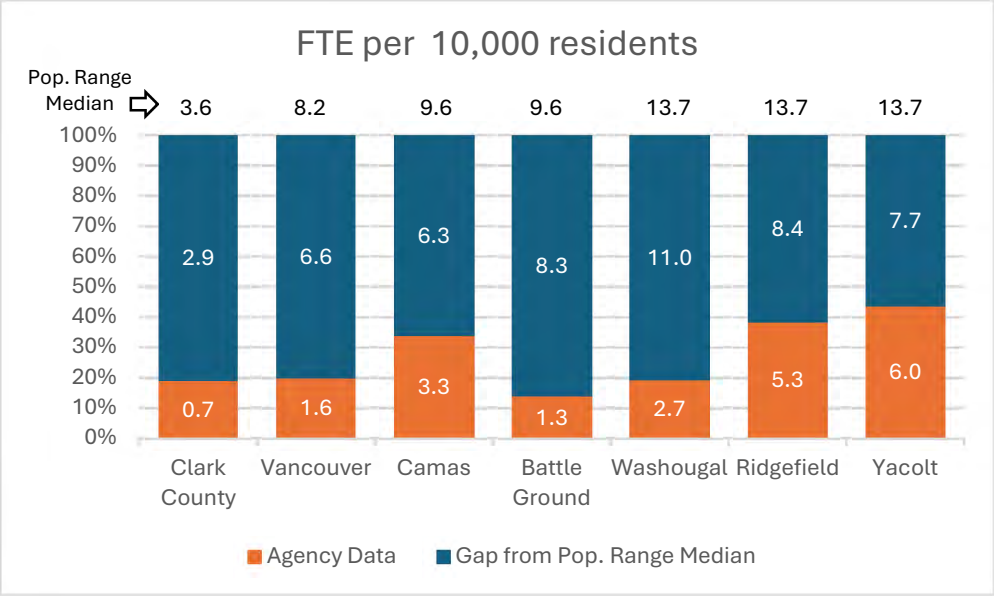



**Figure 6: The percentage gap between agency data and the national median data (based on population size) for full-time employees (FTE) per 10,000 residents for parks only (does not include recreational programming staff)**

The current data illustrates the realities of rapidly growing communities that will need park and recreation spaces and services. Based on State growth projections, the county will see a projected population growth of 34% over the next 20 years. That equates to about 154,854 more residents by 2045, which is similar to adding another city the size of Vancouver (current population of 202,600) to the County. This massive growth will require investment in park systems or drastic reductions in the level of service and numbers of parks in Clark County.

Given the demand for parks and open space access, each provider agrees that reduction is not a viable path forward. And while each agency has gaps in comparison to the national median, the task team members acknowledge that each system's needs and level of service goals look different. This report will not prescribe the funding needs to meet each agencies' needs or goals. While a shared revenue source for parks would be beneficial to cities that participate, it will likely not be a total solution to filling gaps at all agencies.

## Models and Case Studies

The task team narrowed their focus to explore two types of viable funding models: a **Metropolitan Park District (MPD) and a Regional Levy.** Either of these models would allow for the County to share part of the tax revenue with cities. This section summarizes

each type of model and discusses the potential implications if either model were implemented for Clark County.

**Metropolitan Parks District**

An MPD is a special-purpose local government entity established by voter approval under Washington's statute RCW 35.61 to fund a defined district that can cross multiple governmental jurisdictions. The MPD funds can be used to acquire, develop, maintain, and operate parks, trails, recreational facilities and other related amenities or programming. Establishment of an MPD allows for a permanent property tax levy that does not require periodic renewal votes from the public. Once created, the MPD is governed by a board or legislative authority, who would control the property tax levy rate on an annual basis.

Currently, Clark County contains one MPD, the GCPD, which generally has a boundary limited to Vancouver's unincorporated urban growth area (as defined in 2005 when the MPD was formed). The GCPD was established with a property tax levy cap of 27 cents per $1,000 of assessed home value, and County Council was designated as the governing body. The rate of the levy has decreased over time because, even though housing prices have increased rapidly, Washington State limits the annual revenue growth of local governments to one percent annually (plus new construction). The levy rate is adjusted each year based on total revenue projections. As of 2026, the levy rate is approximately 13 cents.

One viable option would be an expansion of the GCPD boundary into a County-wide district. This would allow money generated by the MPD to be used throughout the county, including regional parks. The County could also share portions of the tax revenue with cities utilizing intergovernmental agreements. At approximately 13 cents per $1,000 of assessed value, a County-wide MPD would generate an estimated $15 million dollars annually.

To initiate a ballot measure for expansion of the GCPD, petitions within each jurisdiction must be signed first. In accordance with RCW 35.61.020, a petition for a new city to join an MPD must be signed by 20 percent of the registered voters residing within the territory proposed to be annexed into the MPD. If the petition effort is successful, then annexation requires a simple majority to be approved by voters.

**Regional Parks Levy**

A county-wide property tax dedicated to parks, if approved by voters, could be levied for a six-year period, per RCW 36.68.525. Washington's statute limits the levy amount to 60

cents or less per thousand dollars of assessed value of property and requires a voter approval rate of at least 60 percent. Levy revenues may be used to acquire, build, operate, maintain, or regulate parks, trails, recreational facilities and other related amenities or programming. The levy would be governed by County Council, who would be allowed to increase the rate up to one percent annually without voter approval.

The levy provides more flexibility to cities that might consider a city-wide MPD in the future. The levy's six-year term limit might be more palatable to tax-sensitive voters but would not provide a permanent solution for the problems facing parks systems. Additionally, levy renewals would likely require some level of investment in public education every six years. If a County-wide levy were established, it would not change the existing GCPD tax rate and boundary. Many task team members brought up an equity concern regarding overlaying a park-levy on top of the GCPD. The GCPD populus would be paying two property taxes dedicated to parks, while the rest of the County population would only be paying one. Without additional benefits within the GCPD, this approach may be seen as inequitable by some taxpayers within the GCPD. Some task team members have concerns about the County-wide levy option, as it would result in a layered park tax for some residents.

## Conclusion

Based on the information presented herein, the task team developed the following facts and findings:

**Park Systems Value:**

1) The benefits of parks, trails, natural areas, and recreational facilities extend beyond the land, helping to strengthen the local economy, make our region more desirable for businesses, workers, families, individuals, and visitors, as well as supporting public health and wellness and creating spaces that reflect the needs of all residents.[i]

2) Community members across our region place high value on parks, trails, and recreation. Parks, natural areas and trails are consistently ranked among the most important public infrastructure in our region. [ii]

**Challenges:**

1) Every park system in our region is funded below the national median of peer agencies of similar population size. [iii]
2) Communities throughout our region are projected to see continued rapid population growth. [iv] Current funding sources are limited and insufficient to meet

present needs.[v] Due to the continued rapid population growth coupled with existing gaps, agencies across the region will not be able to meet future needs without a new approach and additional funding.

3) Clark County has valuable recreational trails, but lacks an interconnected regional trail system, which contributes to our area's health, wellness and future economic development goals. [vi]

## Findings and Next Steps

City- and County- owned parks serve all community members, regardless of their residential location. The Regional Funding Task Team finds that it is important to consider a regional funding source to fund all park and recreation systems in our region. Similar regional funding models are utilized around the country. [vii] The Task Team acknowledges that ultimately this will be a voter decision, but believe it is important for the cities and county governments to work in concert with one another.

**Recommended Actions**

The task team reviewed models that might meet this future funding need and identified impacts and implications for proposing each model in Clark County. The task team recommends that County Council take the next steps to further explore these funding models and how revenue could be shared with interested cities, by:

1. **Conducting market research** to provide the data, feasibility evaluations, and **conducting public education** and other preparatory work needed for County Council to make a decision on a potential future ballot measure.
2. **Determining viability and process** for adopting either funding mechanism by conducting formal legal reviews.
3. **Developing a framework for revenue sharing** by directing county staff to continue to work with city representatives so that city park providers can also benefit from a potential revenue source dedicated to parks.

**Process for Decision-Making**

The potential next steps of this process are outlined below:

- County Council consideration of Recommended Actions
- Present public information on need and benefits of funding dedicated to parks
- Market research prior to potential ballot measure, with the following outcomes:

    - Ballot measure feasibility
    - Levy price sensitivity
    - Community values and motivations toward parks, trails, and recreation
    - Strategic timing of a ballot measure
    - Accountability benchmarking and baseline data for future evaluations of levy success
- Cities and County staff work to develop a framework for revenue sharing and draft the terms of interlocal agreements (ILAs), including:
    - Mechanics of revenue sharing
    - Calculation of revenue share
    - Clarification of intended use of funds
    - Articulation of autonomy within a shared purpose
        - Specific mutual investment (regional parks, regional trails)
        - Synchronization with City goals from County investment
        - County commitments to cities
- Draft interlocal agreements are presented to City Councils for consideration
- Possible ballot measure in Fall 2027

---

[i] Washington State Parks Economic Impact Report: Economic Benefits of Parks | Washington State Parks
Earth Economics Report: Economic Analysis of Outdoor Recreation in Washington Stat
Trust for Public Land Report: The Power of Parks to Promote Health - Trust for Public Land
UW Report: https://rco.wa.gov/wp-content/uploads/2020/01/HealthBenefitsofNature.pdf
[ii] City of Camas:findingsreport_camaswa24120624.pdf
City of Battle Ground: 2025-Battle-Ground-Survey-Findings-Report
[iii] Regional Funding Task Team, Data Summary Infographic
[iv] Washington State Office of Financial Management, Growth Projections: gma_2022_5yr.xlsx
[v] Clark County Council Meeting, 3/26/25: 032625-sustainable-future-parks-and-nature_0.pdf
[vi] Clark County Bicycle and Pedestrian Master Plan: Clark Cover OCt
Regional Transportation Council, Active Transportation Plan: RAPT2021-Report.pdf
[vii] King County Parks Levy: Parks Levy - King County, Washington
Sonoma County Parks Levy: Measure M FAQ

**Battle Ground City Council Meeting Minutes**
**Tuesday, September 8, 2026**

**The regular meeting of the Battle Ground City Council was called to order in the Battle Ground Council Chambers at 7:00 p.m. by Mayor Eric Overholser. The meeting was recorded via Zoom and live-streamed on YouTube.**

**The Pledge of Allegiance was recited.**

**City Clerk Elizabeth Halili called the roll. The following were present:**

| | |
|---|---|
| **COUNCIL:** | Mayor Eric Overholser, Deputy Mayor Aimee Vaile, and Councilmembers, Victoria Ferrer, Jeanie Kuypers, and Brian Munson |
| **ABSENT:** | Councilmembers Troy McCoy and Shane Bowman |
| **STAFF:** | Acting Interim City Manager Robert Ferrier, Finance and Information Services Director Meagan Lowery, Public Works Director Mark Herceg, Police Chief Dennis Flynn, Acting City Attorney Hillary Evans (via Zoom), Communications Manager/Public Information Officer Alisha Smith, Human Resources Manager Tamara Gunter, and City Clerk Elizabeth Halili. |

**MOTION TO EXCUSE** **7:01 p.m.**
**MOTION: Councilmember Ferrer moved to excuse Councilmember McCoy and Councilmember Bowman.**
**SECOND: Deputy Mayor Vaile**
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

**SUMMARY REPORTS AND PRESENTATIONS** **7:02 p.m.**
**Councilmember Reports:**

- *Councilmember Munson*
  - *Provided a brief Budget Advisory Committee Meeting Report*
  - *Advised the Council that an Ethics Complaint had been submitted regarding a member of the City Council. Councilmember Munson stated the complaint would be reviewed in accordance with RCW 42.23, the City's Ethics Code, and all applicable policies and procedures. He requested that the Mayor schedule an Ethics Committee meeting to review the complaint.*

- *Councilmember Kuypers*
    - *Provided a brief Governance Manual Committee Meeting Report.*

**Mayor's Report:**

- *Mayor Overholser:*
    - *Stated he would schedule the Ethics Committee Meeting to review the complaint.*

**Presentations:**

- *None.*

**MOTION TO APPROVE AGENDA** **7:04 p.m.**

**MOTION: Deputy Mayor Vaile moved to approve the meeting agenda as presented.**
**SECOND: Councilmember Kuypers**
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

**CITIZEN'S COMMUNICATIONS** **7:05 p.m.**

*Mayor Overholser announced the duration of Citizen's Comments would be thirty (30) minutes and that each speaker's time would be three (3) minutes.*

*Mayor Overholser opened the floor for public comment at 7:08 p.m.*

- *Stephanie Adams provided public comment*
- *Colleen Eubanks provided public comment*
- *Jessica Cole provided public comment*
- *David Terry provided public comment*

**CONSENT AGENDA** **7:18 p.m.**

**A.** City Council Study Session Minutes of August 17, 2026
**B.** City Council Regular Meeting Minutes of August 17, 2026
**C.** Claim Vouchers dated 08/07/2026 #100576-#100600, in the amount of $630,426.85
**D.** Claim Vouchers dated 08/14/2026 #100601-#100678, and Bank Drafts, in the amount of $866,903.70
**E.** Claim Vouchers dated 08/21/2026 #100679-#100728, and Bank Drafts, in the amount of $1,440,795.04
**F.** Claim Vouchers dated 08/28/2026 #100729-#100760, and Bank Drafts, in the amount of $1,314,613.67
**G.** Payroll dated 08/25/2026, vouchers #29366-#29373 in the amount of $5,984.98 and direct deposits of $344,239.86 for a total payroll of $350,224.84
**H.** SE Grace Avenue Phase 2 – Right of Way (ROW) Purchase Approval – Daniels
**I.** SE Grace Avenue Phase 2 – Right of Way (ROW) Purchase Approval – BG Main Property
**J.** SE Grace Avenue Phase 2 – Right of Way (ROW) Purchase Approval – BG Property 10
**K.** SE Grace Avenue Phase 2 – Right of Way (ROW) Purchase Approval – BG Property 13

**L.** SE Grace Avenue Phase 2 – Right of Way (ROW) Purchase Approval – Main Street Theatre Restoration
**M.** Interim City Manager Employment Agreement

**MOTION: Councilmember Ferrer moved to remove Item M from the Consent Agenda.**
**SECOND: Councilmember Munson**
**VOTE: Motion Carried 4-1**
**AYES: Mayor Overholser, Deputy Mayor Vaile, Councilmember Vaile, Councilmember Munson**
**NAY: Councilmember Kuypers**
**ABSENT: Councilmembers McCoy and Bowman**

**MOTION: Deputy Mayor Vaile moved to remove Items I, J, K, and L from the Consent Agenda.**
**SECOND: Councilmember Ferrer**
*The Council discussed the motion.*
*Mayor Overholser stated he planned to recuse himself from the discussion and vote on these items.*
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

**MOTION: Deputy Mayor Vaile moved to approve items A-H of the Consent Agenda as presented.**
**SECOND: Councilmember Kuypers**
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

*The Council discussed Item M.*
*Acting City Attorney Hillary Evans and Deputy City Manager Robert Ferrier responded to questions from the Council.*
*Further discussion was held by the Council*

**MOTION: Councilmember Ferrer moved to table Item M until the next meeting.**
**Second Councilmember Munson**
**VOTE: Motion carried 3-1**
**AYES: Deputy Mayor Vaile, Councilmember Ferrer, Councilmember Munson**
**NAY: Councilmember Kuypers**
**ABSTAIN: Councilmember Overholser**
**ABSENT: Councilmembers McCoy and Bowman**

*The Council discussed Item I, J, K, and L*
*Acting City Attorney Hillary Evans responded to questions from the Council.*

***Mayor Overholser recused himself from the meeting***

*Further discussion was held by the Council*

**MOTION: Councilmember Ferrer moved to approve items I, J, K, and L of the Consent Agenda as presented.**
**SECOND: Councilmember Kuypers**
**VOTE: Motion Carried 4-0**
**ABSENT: Councilmembers McCoy and Bowman**
**RECUSED: Mayor Overholser**

**BUSINESS** **7:41 p.m.**

**City Manager Executive Search: Presentation**

***Presented By:*** *Deputy City Manager Robert Ferrier*

***Summary:*** *The City Council was presented with seven formal proposals from executive search firms for the City Manager recruitment and provided direction to staff.*

*Deputy City Manager Robert Ferrier provided a brief presentation.*
*The Council discussed the presentation.*
*Deputy City Manager Robert Ferrier responded to questions from the Council.*
*Further discussion was held by the Council.*

**CONSENSUS was reached by the Council to direct staff to share the results of the Executive Search in the bi-weekly meetings with Council.**
**ABSENT: Councilmembers McCoy and Bowman**

**Sidewalk Maintenance: Presentation**

**Presented By*:*** *Deputy City Manager Robert Ferrier and Public Works Director Mark Herceg*

**Summary**: *The City Council received a presentation regarding sidewalk maintenance and current operational methodology and provided policy direction to staff*

*Interim City Manager Robert Ferrier provided a brief presentation*

*The Council discussed the presentation.*
*Deputy City Manager Robert Ferrier and Public Works Director Mark Herceg responded to questions from the Council.*
*Further discussion was held by the Council.*
*Finance and Information Services Director Meagan Lowery responded to questions from the Council.*

**CONSENSUS was reached by the Council to direct staff to:**

1. **Research potential external grant funding to assist homeowners with sidewalk replacements related to damage caused by a specific tree species that was required in sidewalk planting strips during the late 1990s and early 2000s**
2. **Evaluate the availability of City funds that could assist low-income property owners with the cost of sidewalk replacements.**

**ABSENT: Councilmembers McCoy and Bowman**

**Gordy Jolma Family Natural Area – Public Trail and Access Easement: Presentation**

**Presented By*:*** *Public Works Director Mark Herceg*

**Summary**: *The City Council received a presentation about a requested public trail and access easement on city property, which is being requested by Clark County for the Gordy Jolma Family Natural Area (GJFNA).*

*Public Works Director Mark Herceg provided a brief presentation*

*The Council discussed the presentation.*
*Director Herceg responded to questions from the Council.*

**Ordinance No. 2026-18 Municipal Code Amendments - Chapter 3.04 Funds: Presentation/Set Public Hearing**
**Presented By:** *Finance and Information Services Director Meagan Lowery*
**Summary**: *The City Council received a presentation and considered setting a Public Hearing for the October 5, 2026, Regular City Council Meeting to hear testimony regarding Ordinance No. 2026-18, which would eliminate the Economic Stabilization and Insurance Reserve funds and move the funds to the general fund.*

*Finance and Information Services Director Meagan Lowery provided a brief presentation*
*City Clerk Elizabeth Halili read the Title of Ordinance 2026-18.*

*The Council discussed the presentation.*
*Director Lowery responded to questions from the Council.*

**MOTION: Councilmember Ferrer moved to set a Public Hearing for the October 5, 2026, Regular City Council Meeting regarding Ordinance No. 2026-18.**
**SECOND: Councilmember Munson**
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

**Ordinance No. 2026-19 Municipal Code Amendments - Chapter 13.05.100 Adjustment of Utility Bills: Presentation/Set Public Hearing**
**Presented By:** *Finance and Information Services Director Meagan Lowery*
**Summary**: *The City Council received a presentation and considered setting a Public Hearing for the October 5, 2026, Regular City Council Meeting to hear testimony regarding Ordinance No. 2026-19, which would clarify the procedures and authority over utility billing adjustments.*

*Finance and Information Services Director Meagan Lowery provided a brief presentation*
*City Clerk Halili read the Title of Ordinance 2026-19*

*The Council discussed the presentation.*
*Director Lowery responded to questions from the Council.*

**MOTION: Councilmember Kuypers moved to set the Public Hearing for October 5, 2026, Regular City Council Meeting to amend Ordinance No. 2026-19 Municipal Code Amendments.**
**SECOND: Deputy Mayor Vaile**
**VOTE: Motion Carried 5-0**
**ABSENT: Councilmembers McCoy and Bowman**

**ADMINISTRATIVE REPORTS** **8:13 p.m.**

- *Deputy City Manager Robert Ferrier:*
  - *Noted the first session of Battle Ground University was held on Tuesday, September 1, 2026, and provided further information regarding upcoming sessions.*

**COUNCIL COMMUNICATIONS** **8:15 p.m.**

- *Councilmember Munson*
  - *Congratulated Battle Ground resident Natalie Worthy, and her director Sheri, on their appearance at Miss America.*

- *Mayor Overholser:*
    - *Congratulated Battle Ground Police Department on their Washington Association of Sheriffs and Police Chiefs (WASPC) reaccreditation.*

**EXECUTIVE SESSION** **8:17p.m.**

*Mayor Overholser announced that pursuant to RCW 42.30.110(1)(b), the City Council would enter an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Mayor Overholser stated the Executive Session would last ten (10) minutes, beginning at 8:20 pm and ending at 8:30 pm with no action to follow.*

*Mayor Overholser recessed the Regular Meeting at 8:18 p.m.*
*The Council entered Executive Session at 8:20 p.m.*

***During the Executive Session, the Council combined the two executive sessions listed separately on the agenda under RCW 42.30.110(1)(b) into a single session. Both items involved the same statutory purpose and were discussed together. The Clerk was informed of this change upon conclusion of the session.***

*The Council re-entered the Chambers at 8:30 p.m.*
*Mayor Overholser reconvened the Regular Meeting at 8:30 p.m.*
*Mayor Overholser announced that no action would be taken.*

**ADJOURNMENT**

*The regular meeting was adjourned at 8:30 p.m.*

**Next Meeting Date: Monday, September 21, 2026 – No Study Session - Regular meeting at 7:00 p.m.**

Eric Overholser
Mayor

Elizabeth Halili
City Clerk

Date of approval by the City Council: September 21, 2026

*Regular Council meetings of the Battle Ground City Council are recorded digitally. These recordings are kept on file in the office of the City Clerk for a period of six (6) years.*

- This institution is an equal opportunity provider and employer.
- Información será traducida al español a petición de *cityclerk.info@cityofbg.org*
- Информация имеется на русском языке по запросу на *cityclerk.info@cityofbg.org*.
- 如需相关信息的中文版本，请来函索取：*cityclerk.info@cityofbg.org*
- Za informacije na bosanskom jeziku obratite se na adresu *cityclerk.info@cityofbg.org*
- Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa *cityclerk.info@cityofbg.org*
- Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến *cityclerk.info@cityofbg.org*

DRAFT

# CITY OF BATTLE GROUND
## CLAIMS VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALITY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF BATTLE GROUND, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Meagan Lowery
FINANCE DIRECTOR

Alex Richter
ACCOUNTS PAYABLE

THE FINANCE DIRECTOR OF THE CITY OF BATTLE GROUND, WASHINGTON, HEREBY SUBMITS TO CITY COUNCIL THE CHECKS AND BANK DRAFTS BELOW, PREPARED FOR PAYMENT IN THE AMOUNT OF $771,955.46 ON THIS, THE 31ST DAY OF AUGUST, 2026.

| | ACCTG DATE | AMOUNT | |
|---|---|---|---|
| 100761-100794 | 08/31/2026 | $ 771,955.46 | REGULAR AP |
| | | $ 771,955.46 | |

# Check Register

Battle Ground, WA

Packet: APPKT05412 - R AP 08/31/2026

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: POOLED CASH-POOLED CASH** | | | | | | |
| 00147 | ANDREW W. WHEELER | 08/31/2026 | Regular | 0.00 | 6,000.00 | 100761 |
| 00271 | BAVCO | 08/31/2026 | Regular | 0.00 | 90.71 | 100762 |
| 03133 | BRAD PIESCH AGGRESSIVE ENTERPR | 08/31/2026 | Regular | 0.00 | 95.00 | 100763 |
| 00351 | BUILDING MAINTENANCE SOLUTION | 08/31/2026 | Regular | 0.00 | 5,223.53 | 100764 |
| 04544 | CALVERT, JEREMY | 08/31/2026 | Regular | 0.00 | 250.00 | 100765 |
| 00487 | CLARK AND SONS EXCAVATING INC | 08/31/2026 | Regular | 0.00 | 620,018.43 | 100766 |
| 00868 | CLARK COUNTY FIRE DISTRICT 3 | 08/31/2026 | Regular | 0.00 | 4,245.37 | 100767 |
| 00512 | CLARK COUNTY TREASURER | 08/31/2026 | Regular | 0.00 | 37.81 | 100768 |
| 00515 | CLARK PUBLIC UTILITIES | 08/31/2026 | Regular | 0.00 | 39,113.78 | 100769 |
| 00574 | CONSOLIDATED SUPPLY CO. | 08/31/2026 | Regular | 0.00 | 5,295.60 | 100770 |
| 02557 | CORE & MAIN LP | 08/31/2026 | Regular | 0.00 | 1,064.59 | 100771 |
| 03740 | COURTNEY RAE MENDOZA | 08/31/2026 | Regular | 0.00 | 375.00 | 100772 |
| 00646 | DATABAR | 08/31/2026 | Regular | 0.00 | 1,377.35 | 100773 |
| 02875 | FOUNTAIN PEOPLE INC | 08/31/2026 | Regular | 0.00 | 2,880.63 | 100774 |
| 01036 | HELENA GREEN | 08/31/2026 | Regular | 0.00 | 150.00 | 100775 |
| 03695 | HERC RENTALS INC | 08/31/2026 | Regular | 0.00 | 967.31 | 100776 |
| 01146 | INDUSTRIAL SYSTEMS INC | 08/31/2026 | Regular | 0.00 | 3,990.02 | 100777 |
| 01192 | J2 BLUE PRINT SUPPLY CO | 08/31/2026 | Regular | 0.00 | 212.36 | 100778 |
| 04421 | KENNETH WALLACE LAW PLLC | 08/31/2026 | Regular | 0.00 | 9,000.00 | 100779 |
| 01394 | MACKAY & SPOSITO, INC | 08/31/2026 | Regular | 0.00 | 43,691.69 | 100780 |
| 02988 | MARTA L. OCHOA-RUTHERFORD | 08/31/2026 | Regular | 0.00 | 260.00 | 100781 |
| 01447 | METROWATCH | 08/31/2026 | Regular | 0.00 | 775.72 | 100782 |
| 01480 | MOLECULAR, INC | 08/31/2026 | Regular | 0.00 | 772.50 | 100783 |
| 01574 | NORTHEAST ELECTRIC, LLC | 08/31/2026 | Regular | 0.00 | 18,740.00 | 100784 |
| 03730 | OMAR, UMAIS | 08/31/2026 | Regular | 0.00 | 750.00 | 100785 |
| 01677 | PACIFIC BREEZE PRODUCTS, INC | 08/31/2026 | Regular | 0.00 | 78.54 | 100786 |
| 01781 | POLLARD WATER | 08/31/2026 | Regular | 0.00 | 359.32 | 100787 |
| 03937 | PUBLIC RISK MANAGEMENT ASSOC. | 08/31/2026 | Regular | 0.00 | 425.00 | 100788 |
| 04295 | RODDA-MILLER PAINT | 08/31/2026 | Regular | 0.00 | 134.58 | 100789 |
| 02585 | TAPANI INC | 08/31/2026 | Regular | 0.00 | 105.00 | 100790 |
| 02305 | UNIVERSAL FIELD SERVICES, INC | 08/31/2026 | Regular | 0.00 | 40.00 | 100791 |
| 04543 | VILLASENOR, DANIEL | 08/31/2026 | Regular | 0.00 | 657.50 | 100792 |
| 02492 | WHITNEY EQUIPMENT COMPANY IN | 08/31/2026 | Regular | 0.00 | 4,530.97 | 100793 |
| 04506 | WILLISTON FINANCIAL GROUP LLC | 08/31/2026 | Regular | 0.00 | 10.00 | 100794 |
| 04226 | DELTA DENTAL OF WASHINGTON | 08/31/2026 | Bank Draft | 0.00 | 237.15 | DFT0003152 |

**Bank Code POOLED CASH Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 38 | 34 | 0.00 | 771,718.31 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 1 | 1 | 0.00 | 237.15 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **39** | **35** | **0.00** | **771,955.46** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 8/2026 | 771,955.46 |
| | | | **771,955.46** |

# CITY OF BATTLE GROUND
## CLAIMS VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALITY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF BATTLE GROUND, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Meagan Lowery
FINANCE DIRECTOR

Alex Richter
ACCOUNTS PAYABLE

THE FINANCE DIRECTOR OF THE CITY OF BATTLE GROUND, WASHINGTON, HEREBY SUBMITS TO CITY COUNCIL THE CHECKS AND BANK DRAFTS BELOW, PREPARED FOR PAYMENT IN THE AMOUNT OF $1,309,788.59 ON THIS, THE 11TH DAY OF SEPTEMBER, 2026.

| | ACCTG DATE | AMOUNT | |
|---|---|---|---|
| BANK DRAFT | 09/02/2026 | $ 16,534.92 | FUEL AP |
| 100795-100799 | 09/10/2026 | $ 19,051.90 | PAYROLL AP |
| BANK DRAFT | 09/10/2026 | $ 386,100.90 | PAYROLL AP |
| 100800-100841 | 09/08/2026 | $ 887,614.09 | REGULAR AP |
| 100842 | 09/08/2026 | $ 486.78 | REGULAR AP |
| | | $1,309,788.59 | |

# Check Register

Battle Ground, WA

Packet: APPKT05415 - 08/2026 FUEL PURCHASES

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: POOLED CASH-POOLED CASH** | | | | | | |
| 03043 | US BANK VOYAGER FLEET SYSTEM | 09/02/2026 | Bank Draft | 0.00 | 16,534.92 | DFT0003155 |

**Bank Code POOLED CASH Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 0 | 0 | 0.00 | 0.00 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 1 | 1 | 0.00 | 16,534.92 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **1** | **1** | **0.00** | **16,534.92** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 9/2026 | 16,534.92 |
| | | | **16,534.92** |

Battle Ground, WA

# Check Register

Packet: APPKT05417 - PRAP091026

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: POOLED CASH-POOLED CASH** | | | | | | |
| 00067 | AFLAC | 09/10/2026 | Regular | 0.00 | 539.85 | 100795 |
| 00265 | BATTLE GROUND POLICE ASSOC. | 09/10/2026 | Regular | 0.00 | 1,550.00 | 100796 |
| 01368 | LIFE INSURANCE CO. OF NORTH AM | 09/10/2026 | Regular | 0.00 | 2,683.10 | 100797 |
| 03434 | MISSIONSQUARE | 09/10/2026 | Regular | 0.00 | 11,534.95 | 100798 |
| 02175 | TEAMSTERS LOCAL UNION NO. 58 | 09/10/2026 | Regular | 0.00 | 2,744.00 | 100799 |
| 00218 | AWC EMPLOYEE BENEFIT TRUST | 09/10/2026 | Bank Draft | 0.00 | 138,508.24 | DFT0003156 |
| 00667 | DEFERRED COMPENSATION | 09/10/2026 | Bank Draft | 0.00 | 3,639.03 | DFT0003157 |
| 00702 | DEPT OF RETIREMENT SYSTEMS | 09/10/2026 | Bank Draft | 0.00 | 57,155.17 | DFT0003158 |
| 02559 | INTERNAL REVENUE SERVICE- FED T | 09/10/2026 | Bank Draft | 0.00 | 118,539.37 | DFT0003159 |
| 01241 | KAISER FOUNDATION HEALTH PLAN | 09/10/2026 | Bank Draft | 0.00 | 59,431.40 | DFT0003160 |
| 01528 | NAVIA BENEFIT SOLUTIONS | 09/10/2026 | Bank Draft | 0.00 | 1,451.64 | DFT0003161 |
| 03461 | WEALTH CARE SAVER | 09/10/2026 | Bank Draft | 0.00 | 7,376.05 | DFT0003162 |

**Bank Code POOLED CASH Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 17 | 5 | 0.00 | 19,051.90 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 39 | 7 | 0.00 | 386,100.90 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **56** | **12** | **0.00** | **405,152.80** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 9/2026 | 405,152.80 |
| | | | **405,152.80** |



Battle Ground, WA

# Check Register

Packet: APPKT05420 - R AP 09/08/2026

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: POOLED CASH-POOLED CASH** | | | | | | |
| 03599 | 2 WATCH MONITORING INC OF VAN | 09/08/2026 | Regular | 0.00 | 2,349.21 | 100800 |
| 00051 | ADP SCREENING & SELECTION SERVI | 09/08/2026 | Regular | 0.00 | 28.41 | 100801 |
| 03929 | AMBASSADOR WINDOW CLEANING | 09/08/2026 | Regular | 0.00 | 3,362.50 | 100802 |
| 00319 | BOYD, GAFFNEY, SOWARDS & TREOS | 09/08/2026 | Regular | 0.00 | 2,600.00 | 100803 |
| 00324 | BRANDON C. CAMPBELL | 09/08/2026 | Regular | 0.00 | 3,800.00 | 100804 |
| 00344 | BSK ASSOCIATES | 09/08/2026 | Regular | 0.00 | 955.00 | 100805 |
| 04416 | BUSINESS WHITE PAGES, INC | 09/08/2026 | Regular | 0.00 | 599.00 | 100806 |
| 00473 | CITY OF LA CENTER | 09/08/2026 | Regular | 0.00 | 1,291.05 | 100807 |
| 00476 | CITY OF RIDGEFIELD | 09/08/2026 | Regular | 0.00 | 4,980.24 | 100808 |
| 00512 | CLARK COUNTY TREASURER | 09/08/2026 | Regular | 0.00 | 262.14 | 100809 |
| 00512 | CLARK COUNTY TREASURER | 09/08/2026 | Regular | 0.00 | 11,019.41 | 100810 |
| 00515 | CLARK PUBLIC UTILITIES | 09/08/2026 | Regular | 0.00 | 210,903.51 | 100811 |
| 02557 | CORE & MAIN LP | 09/08/2026 | Regular | 0.00 | 1,097.98 | 100812 |
| 00732 | DISCOVERY CLEAN WATER ALLIANCE | 09/08/2026 | Regular | 0.00 | 364,001.11 | 100813 |
| 03262 | DOWL, LLC | 09/08/2026 | Regular | 0.00 | 1,455.00 | 100814 |
| 00778 | ECOLOGICAL LAND SERVICES, INC | 09/08/2026 | Regular | 0.00 | 1,728.50 | 100815 |
| 01179 | IRON MOUNTAIN | 09/08/2026 | Regular | 0.00 | 1,575.61 | 100816 |
| 01378 | LOOMIS | 09/08/2026 | Regular | 0.00 | 494.84 | 100817 |
| 02988 | MARTA L. OCHOA-RUTHERFORD | 09/08/2026 | Regular | 0.00 | 130.00 | 100818 |
| 01447 | METROWATCH | 09/08/2026 | Regular | 0.00 | 799.96 | 100819 |
| 01466 | MINERT & ASSOCIATES, INC | 09/08/2026 | Regular | 0.00 | 308.00 | 100820 |
| 04547 | MORRIS, TOM | 09/08/2026 | Regular | 0.00 | 750.00 | 100821 |
| 01491 | MUELLER CO., LLC | 09/08/2026 | Regular | 0.00 | 2,319.84 | 100822 |
| 04548 | NELSON, AMBER | 09/08/2026 | Regular | 0.00 | 750.00 | 100823 |
| 03029 | NEW DAY ARBORIST | 09/08/2026 | Regular | 0.00 | 27,135.16 | 100824 |
| 04540 | NORTHWEST ONE-CALL SUBSURFACI | 09/08/2026 | Regular | 0.00 | 182.09 | 100825 |
| 01627 | OFFICE OF STATE TREASURER | 09/08/2026 | Regular | 0.00 | 13,191.88 | 100826 |
| 03095 | PACIFIC COAST ENERGY | 09/08/2026 | Regular | 0.00 | 1,039.14 | 100827 |
| 01781 | POLLARD WATER | 09/08/2026 | Regular | 0.00 | 718.54 | 100828 |
| 01907 | RICOH USA INC | 09/08/2026 | Regular | 0.00 | 256.09 | 100829 |
| 02004 | SHERWIN WILLIAMS | 09/08/2026 | Regular | 0.00 | 414.06 | 100830 |
| 04495 | SOUND WORKPLACE INVESTIGATION | 09/08/2026 | Regular | 0.00 | 570.15 | 100831 |
| 02585 | TAPANI INC | 09/08/2026 | Regular | 0.00 | 152.50 | 100832 |
| 02242 | TK ELEVATOR CORPORATION | 09/08/2026 | Regular | 0.00 | 711.13 | 100833 |
| 02294 | UNIFIRST CORPORATION | 09/08/2026 | Regular | 0.00 | 206.44 | 100834 |
| 04154 | VANCOUVER DEFENDERS | 09/08/2026 | Regular | 0.00 | 500.00 | 100835 |
| 02333 | VANCOUVER HOUSING AUTHORITY | 09/08/2026 | Regular | 0.00 | 219,688.14 | 100836 |
| 02343 | VASILIY AND ALLA CLEANING SERVIC | 09/08/2026 | Regular | 0.00 | 3,860.04 | 100837 |
| 02397 | WALTER E. NELSON COMPANY | 09/08/2026 | Regular | 0.00 | 751.57 | 100838 |
| 04549 | WARD, AMY KRISTINE | 09/08/2026 | Regular | 0.00 | 229.00 | 100839 |
| 02419 | WASHINGTON STATE PATROL | 09/08/2026 | Regular | 0.00 | 156.00 | 100840 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| 02497 | WILCO | 09/08/2026 | Regular | 0.00 | 290.85 | 100841 |

**Bank Code POOLED CASH Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 59 | 42 | 0.00 | 887,614.09 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **59** | **42** | **0.00** | **887,614.09** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 9/2026 | 887,614.09 |
| | | | **887,614.09** |

Battle Ground, WA

# Check Register

Packet: APPKT05422 - R AP 09/08/2026 2

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: POOLED CASH-POOLED CASH** | | | | | | |
| 04550 | WESTON, ELIZABETH A. | 09/08/2026 | Regular | 0.00 | 486.78 | 100842 |

**Bank Code POOLED CASH Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 1 | 1 | 0.00 | 486.78 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **1** | **1** | **0.00** | **486.78** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 9/2026 | 486.78 |
| | | | **486.78** |

**INTERIM CITY MANAGER**
**EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement"), made and entered into this_____ day of _____, 2026, by and between the City of Battle Ground, Washington ("City"), a municipal corporation, and **Robert Ferrier** ("Ferrier" or "Employee"), an individual who has the desire, education, training, and experience in local government management to be the Interim City Manager of the City of Battle Ground, Washington.

**RECITALS**

On August 5, 2026, the City of Battle Ground City Council adopted Resolution No. 26-06 terminating former City Manager Kristina Swanson. Also on August 5, 2026, the City Council appointed Ferrier, subject to negotiation of this Agreement, to serve as the Interim City Manager while the City engages in a recruitment process for a permanent, full-time City Manager.

Therefore, the City and Employee agree on the following terms and conditions regarding Interim City Manager employment.

**Section 1. Duties & Responsibilities.**

A. The Employee and the City agree that Employee will temporarily perform the functions and duties of City Manager as specified in Chapter 2.82 of the Battle Ground Municipal Code ("BGMC"), Chapter 35A.13 of the Revised Code of Washington ("RCW"), the City Manager job description (Attachment "A"), and those other functions and duties that are assigned from time to time by the City Council, on an interim basis.

B. The Employee shall attend all special and regular meetings of the City Council unless excused, and such other meetings as necessary or required by the City Council.

C. The Employee shall provide all reasonable assistance to the City Council in its recruitment and selection of a permanent city manager. Notwithstanding, Employee retains the right to apply for City Council consideration as the permanent city manager.

**Section 2. Terms and Conditions.**

A. Prior to and at the time of appointment as Interim City Manager, Employee serves the City as the Deputy City Manager.

B. The Employee's appointment as Interim City Manager shall commence on the date of his appointment (August 5, 2026) and shall continue for nine (9) months or until a permanent, full-time City Manager is hired, whichever occurs first. Notwithstanding, either the City Council or Employee may terminate this Agreement according to

provisions for termination in Section 11 herein. In the event this Agreement is terminated by the City Council or the Employee, or the City Council has not selected a new permanent City Manager within nine (9) months and the parties have not agreed in writing to an extension of the term of the Agreement, then the Employee shall return to his prior position as Deputy City Manager, at his former salary, benefits, duties and responsibilities.

**Section 3. Compensation.**

From the date of Employee's appointment as Interim City Manager, the City shall pay the Employee a monthly salary of $18,389.93 for the duration of this appointment. The Employee shall be paid at the same intervals and on the same dates as other personnel in the City. The position is exempt from overtime provisions of the Fair Labor Standards Act and is not eligible for overtime pay.

**Section 4. Hours of Work.**

The Employee shall devote their full-time attention to the employment referred to herein and shall have no other employment without prior written approval of the Mayor. The Employee shall keep the Mayor advised and aware of their schedule.

**Section 5. Insurance Coverage.**

During the term of employment pursuant to this Agreement, the City shall continue to provide to the Employee, his spouse, and eligible dependents, the same medical, dental, vision, life insurance, and long-term disability insurance coverage as other non-represented employees, and at the same cost.

**Section 6. Retirement Accounts.**

Public Employees Retirement Systems ("PERS"). The Employee is a current participant in PERS and shall continue to participate in PERS, and the City shall pay into PERS at the same rate and manner as provided for other City employees and in accordance with applicable state regulations.

**Section 7. Car Allowance**

During the term of employment pursuant to this Agreement, or extension thereof, the City shall provide the Employee a car allowance of $450 per month.

**Section 8. Vacation and Sick Leave.**

A. Vacation Leave – Employee shall accrue leave at the accrual rate of 17.33 hours of leave per month during the term of this Agreement, or extension thereof, credited to his leave

balance in the same manner as provided for other City employees. In addition, the Employee shall be provided an additional sixty (60) hours of leave time to be credited to his existing vacation leave balance on the date of this Agreement. The Employee shall make a written or email request to use vacation time to the Mayor. Approval of the request shall be at the Mayor's discretion based on operational needs, which shall not be unreasonably withheld. The Employee shall track and use vacation leave pursuant to City policy.

B. Sick Leave – Employee shall continue to accrue eight (8) hours of leave per month and use sick leave as provided for by City policy.

**Section 9. Holidays.**

The Employee shall continue to be paid for all City-observed holidays and floating holidays, consistent with holidays provided to other City employees, and pursuant to City policy.

**Section 10. General Business Expenses.**

A. Dues and Subscriptions. Subject to approval by the Mayor, the City shall pay for professional dues and subscriptions of the Employee reasonably necessary for continuation and full participation in associations and organizations for the Employee's professional participation and growth, and for the good of the City.

B. Travel Expenses. Subject to approval by the Mayor, the City shall pay for reasonable travel expenses and subsistence expenses of the Employee for professional and official travel, meetings, and occasions necessary and desirable for the Employee's continued professional participation and growth, and for the good of the City. These meetings and occasions may include, but are not limited to, Southwest Washington City Manager's meetings, Washington City Manager's Association (WCMA), Association of Washington Cities (AWC) meetings/conferences, etc. The Employee shall provide the City with all required receipts and appropriate documentation consistent with the City's policies as required to justify and support all expenses.

**Section 11. Removal as Interim City Manager.**

The Employee's employment as the Interim City Manager may be terminated by either party for any lawful reason, with or without cause. For this Agreement, removal may occur in any of the following manners:

A. Removal Without Cause. This Agreement may be terminated either by the City or Employee at any time without cause. The City and/or the Employee shall provide the other party thirty (30) days' notice of any intent to terminate this Agreement.

B. Removal for Cause. This Agreement may be terminated immediately and without notice in the sole discretion of the City Council upon the occurrence of any one of the following events:

1. The Employee refuses to comply with the policies, standards, and regulations of the City, or refuses to comply with lawful, reasonable direction from the City Council; or

2. The Employee intentionally commits an act of fraud, dishonesty, misappropriation of funds, deception of the City Council, embezzlement, or other crimes, or misconduct reflecting poorly on the City in the rendering of services on behalf of the City.

3. Upon termination of this Agreement of the Employee from the Interim City Manager position, with or without cause, or in the event the Employee chooses not to pursue the permanent City Manager position, or the Employee pursues the permanent City Manager position and is not selected, the Employee shall return to his prior position as Deputy City Manager with the same compensation, benefits, duties, and responsibilities paid to and required of him at the time of his appointment as Interim City Manager.

**Section 12. Indemnification.**

Except as set out below, the City shall defend, hold harmless, and indemnify the Employee against any tort, professional liability claim or demand, or other legal action, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, except for: (1) any intentionally dishonest, fraudulent, criminal or malicious act or course of conduct by Employee; (2) any act or course of conduct by Employee which is not performed on behalf of the City; (3) any act or course of conduct which is outside the scope of Employee's service or employment with the City; (4) any lawsuit brought against Employee on behalf of the City; and (5) any act or conduct that is willful or wanton (the "excluded conduct"). Except for the excluded conduct, Employee may request and the City shall not unreasonably refuse to provide independent legal representation at the City's expense, and the City may not unreasonably withhold approval. Legal representation, provided by the City for Employee, shall extend until a final determination of the legal action, including any appeals brought by either party. Employee shall cooperate fully with the City Attorney or an attorney designated by the City, and upon request, assist in the defense or settlement of any suit and in enforcing any claim for any right of subrogation against any persons or organizations that may be liable to the City. The Employee shall not settle any claim without the prior written approval of the City in order for the indemnification provisions to be applied, as provided in this Section.

The indemnification provisions of this Agreement do not constitute a policy of insurance, and nothing contained in this Agreement shall be construed to modify or amend any provision of any policy of insurance where Employee is an insured under that policy. This Section shall have no

force or effect with respect to any accident, occurrence, or circumstance for which the City or Employee is insured against loss or damages, provided that the City shall, under the provisions of this Section, provide protection, subject to the terms and limitations in this Section, above any loss limit of such insurance policy. Employee understands and agrees that this Section is intended to be secondary to any contract or policy of insurance owned or applicable to Employee. In the event of any conflict between this Section and the provisions of any such policy of insurance, the policy provisions shall be controlling.

**Section 13. Bonding.**

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

**Section 14. Other Terms and Conditions of Employment.**

The City, only upon mutual agreement with Employee, may fix any such other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the BGMC, or any other applicable law.

**Section 15. Notices.**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) City:

City of Battle Ground
Attention: Mayor
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

And to:

Kenyon Disend
Attn: Hillary Evans, City Attorney
11 Front Street South
Issaquah, WA 98027

(2) Employee:

Robert Ferrier
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 16. General Provisions.**

A. Integration. This Agreement sets forth and establishes the entire understanding between the City and Employee relating to Employee's employment as the Interim City Manager. Any prior agreements, discussions, or representations by or between the parties, are rendered null and void by this Agreement. The parties, by mutual written agreement, may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on the City and Employee as well as their heirs, assigns, executors, personal representatives, and successors in interest.

C. Severability. The invalidity or partial invalidity of any provision of this Agreement shall not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

D. Governing Law and Venue. This Agreement is made and shall be construed under the laws of the State of Washington. Venue regarding any dispute arising from this Agreement shall be in Clark County, Washington or the federal district court which includes Clark County, Washington, within its district.

**Section 17. Review by Independent Counsel.**

The Employee acknowledges that the City has advised them to have this Agreement independently reviewed by an attorney.

IN WITNESS WHEREOF, the City Council of the City of Battle Ground has caused this Agreement to be signed an executed on its behalf by the Mayor, and by the Employee, as set forth below.

_____ _____

Robert Ferrier, Interim City Manager Date

_____ _____

Eric Overholser, Mayor Date
*(as approved by City Council)*

APPROVED AS TO FORM:

_____ _____

Hillary Evans, City Attorney Date

ATTEST:

_____ _____

Elizabeth Halili, City Clerk Date

ATTACHMENT "A"

# CITY OF BATTLE GROUND
## Job Description

| | |
|---|---|
| *Title:* ***City Manager*** | *Position Status:* ***Contracted/Non-Represented*** |
| *Classification:* ***Exempt*** | *Reports to:* ***City Council*** |

**Position Summary:**
The City Manager is appointed by the City Council and serves under contract.

Under the direction and authority of the City Council, the City Manager serves as the City's Chief Executive Officer in accordance with RCW 35A.13.080 and BGMC 2.82 and is responsible to plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances, and programs.

**Essential Duties and Responsibilities:**

- Plans, organizes, and directs the overall City government; provides overall priorities and objectives for City departments; monitors activities of the organization and assures that City Council directives are properly implemented and monitored.
- Provides direct support to the members of the City Council; assists with a variety of activities, provides leadership and information; recommends actions; assists in drafting policies and developing City plans, regulations, and ordinances. Provides regular and timely reports to the Council via email and other forms of communication or as requested.
- Attend meetings and workshops of the City Council; respond to questions or concerns.
- Assists City Council with short-term and long-range strategic planning and development of policies and goals related to the present and future direction of the City.
- Assists and supports the City Council in building economic sustainability by working with city staff, commissions, residents, community businesses and consultants.
- Assists and supports the City Council (and City Commissions and Committee's) on legislative decisions by providing policy alternatives and analysis of certain, likely and/or predictable outcomes.
- Advises Council of the City's financial status, conditions, and needs, establishes guidelines for the preparation of the budget, approves budget priorities, prepares, and submits a proposed budget and administers the adopted budget.
- Prepares reports and recommendations for the City Council regarding City needs and capabilities, program effectiveness, and the effect of new or proposed legislation.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on City policies and practices; prepares, coordinates, and implements responses and recommendations to the City Council and Department Directors. Ensures proper execution of all laws and ordinances.
- Serves as liaison with federal, state, county agencies, other cities, governmental and community organizations; communicates the Cities viewpoint on pending administrative or legislative actions.
- Remains current and informed on national, regional, local programs, activities, and best practices.

- Sets direction, goals, objectives, and priorities for the City's leadership team.
- Directly supervises all Department Directors and Court Administrator. Hires, develops, and evaluates performance; confer with department heads on goals, priorities, customer services, organization, staffing, special needs, and problems; indirectly supervises all other staff; enforces all personnel actions; assigns and prioritizes work and reviews performance.
- Establish, within City policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.
- Timely and regular attendance.
- Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives records retention guidelines.
- Follow/adhere to all city policies and procedures, and safety program regulations and requirements.
- Performs other duties and responsibilities as assigned.

## Qualifications

**Knowledge of:**

- Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, utilities, courts, public safety, and community development.
- Strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, contract negotiation, and land use/transportation issues.
- Effective management and organizations principles, practices, and methods.
- Principles of supervision, training, and performance evaluation.
- Applicable federal, state, and local laws.
- Knowledge of labor relations and collective bargaining.
- Personal computer and software programs (Microsoft Office-Word, Outlook, Excel, PowerPoint)

**Ability to:**

- Develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.
- Read, understand, and follow the guidance of the City's comprehensive plan.
- Establish and maintain effective working relationships with elected officials, City employees, government agencies, the press, community organizations and the community at large.
- Make analytical and reasoned judgements on issues of public sensibility.
- Prepare and/or direct preparation of comprehensive reports, budgets, recommendations, departmental material, and correspondence.
- Provide effective leadership, organize, plan, oversee, motivate, and evaluate department directors and key staff in order to help achieve their individual and departmental goals and foster leadership development throughout the organization.
- Effectively present information in a public forum.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Effectively communicate orally and in writing and when speaking/interacting with the public.

- Must be able to effectively use a personal computer and associated applications/software programs including the ability to create, maintain, and manipulate databases.
- Multi-task, be proactive, prioritize and self-manage timelines and work groups in an open environment with frequent interruptions.
- Report to work during off hours in case of emergency and perform duties as assigned.
- Perform the essential functions of the job, with or without reasonable accommodation.
- Establish and maintain effective working relationships among co-workers and other City personnel, contractors, and the general public.

## Physical Demands and Work Environment

Work is primarily performed indoors in an office environment. Onsite work is an essential part of the position. Attendance at evening and occasional weekend meetings is required. Position may be required to travel outside City boundaries to attend meetings, including travel to other locations or out-of-town meetings and conferences. Walking, sitting, and standing are required. Ability to lift up to 40lbs. Visual acuity is needed to review documents and materials. Work requires the ability to listen and speak, in person and on the telephone, to groups and individuals.

## Education and Experience:

*Note: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job will be considered.*

- Bachelor's degree in public administration, planning, business administration or a closely related field is required.
- Master's degree in public administration, planning, business administration or a closely related field is preferred.
- At least five (5) years of progressively responsible senior management experience, preferably in the public sector at the local (municipal) level of government.

## Licenses, Certificates and Other Requirements:

- Possession of a valid driver's license.
- Must be insurable by the City's insurance carrier.
- City residency after appointment (unless waived by the City Council).
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

***Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.***

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | Rob Ferrier, Interim City Manager |
| | City Council |
| From: | Kristin Lehto, Community Development Director |
| Date: | September 21, 2026 |
| Proceeding Type: | Public Hearing |
| Subject: | Ordinance No. 2026-16 – Storage of Recreational Vehicles and Trailers in Residential Districts |

| **Legislative History:** | |
|---|---|
| • City Council First Presentation | February 2, 2026 |
| • City Council Second Presentation | March 2, 2026 |
| • Public Hearing/Adoption | April 6, 2026 |
| • Council Communications | May 4, 2026 |
| • Study Session | May 18, 2026 |
| • City Council Third Presentation | June 15, 2026 |
| • City Council Fourth Presentation | August 17, 2026 |
| • Public Hearing/Adoption | September 21, 2026 |

## Staff Report Summary

The City Council will hear public testimony and consider adoption of Ordinance No. 2026-16 which would adjust regulations related to storage of recreational vehicles and trailers in residential districts.

## Background

On April 6, 2026, the City Council adopted Ordinance No. 2026-04, amending Chapter 17.135.150 of the Battle Ground Municipal Code relating to the storage of trailers and recreational vehicles in residential areas. Ordinance No. 2026-04 was adopted by the City Council after public hearing and went into effect May 6, 2006.

During the "Council Communications" portion of the May 4, 2026, City Council meeting, the City Council asked that the matter be placed on the agenda for a future study session for additional review and

discussion based on new data and information provided by the Fire District 3 Fire Marshal after adoption of the ordinance. That study session occurred on May 18, 2026.

During the June 15, 2026, City Council meeting, Council received a presentation and discussed the topic. A motion passed directing staff to prepare a draft ordinance to modify the code language to address setbacks and zoning-based allowances.

Modified code language was presented to City Council for consideration and discussion during the Council meeting on August 17, 2026. During this meeting Fire Chief Drone participated and provided comments. Staff were directed to edit the ordinance language to reflect the required side yard setback be maintained on at least one side of the dwelling. Council set a Public Hearing for September 21, 2026.

Underlined text represents new code language.
~~Strikethrough~~ text represents code language to be deleted.

**17.135.150 Storage of recreational vehicles and trailers in residential districts.**
Recreational vehicles and trailers are defined as travel trailers, folding tent trailers, motor homes, truck campers removed from a truck or pickup, horse trailers, boat trailers with or without boats, other recreation trailers and utility trailers, and boats.

Off-street parking of any recreational vehicle or trailer is allowed in residential districts, provided the following conditions are met:

a. Recreational vehicles and trailers shall not be parked in the front yard. However, ~~any~~ one recreational vehicle~~(s)~~ or trailer~~(s)~~ is allowed to be parked on a legally established driveway. A legally established driveway must meet all other city codes related to permanent surface per BGMC 17.133.030.
b. Recreational vehicles or trailers shall not extend into the public right-of-way or obstruct sight visibility.

c. Recreational vehicles or trailers may be parked in the rear yard provided the recreational vehicle or trailer maintains a five (5) foot setback from the rear property line.

d. Recreational vehicles or trailers parked in a side yard shall maintain a minimum five (5) foot setback from the side property line. Where the five (5) foot side yard setback cannot be maintained on both sides of the principal dwelling, recreational vehicles or trailers may be parked within the required setback area on one side of the principal dwelling only.

e. Maximum number of recreational vehicles and/or trailers allowed to be stored outside is dependent on residential lot size:

i. Residential lots less than ½ acre (up to 21,779 square feet) are allowed one recreational vehicle or trailer on a legally established driveway and an additional

one recreational vehicle or trailer may be stored outside, provided said storage meets the setback requirements of BGMC 17.135.150(c) and (d).
ii. Residential lots larger than ½ acre (21,780+ square feet) are allowed one recreational vehicle or trailer on a legally established driveway and an additional two recreational vehicle(s) or trailer(s) may be stored outside, provided said storage meets the setback requirements of BGMC 17.135.150(c) and (d).

**Options**

| Option | Results |
|---|---|
| • *Hold public hearing and adopt Ordinance No. 2026-16 as presented* | Code will be modified to reflect adjusted recreational vehicle and trailer storage regulations. |
| • *Hold public hearing and modify Ordinance 26-16 then adopt.* | The code will be modified as directed by the City Council. |
| • *No Action* | If no action is taken, BGMC Section 17.135.150 Trailer and Boat Storage in Residential Districts will not be amended. |

**Staff Recommendation**

Staff recommends that City Council hold a Public Hearing and take comments on the proposed municipal code amendments to Section 17.135.150 Trailer and Boat Storage in Residential Districts. After the Public Hearing staff recommends that City Council adopt Ordinance No. 2026-16.

**Attachments**

| | |
|---|---|
| A. | Ordinance No. 2026-16 |

**Legal Review**

The following documents were reviewed by legal:

Ordinance No. 26-16

**ORDINANCE NO. 2026-16**

AN ORDINANCE OF BATTLE GROUND, WASHINGTON AMENDING BATTLE GROUND MUNICIPAL CODE SECTION 17.135.150, STORAGE OF RECREATIONAL VEHICLES AND TRAILERS IN RESIDENTIAL DISTRICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS,** the City of Battle Ground Municipal Code (BGMC) is a document containing 20 Titles and mulitple Chapters and is codified by the adoption of ordinances and published in a code book by Book Publishing Company; and

**WHEREAS,** periodically the City of Battle Ground Municipal Code needs to be updated or improved for presentation to the City Council; and

**WHEREAS,** the City Council of the City of Battle Ground held a public hearing on September 21, 2026, for the purpose of allowing citizens of the City of Battle Ground to comment on changes proposed to the storage of recreational vehicles and trailers in residential districts, BGMC 17.135.150; and

**WHEREAS**, the City Council of City of Battle Ground has reviewed the proposed changes; and

**WHEREAS,** the City Council finds it is in the best interest of the City to adopt the proposed changes to BGMC 17.135.150;

**NOW THEREFORE BE IT** ordained by the City Council of the City of Battle Ground, Washington as follows:

**SECTION 1. AMENDING BGMC 17.135.150**. Battle Ground Municipal Code 17.135.150, entitled "Storage of recreational vehicles and trailers in residential districts", is hereby amended:

**17.135.150 Storage of recreational vehicles and trailers in residential districts.**
Recreational vehicles and trailers are defined as travel trailers, folding tent trailers, motor homes, truck campers removed from a truck or pickup, horse trailers, boat trailers with or without boats, other recreation trailers and utility trailers, and boats.

Off-street parking of any recreational vehicle or trailer is allowed in residential districts, provided the following conditions are met:

a. Recreational vehicles and trailers shall not be parked in the front yard. However, ~~any~~ one recreational vehicle~~(s)~~ or trailer~~(s)~~ is allowed to be parked on a legally established driveway. A legally established driveway must meet all other city codes related to permanent surface per BGMC 17.133.030.

b. Recreational vehicles or trailers shall not extend into the public right-of-way or obstruct sight visibility.

c. Recreational vehicles or trailers may be parked in the rear yard provided the recreational vehicle or trailer maintains a five (5) foot setback from the rear property line.

d. Recreational vehicles or trailers parked in a side yard shall maintain a minimum five (5) foot setback from the side property line. Where the five (5) foot side yard setback cannot be maintained on both sides of the principal dwelling, recreational vehicles or trailers may be parked within the required setback area on one side of the principal dwelling only.

e. Maximum number of recreational vehicles and/or trailers allowed to be stored outside is dependent on residential lot size:

i. Residential lots less than ½ acre (up to 21,779 square feet) are allowed one recreational vehicle or trailer on a legally established driveway and an additional one recreational vehicle or trailer may be stored outside, provided said storage meets the setback requirements of BGMC 17.135.150(c) and (d).

ii. Residential lots larger than ½ acre (21,780+ square feet) are allowed one recreational vehicle or trailer on a legally established driveway and an additional two recreational vehicle(s) or trailer(s) may be stored outside, provided said storage meets the setback requirements of BGMC 17.135.150(c) and (d).

**SECTION 2. SEVERABILITY.** If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**SECTION 3. REGULATORY CONFLICTS.** All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

**SECTION 4. CORRECTIONS.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**SECTION 5. EFFECTIVE DATE.** This ordinance shall be published in summary form and be in full force and effective thirty (30) days from the final passage date in accordance with law.

ADOPTED IN OPEN MEETING OF THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON THIS 21st DAY OF SEPTEMBER 2026.

_____
Eric Overholser, Mayor

Attested to by:

_____
Elizabeth Halili, City Clerk

Approved as to form:

_____
Hillary Evans, Contract City Attorney

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | City Council |
| From: | Robert Ferrier, Interim City Manager |
| Date: | September 21, 2026 |
| Proceeding Type: | Second Presentation |
| Subject: | City Manager Executive Search |

| **Legislative History:** | |
|---|---|
| • First Presentation | September 8, 2026 |

**Staff Report Summary**

Attached are seven proposals from executive search firms for the City Manager recruitment.

**Background**

At the September 8, 2026, City Council meeting, Council was provided with the proposals from executive search firms for the City Manager recruitment. Council did not take any action that evening and asked for this to be placed on a future agenda for discussion.

**Fiscal and Policy Implications**

Base professional fees range between $14,500 - $33,500. In addition to the base fee, there are other optional and/or additional expenses that may be charged as part of the recruitment process.

**Options**

| ***Option*** | ***Results*** |
|---|---|
| • *Select a firm to lead the City Manager recruitment process.* | Direct staff to contact the selected firm to obtain an agreement for executive search services. |
| • *Add to future agenda for discussion.* | Add the item to a future agenda for additional discussion. |
| • *No Action.* | If no action is taken, there will be delays in |

filling the position.

## Staff Recommendation

Staff recommends that the City Council discuss the proposals and provide direction to staff on next steps.

## Attachments

| | |
|---|---|
| A. | City Manager Recruitment – Summary of Proposals |
| B. | Bob Murray & Associates Proposal |
| C. | Colin Baenzinger & Associates Proposal |
| D. | GMP Consultants Proposal |
| E. | Jensen Strategies Proposal |
| F. | Prothman Proposal |
| G. | Raftelis Proposal |
| H. | Strategic Government Resources (SGR) Proposal |

## Legal Review

N/A

**City Manager Recruitment Proposals 2026**

| | Timeline | Professional Fee | Other Expenses | Guarantee |
|---|---|---|---|---|
| Bob Murray & Associates<br>*Proposal valid for 60 days* | 13-16-weeks | $29,900 | *optianal services at an addt'l fee:*<br>stakeholder meetings, on-site meeting days, online surveys, addt'l background checks/reference checks | 12-month |
| | | | | |
| Colin Baenziger & Associates | 13-16 weeks | $32,500 | *Other expenses:*<br>Finalists expenses (travel/meals/hotel) | 12-month |
| | | | | |
| GMP Consultants | 12-14 weeks | $23,000 | *Other expenses:*<br>Job boards $1800-$2200, direct mailers $1700-$2000, consultant travel IRS mileage rate + 87.50/hr, background checks $225 per candidate<br>*Optional services at an addt'l fee:*<br>First Year Goals & Six-Month Evaluation $3750<br>Leadership Assessment $2,000 (per candidate) | 12-month |
| | | | | |
| Jensen Strategies<br>*Proposal valid for 90 days* | 14-16 weeks | $28,000 | *Other expenses estimated $7500:*<br>Fees for advertising less than $2500, background checks for finalists (up to 4-$1000), document printing less than $300, graphic art design less than $1000, consultant travel expenses (mileage, lodging, per diem & travel time)<br><br>Finalists travel expenses (if authorized by council) | 12-month |
| | | | | |
| Prothman | 12-16 weeks | $14,500 | *Other expenses:*<br>Fees for advertising $1600-$2100, direct mailers $1900, background checks $180 per candidate<br>Finalists travel expenses (if authorized by council) | 18-month |
| | | | | |
| Raftelis | 14-16 weeks | $33,500 | *Other expenses:*<br>Advertising up to $3000, background checks up to $500 per candidate<br><br>Finalists expenses (travel/meals/hotel)<br>*Optional services at an addt'l fee:*<br>Feedback survey $2500, small focus group/listening session $2500, facilitated public meeting $5000<br><br>Facilitated Evaluations | None |
| | | | | |
| Strategic Government Resources (SGR)<br>*Proposal valid for 60 days* | 12-14 weeks | $28,919 | *Other expenses:*<br>Up to $2500 in ad placements<br>Finalists expenses (travel/meals/hotel)<br>*Optional services ot on addt'l fee:*<br>Stakeholder survey $1531, background investigation, DiSC management assessment $179 per candidate, additional onsite visits by recruiter, | 12-month |

BOB MURRAY & ASSOCIATES

*Experts In Executive Search*

# A Proposal to Conduct an Executive Recruitment

for the Position of

## CITY MANAGER

on behalf of

1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

August 25, 2026

Mayor Eric Overholser and
Members of the City Council
City of Battle Ground
109 SW 1st Street
Battle Ground, WA 98604

Submitted via email to: tamara.gunter@cityofbg.org

Dear Mayor Overholser:

Bob Murray & Associates is pleased to submit a proposal to conduct the City Manager recruitment for the City of Battle Ground. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, ***all-in pricing***, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

As the premier public sector executive search firm specializing in positions that report directly to elected boards/councils, we understand the unique dynamics, high expectations, and political acumen required of leaders in these critical roles. We don't just fill positions–we ensure the candidates we present to City of Battle Ground are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives–professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Bob Murray & Associates recognizes that we work at the pleasure of the City Council and our job is to facilitate the Council in finding the City's next City Manager. Our best practice is to establish a strong partnership with the Council, to ensure the placement of a City Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the council members individually to discuss their expectations for the City's new City Manager. The feedback received from the council members will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

## 2026

- Compton, CA (City Manager) – *Current*
- California City, CA (City Manager) – *Current*
- St. Helena, CA (City Manager) – *Current*
- Pacific Grove, CA (City Manager) – *Current*
- Pleasanton, CA (City Manager) – *Current*
- Auburn, CA (City Manager) – *Current*
- Lemon Grove, CA (City Manager) - *Current*
- Lawndale, CA (City Manager)
- Arvin, CA (City Manager)
- Sonoma, CA (City Manager)
- South Lake Tahoe (City Manager)
- Concord, CA (City Manager)
- Pacifica, CA (City Manager)
- Santa Rosa, CA (City Manager)
- Monterey, CA (City Manager)
- Eugene, OR (City Manager)
- Apple Valley, CA (Town Manager)
- Hanford, CA (City Manager)
- Cathedral City, CA (City Manager)
- Marina, CA (City Manager)

## 2025

- Hayward, CA (City Manager)
- Davis, CA (City Manager)
- Live Oak, CA (City Manager)
- Oakdale, CA (City Manager)
- Fowler, CA (City Manager)
- Louisville, CO (City Manager)

## 2024

- Vancouver, WA (City Manager)
- Vernon, CA (City Administrator)
- Folsom, CA (City Manager)
- Murrieta, CA (City Manager)
- Aliso Viejo, CA (City Manager)
- Manhattan Beach, CA (City Manager)
- Emeryville, CA (City Manager)
- Reno, NV (City Manager)
- Clovis, CA (City Manager)
- Clayton, CA (City Manager)
- Orinda, CA (City Manager)
- Pinole, CA (City Manager)
- Novato, CA (City Manager)

- Saratoga, CA (City Manager)
- Sparks, NV (City Manager)
- Salinas, CA (City Manager)
- Marin County, CA (County Administrator)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be our Pacific Northwest Based Recruiter Jeff Mori, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand about the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 14 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

# TABLE OF CONTENTS


THE RECRUITMENT PROCESS....2

Step 1 Develop the Candidate Profile.... 2
Step 2 Design/Distribute Brochure and Advertisements.... 3
*Reaching Diverse Candidates*.... 4
Step 3 Recruit Candidates.... 4
Step 4 Screen Candidates.... 4
Step 5 Conduct Preliminary Interviews.... 5
Step 6 Search Public Records.... 5
Step 7 Make Recommendations.... 5
Step 8 Facilitate Final Interviews.... 6
Step 9 Conduct Background and Reference Checks.... 6
Step 10 Assist in Negotiations.... 6

COMPLETE ADMINISTRATIVE ASSISTANCE....7

COSTS AND GUARANTEE....8

Professional Fee and Expenses.... 8
*Optional Services*.... 8
Guarantee.... 9

RECRUITMENT SCHEDULE.... 10

FIRM PROFILE.... 11

REFERENCES.... 14

# THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 34+ years of experience in executive recruiting.

## STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Battle Ground's needs will be key to a successful search. Mr. Mori will meet virtually with the City and key stakeholders to learn as much as possible about the ideal candidate for the City Manager position. Key stakeholders often include:

- Council/Board Members – up to **seven** virtual one-on-one meetings with the Recruiter
- Internal Stakeholders (e.g. Department Heads) – up to **two** virtual group meetings with the Recruiter
- External Stakeholders (e.g. Chamber of Commerce, Community Groups) – **one** virtual one-on-one or group meeting with the Recruiter

### *Internal and External Stakeholders*

We find that many of our clients value a recruitment process that opens the opportunity for employees, community members, business leaders, and organization representatives to provide input regarding the ideal candidate. Our recruiters are skilled in virtually facilitating group staff meetings, forums for the business community, and/or town hall meetings that provide for equitable involvement from a variety of constituencies.

If the City of Battle Ground desires, we will work with the City to create a customized virtual community and/or staff input process. *Please note: Virtual facilitation of stakeholder meetings is included in the professional fee. On-site Recruiter facilitation is available for an additional fee – please refer to "Costs and Guarantee" on page 7 for pricing information.*

### *Online Stakeholder Surveys*

Sometimes clients are seeking input from a wider range of stakeholders—such as community members, business leaders, and organization representatives—online surveys are ideal to solicit input regarding qualities of the ideal candidate. Our experienced recruiters excel at crafting targeted, thoughtful, open-ended questions and can design a customized survey, providing a link for easy sharing on your website. After closing, your dedicated Recruitment Coordinator will send you the survey

response data for your review and analysis. This proposal includes **one** Online Survey. Additional Online Surveys are available under Optional Services (please refer to page 8).

We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Battle Ground.

Mr. Mori will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City and Mr. Mori will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

### Step 2 Design/Distribute Brochure and Advertisements

Mr. Mori and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Battle Ground to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Battle Ground that you feel best represent your organization and your community.

Upon your approval, Mr. Mori will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the City Manager position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Mori will also design an effective advertising campaign appropriate for the City Manager recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current positions are featured. Sources such as *Western City Magazine,* PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Manager field.

Suggested City Management-specific advertising sources for the City of Battle Ground's search include but are not limited to:

- Association of Washington Cities
- Oregon League of Cities

- National League of Cities
- International City/County Management Association
- League of Women in Government

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

*Reaching Diverse Candidates*

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Mori will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Battle Ground, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the City Manager position.

## Step 3 Recruit Candidates

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 2,100 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the City Manager recruitment.

## Step 4 Screen Candidates

Following the closing date for the recruitment, Mr. Mori will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to

narrow the field of candidates. Internal candidates receive sensitive consideration, and Mr. Mori will discuss with the City how the City of Battle Ground wishes to proceed with these candidates.

### Step 5 Conduct Preliminary Interviews

Mr. Mori will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

### Step 6 Search Public Records

Under the direction of Mr. Mori, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Mori to any further detailed inquiries we may need to make before our recommendations are finalized.

### Step 7 Make Recommendations

Based on our findings during the preliminary interview process, Mr. Mori will meet with the City virtually or on site to share the complete applicant list and recommend a limited number of candidates for your further consideration. Mr. Mori will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual "Recommended Finalist" eBook is provided to each member of the decision-making body and includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

## Step 8 Facilitate Panel Interviews

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Battle Ground to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the City; key stakeholders, community/employee interview panels; writing and presentation samples; meet-and-greets; or other specialized process elements Mr. Mori helps the City of Battle Ground to design.

Mr. Mori will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

## Step 9 Conduct Background and Reference Checks

Mr. Mori and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the two (2) final candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

## Step 10 Assist in Negotiations

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Mori knows what other organizations have done

to put deals together with great candidates and what the current market is like for City Manager positions in organizations like the City of Battle Ground's. <He/She> will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

## COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Battle Ground, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Mr. Mori on behalf of the City of Battle Ground.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Mori will be available to the City of Battle Ground by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

# COSTS AND GUARANTEE

## PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the City Manager recruitment on behalf of the City of Battle Ground is **$29,900**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and three days of on-site meetings. This proposal is valid for 60 days from the date of the proposal.

*Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for* ***Consultant travel*** *related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the City of Battle Ground.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Battle Ground. Therefore, Mr. Mori will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

## *Optional Services*

- **Additional virtual stakeholder meetings**: $250/meeting
- **Additional on-site meeting days**: $1,500/day/Consultant, plus travel expenses
- **Online Surveys**: $500/each (includes preparing recommended questions, preparing and sharing the survey link, closing the survey, and sending the survey response data for your review and analysis
- **Additional background checks**: $300/candidate
- **Additional reference checks**: $500/candidate
- **Additional hires**: $9,000/candidate

## GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the City of Battle Ground with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the City of Battle Ground's behalf during the new search:

- Brochure design and distribution ($695 reprint only, $1,275 edit/reflow/reprint)(*if needed*)
- Advertising actual costs (estimated at $2,975)
- Public records search for all new candidates ($500)
- Background Checks ($300/candidate)
- Reference Checks ($500/candidate)
- Consultant travel reimbursement (if travel is needed)
- *Plus any applicable Optional Services, if desired*

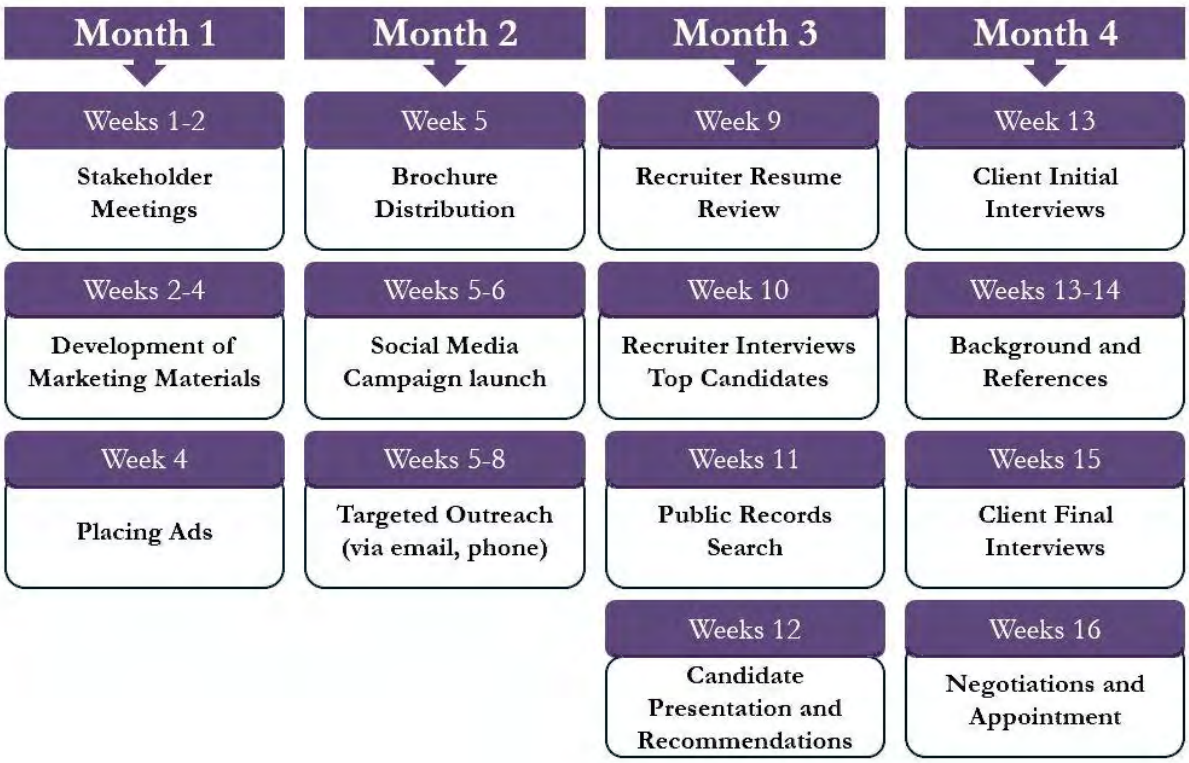
In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the City of Battle Ground will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

## RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Battle Ground. A typical timeline of tasks and events is included here for reference.



# FIRM PROFILE

## *Our Staff*

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of sixteen (16):

- Valerie Gaeta Phillips, *President and Owner*
- Gary Phillips, *Executive Vice President*
- Yasmin Beers, *Vice President & Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Senior Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Troy Brown, *Executive Recruiter, Career Coach*
- Stephanie Dietz, *Career Coach*
- Melanie Richardson, *Career Coach*
- Kathy Lolas, *Executive Recruitment Coordinator and Operations Manager*
- Grace Owens, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*
- Alexandria Huesca, *Recruitment Support*

Please see your lead recruiter's biography below:

## Jeff Mori, Executive Recruiter



Jeff Mori has 31 years of local government experience he brings to Bob Murray and Associates, having retired as the Vancouver, WA Chief of Police in October 2024.

Jeff started his career at the Washington County Sheriff's Office in Hillsboro, OR, finishing his tenure as the Undersheriff. He joined the Vancouver Police Department in 2019.

He has significant experience working and collaborating with a variety of government and public stakeholders. Jeff develops strong relationships and assists others in reaching their full potential and goals.

Whether working as a government executive, volunteer sports coach, or professional instructor, Jeff quickly recognizes talent. He understands the importance of providing meaningful feedback and helping people navigate complex processes.

Jeff is a graduate of the FBI National Academy, Harvard Kennedy School's Senior State and Local Executives program, and PERF's Senior Management Institute for Police. He

obtained his Bachelor of Science Degree from Oregon State University. He and his wife reside in southwest Washington State, and have three adult children.

## *Corporation*

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

## *Professional Associations*

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Battle Ground:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- "Role of the Chief" class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager's Conference (City Manager hosted event).

## REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

| | |
|---|---|
| *CLIENT:* | City of Louisville, CO |
| *POSITION:* | City Manager |
| *REFERENCE:* | Mayor Chris Leh<br>(303) 668-3916 |
| *CLIENT:* | City of Reno, NV |
| *POSITION:* | City Manager |
| *REFERENCE:* | Mayor Hillary Schieve<br>(775) 378-5589 |
| *CLIENT:* | City of Monterey, CA |
| *POSITION:* | City Manager |
| *REFERENCE*: | Mayor Tyller Williamson<br>(831) 760-5173 |

*We appreciate the City of Battle Ground's consideration of our proposal and look forward to working with you.*

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH

Attachment "C"

COLIN BAENZIGER & ASSOCIATES
EXECUTIVE RECRUITING

# PROPOSAL TO PROVIDE EXECUTIVE RECRUITMENT SERVICES FOR THE CITY OF BATTLE GROUND, WA

**Volume I: Proposal**

**Submitted on: August 21, 2026**


***Colin Baenziger & Associates***

**Contact Person:**

G. Scott Krim, Managing Partner
**Colin Baenziger & Associates**
Phone: (801) 628-8364
e-mail: ***Scott@cb-asso.com***
Fax: (561) 621-5965


***…Serving Our Clients with a Personal Touch…***

# PROPOSAL TO PROVIDE
# EXECUTIVE SEARCH FIRM SERVICES

## TABLE OF CONTENTS


| SECTION | | PAGE |
|---|---|---|
| | | |
| | **LETTER OF INTEREST** | **1** |
| | | |
| **I.** | **QUALIFICATIONS AND EXPERIENCE OF THE FIRM** | **3** |
| | The Firm | |
| | Technical Capabilities and Organizational Structure | |
| | Completion of Projects within Budget | |
| | Completion of Projects on Schedule | |
| | Diversity | |
| | Prior Names and Litigation | |
| | Insurance | |
| | Overall Executive Search Experience | |
| | | |
| **II.** | **PROPOSED WORK PLAN** | **7** |
| | Search Methodology | |
| | The City's Obligations | |
| | Project Schedule | |
| | | |
| **III.** | **PROPOSED PROJECT TEAM** | **15** |
| | Project Team and Involvement | |
| | Resumes of Key Staff | |
| | | |
| **IV.** | **REFERENCES** | **17** |
| | | |
| **V.** | **FEE AND WARRANTY** | **21** |
| | | |
| | | |
| | | |
| **VOLUME II** | | |
| | APPENDIX A: ALL GOVERNMENTAL SEARCH ASSIGNMENTS | **A-1** |
| | APPENDIX B: SAMPLE RECRUITMENT BROCHURE | **B-1** |
| | APPENDIX C: SAMPLE CANDIDATE REPORT | **C-1** |
| | APPENDIX D: RESOLUTION OF ST. JOHNS COUNTY, FL | **D-1** |
| | APPENDIX E: COMMENTS ON CB&A'S VETTING PROCESS | **E-1** |

COLIN BAENZIGER & ASSOCIATES

EXECUTIVE RECRUITING

August 21, 2026

The Honorable Mayor Eric Overholser, Deputy Mayor Aimee Vaile, and Councilmembers Shane Bowman, Victoria Ferrer, Jeanie Kuypers, Troy McCoy and Brian Munson
Attn: Tamara Gunter, Human Resources Manager
tamara.gunter@cityofbg.org
City of Battle Ground
109 SW 1st Street
Battle Ground, WA 98604

The Honorable Mayor Overholser, Deputy Mayor Vaile, and Councilmembers Bowman, Ferrer, Kuypers, McCoy and Munson:

Colin Baenziger & Associates (CB&A) would like to thank you for the opportunity to submit this proposal to assist in finding your next City Manager. While selecting key personnel is never easy, CB&A has developed a problem-free process that has been tested across the country and found to be extremely effective.

While CB&A is a municipal recruiting firm which has conducted assignments across the country, we have focused our efforts in Florida, Virginia and Washington. We pride ourselves on providing not just high-quality results, but, equally important, providing a great deal of personal attention to each of our local government clients. To conduct a proper recruitment, we feel the project manager must do more than just drop by occasionally. He/she must get to know the appropriate government officials and the community firsthand. That effort takes time, but it is the only way to ensure the candidates we recommend are well qualified and a good fit for your community. As a result, we only take a few clients at a time and focus on getting the job done properly. Further, we routinely complete our work in sixty to ninety days. This timeframe includes preparation of recruitment and advertising materials, candidate outreach, candidate screening, finalist interviewing, and selection. We also offer one of the better warranties in the industry.

In Washington we have found City Managers for Bellevue, Burien, Connell, Ellensburg, Fife, Fircrest, Lake Forest Park, Longview, Medina, Mill Creek, Mountlake Terrace, Normandy Park, Prosser, Renton, Sammamish, Sequim, Sunnyside, Tacoma, and Yakima. Nationally we have found City Managers for Ankeny, IA; Doraville, GA; Fayetteville, NC; Portland, ME; Roanoke, VA; Scottsdale, AZ; and Winchester, VA. We have also found the Borough Manager for Matanuska-

Susitna Borough, Alaska (a county the size of West Virginia) as well as County Managers for Brevard County, FL; Clackamas County, OR; Clay County, FL; El Paso County, TX; James City County, VA; Polk County, IA; St. Lucie County, FL; St. Johns County, FL; and Union County, NC.

Some of our current searches include City Managers/Administrators for Montverde, FL and Sunnyside, WA. Our Director levels search include a City Attorney for Grand Junction, CO, a Public Works Director for Hallandale Beach, FL, and a Development Services Director for Weston, FL. We are also assisting the City of Charleston, SC with searches for their Chief Information Officer, Section Chief for Planning Permitting and Engineering, Section Chief for Public Works, and Section Chief for Parks and Recreation.

Those authorized to bind the company are partners Colin Baenziger and Scott Krim, as well as Lynelle Klein, Senior Vice President for Operations.

We look forward to formally presenting our credentials and working with you in the near future. If you have any questions, please feel free to contact us at (801) 628-8364.

Sincerely,

Colin Baenziger
Senior Partner

G. Scott Krim
Managing Partner

***…Serving Our Clients with a Personal Touch…***

# I. Qualifications and Experience of the Firm

## The Firm, Its Philosophy, & Its Experience

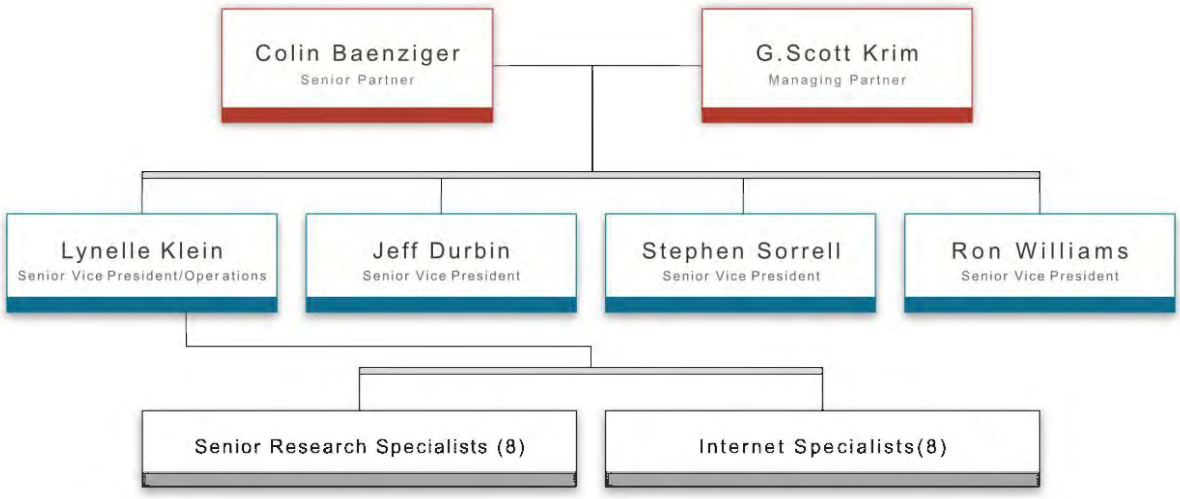
Colin Baenziger & Associates (CB&A) is a nationally recognized firm which began executive recruiting in 1998. The firm has offices in Daytona Beach Shores, FL, Grand Junction, CO, Pensacola, FL, and Weber County, UT.

Colin Baenziger & Associates' outstanding reputation is derived from our commitment to the quality of our product and the timeliness of the delivery. Further, our work is not done until you are fully satisfied. That means we go the extra mile and, at times, expend more effort and energy than originally anticipated in our action plan. When we do so, we do not ask for more than the originally quoted price. We feel you are hiring us as your experts, and once a contract is signed, we have an obligation to fulfill its requirements with excellence, on time, and within budget. We operate on the principle that all contingencies can and should be anticipated.

Since beginning our executive search practice, we have worked for clients in thirty-seven states. Overall, we have conducted more than 420 searches overall, with over 230 of them being for CEOs for cities, counties, and special districts. More importantly, the basic approach outlined herein has been refined to the point where it is problem-free.

## Technical Capabilities and Organizational Structure

Colin Baenziger & Associates has developed its business model over the past 28 years, and its effectiveness has led to our success and national reputation. Our work has focused on Executive Search, and our staff is extremely capable and experienced. See Section III for more details. The structure of our firm is outlined below.



### What Makes us Unique

What sets us apart is more than just experience, it's our unwavering commitment to prioritize clear communication and mutual trust, while tailoring our approach to meet your specific needs. Our work focuses on recruiting top-level roles in local government, and we do not implement a one-size-fits-all process.

A cornerstone of our process is the rigor we apply to candidate screening. We dedicate the necessary time and resources to conduct comprehensive background checks and produce **detailed candidate reports before you select your finalists**. This ensures that when the elected body moves forward with interviews, they do so with full confidence—knowing each recommended candidate has already been thoroughly and professionally vetted.

### Completion of Projects within Budget

Colin Baenziger & Associates is proud of its record of completing searches within budget. Once we quote a price to the client, that price is what the client will pay, no matter how difficult the search is or what circumstances may develop. ***We have never requested anything beyond the originally quoted price, even in cases where we were probably entitled to do so.*** That guarantee remains in place today.

### Completion of Projects on Schedule

Colin Baenziger & Associates delivers results—fast. Most assignments are completed within 90 days, and since launching its recruitment services, **the firm has never missed a major milestone.** That kind of reliability means you can count on CB&A to keep your project on track and on time.

### Women and Minorities

CB&A has extensive contacts with individuals and organizations representing women and minorities. We are thus able to identify and bring a diverse group of finalists to the City. The proof is that since 2012, 40% of the candidates hired in our recruitments have been females and/or minorities. Some years that number has been as high as 65%.

### Prior Names and Litigation

Colin Baenziger & Associates has always operated under its current name and has never been involved in any litigation, except to testify as an expert witness on behalf of one of the parties. Our performance has never been questioned nor have we or any of our clients been involved in any legal action as a result of our work.

## Insurance

To protect our clients, Colin Baenziger & Associates maintains the following insurance coverages: (1) general liability insurance of $2 million per occurrence, (2) automobile liability insurance of $1 million per occurrence, (3) professional liability insurance of $1 million per occurrence and (4) Cyber and Data Risk insurance of $250,000 per claim. Further, we carry the required workers compensation insurance for our employees.

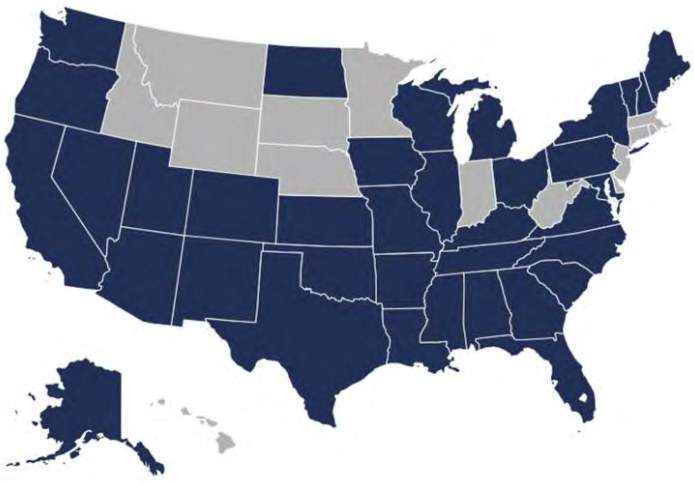
## Clientele

Our clients are almost exclusively local governments, and they make the hiring decision. We do not accept payment for any services from candidates; we feel that would be a conflict of interest.

## Geographic Reach

Since initiating its search function in 1998, CB&A has become a nationwide recruiting firm. We have conducted assignments in 37 states, see Figure I below. A complete list of our searches can be found in Appendix A.

**Figure I: Our clients are in states highlighted in blue.**



(This Page Intentionally Left Blank)

# II. Proposed Work Plan

The following search methodology has been refined over the past twenty-eight years and is virtually foolproof. That said, we will integrate any ideas you have into the process to the extent possible. Our goal is to ensure you have the right people to interview as well as all the information you need to make the right decision.

## Phase I: Information Gathering / Needs Assessment / Brochure Preparation

### Task One: Needs Assessment

An important part of the recruiter's work is promoting the community to the very best candidates (including those who are not actively looking for their next job) while providing an honest portrayal of the community and the opportunity. As such, CB&A must first determine the needs of the client and the characteristics of the ideal candidate. Our approach is as follows:

- Gather information from the jurisdiction, its website and other sources;
- Interview the elected body and other key parties (such as City staff). Our goal is to develop a strong sense of your organization, its leadership, its short- and long-term expectations, and its challenges;
- Determine the characteristics of the ideal candidate. These will include experience, longevity, education, personality, demeanor, skills, and achievements as well as other items you and the community consider important;
- Determine a reasonable compensation package; and
- Finalize the timeline with the City so both the elected body and the candidates will know when the interviews will be held and when they need to be available.

If the City wishes, we will gladly incorporate meetings with other stakeholders (such as the business community, non-profit organizations, the religious community, and so on) to gather their insights. We can also solicit the input of your residents through an on-line survey.

### Task Two: Develop Position Description and Recruitment Materials

Based on the information we gather, CB&A will develop a comprehensive recruitment profile for your review. We will incorporate any suggestions you have, before we finalize the document. As part of this effort, we will conduct a salary study, comparing similar municipalities, and recommend a market-based range for use in recruiting candidates. A sample profile is included as Appendix B. Other examples can be found on our firm's website under the "Executive Recruitments" / "Active Recruitments" tabs.

## Phase II: Recruitment

### Task Three: Recruit Candidates

CB&A uses a number of approaches to identify the right people for your position. We say people (and not person) because our goal is to provide you with six to twelve outstanding semi-finalists. You then select the top five people to interview and ultimately choose the candidate who is the best fit with you and your community. The approaches we use are:

- ***Networking:*** The best approach is diligent outreach. We will network with potential candidates and consult our database of government professionals. As we identify outstanding candidates (many of whom are not in the market), we will approach them and request that they apply. Often excellent candidates are reluctant to respond to advertisements because doing so may alienate their current employers.
- ***Advertising:*** In addition to networking, we incorporate professional associations and the trade press into our sourcing strategy to ensure no strong candidate is missed. These might include the International City/County Management Association, Association of Washington Cities, LinkedIn, the National Association of Cities, and sites aimed as female and minority candidates.
- ***CB&A Website:*** We will also post the recruitment on our website, ***www.cb-asso.com***, which many candidates consult regularly.
- ***Email:*** We will e-mail the recruitment profile to our database of approximately fourteen thousand managers and professionals who are interested in local government management positions. One of the advantages of e-mail is that if the recipient is not interested, he/she can easily forward our information to someone else who may be interested.

We generally do not use local newspapers, national newspapers, or generic employment websites because, while they produce large numbers of applications, they generally do not produce the caliber of candidates we are seeking. Consequently, if the City would like to place ads in these venues, the City will facilitate the job placement, and bear the cost.

### *Phase III: Screening and Finalist Selection*

#### *Task Four: Evaluate the Candidates*

Based on our most recent recruiting efforts, we anticipate receiving resumes from forty to sixty applicants. We will use the information we developed in Phase I to narrow the field. Selecting strong candidates is, in reality, more of an art than a science and a mixture of in-depth research and subjective evaluation. While we consider standard ranking factors, our recommendations to you will be those candidates whom we feel will be an outstanding City Manager and a great fit with your community.

Specifically, our efforts will involve:

**Step One. Resume Review.** CB&A will conduct a detailed screening of each resume to determine the six to twelve, highest-quality candidates.

**Step Two. Screening Interview.** Our lead recruiters will interview each of the top candidates. Using what we learned in Phase I, and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whom to consider further.

**Step Three. Evaluate the Best Candidates.** We will conduct thorough research into the backgrounds of the best candidates. Specifically, CB&A will:

- **Ask the Candidates to Prepare a Written Introduction:** We ask the candidates to answer a series of questions about themselves as an adjunct to their resumes and cover letters. By so doing, (1) the candidates can tell their story *in their own*

*words*, and balance the negativity that is so often characteristic of the press, and (2) the City can evaluate the candidates' written communication skills.

- **Interviews of References:** We provide the candidate with a list of references with whom we wish to speak. These will include current and former elected officials, the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, the Human Resources Director they work with, and others who know the candidate. All told, the list will include approximately 20 individuals. We will also attempt to contact some individuals who are not on the candidate's list. Typically, we reach eight to twelve people per candidate and prepare a written summary of each conversation that is approximately one page long.

- **Legal Checks:** Through our third-party vendor, we will conduct the following checks: criminal records at the county, state, and national level; civil records for litigation at the county and federal level; motor vehicle records; and bankruptcy and credit. As an aside, while only police departments have access to the NCIC database (the gold standard for criminal records), our vendor has developed a very reliable substitute.

- **Search the Internet, Newspaper Archives, and Social Media:** Virtually every community has some form of print and/or electronic media with an archive that provides stories about perspective candidates, the issues they have dealt with, how they resolved them and the results. These articles can also provide valuable insights into the candidate's relationship with the public and the governing body. Of course, not all news sources are unbiased, and we consider that in our evaluation. Further, we will review the candidate's social media accounts.

- **Verification of Education and Work History:** We will verify all stated educational credentials, as well as the candidate's work history for the past 15 years to ensure the candidate has been completely forthright.

- **Candidate Disclosure Statement:** We ask candidates to disclose anything controversial in their background that we need to be aware of. While it is unlikely that they will disclose anything we are not already aware of at this point, we believe redundant checks are beneficial.

As part of our efforts, we will crosscheck sources, search for discrepancies, and resolve them. When sensitive or potentially embarrassing items are discovered, they will be thoroughly researched. Depending on what we discover, we may remove the candidate from consideration, or present them with an explanation.

> *Note: We firmly believe that all background work and checks should be completed prior to recommending any candidates to you. That way you know the individuals you select to interview are all top performers and do not have anything embarrassing in their work history and / or backgrounds that might come to light later. It also means that once you have made a selection, you can move promptly, negotiate a contract and announce your selection.*

### *Task Five: Preparation and Presentation of Candidate Materials*

Unlike many firms, CB&A will select six to twelve candidates and present them for your consideration as finalists. We will provide you with a complete electronic report for each recommended candidate which will include: the candidate's cover letter, resume, introduction, references, background checks and internet / newspaper archive search results. A sample candidate report is included as Appendix C. We will also provide advice on interviewing, a series of questions the elected officials may wish to ask (as well as outlining questions that are not appropriate to ask), and some logistical information.

### *Task Six: Finalist Selection*

Approximately a week after the City has received the candidate materials, CB&A will meet with the elected officials to discuss our findings and to select finalists (ideally five with an alternate) to be invited to interview.

### *Task Seven: Notify All Candidates of Their Status*

We will notify the finalists by telephone and give them the opportunity to ask additional questions. Additionally, we will provide them with information concerning the interviews and travel arrangements.

Further, we will contact those not selected to be interviewed. Part of the notification will include advice concerning their application materials. Thus, even though they were not advanced, they will have gained something valuable for their next employment search.

## *Phase IV: Coordinate the Interview Process and City Manager Selection*

### *Task Eight: Coordinate the Candidate Assessment Process*

Prior to the interviews, we will recommend an evaluation process including mechanisms to assess the candidates' communication skills, interpersonal skills, and decision-making skills. Typically, we suggest the governing body observe the finalists in three settings: a social setting (since the selected candidate will frequently represent the City at community functions), one-on-one interviews with the elected officials, and a formal interview with the governing body as a whole. Our process is outlined below.

> **Day #1:** The finalists are given a tour of the community by a knowledgeable staff member or resident. Municipalities often also include a reception with the City's senior staff at this point.
>
> Later that day, the City can host a reception for the candidates. Its purpose is to allow the elected officials to observe how the finalists respond to a social situation. As noted, your next City Manager will represent your local government in a variety of venues. It is thus important to know how the individual will respond to your citizenry. The reception also serves as an icebreaker whereby the elected officials and the candidates get to know one another informally.

**Day #2:** The next morning, the finalists will interview individually with each Council Member for approximately 40 minutes. These meetings will provide you with an opportunity to assess how the candidates are likely to interact with you on an individual basis. Ultimately, Managers succeed or fail based on their interaction with the Council and its individual members. One-on-one interviews are an excellent way to test that interaction.

After lunch, the Council, as a group, will interview each finalist one at a time for approximately 30 minutes. Part of the interviews might include a PowerPoint presentation, so the Council can observe the candidates' presentational skills.

We recommend you invite the finalists' spouses to the interviews, so they can become familiar with the community.

Finally, if it would make you feel more comfortable, we can recommend several third-party management and personality assessment tools that the City can use to provide additional input. They are generally not costly and are not included in our fee.

### *Task Nine: Debriefing and Selection*

After the interviews are completed, we have developed a simple methodology that moves the elected body quickly and rationally to the selection of your next Manager.

## *Phase V: Negotiation and Continuing Assistance*

### *Task Ten: Notification, Contract Negotiations and Warranty*

If requested, we will assist in the employment agreement negotiations. Generally, a member of the elected body or staff and the attorney conduct the actual negotiations while we provide advice and assistance concerning the compensation package and contract. We can also take the lead role in the negotiations if desired. We have a standard contract you are welcome to use with the selected candidate. Your attorney, of course, will prepare the final contract. Since the basic parameters will have been discussed with the candidates, and the candidates have been thoroughly vetted, we expect prompt agreement.

### *Task Eleven: Continuing Assistance*

Our work is not done when the contract is executed. We will stay in touch with you and your new City Manager. Our goal is to be there to assist in resolving any issues that arise before they become intractable. We simply feel it is part of our job to ensure a successful relationship.

**Communication:** Once the process begins, we will provide weekly emails reporting on the status of the search. At significant milestones we will discuss the process and results with each of you personally. We are also available at any time, day or night, to address any questions you have along the way. To do so, we will provide you with our cellphone numbers, and you should feel comfortable contacting us whenever you have a question whether it is directly related to the search or, for that matter, anything else related to local government. We are, in addition to being exceptional recruiters, students of local government, and can often offer insights as well as names of parties who are familiar with a wide variety of issues, often with innovative solutions. We strive to be responsive and to assist in any way we can.

### *The City's Obligations*

The City will be responsible for providing the facilities for the interview process, coordinating lodging for candidates from outside the area, and making arrangements for the reception. The City will also be responsible for reimbursing the candidates (and spouses, if invited) for all expenses associated with their travel, meals, and incidentals for the interview process.

## Proposed Project Schedule

The following is the schedule we would suggest and assumes CB&A is selected to complete the search by September 15th. It can be adjusted based on the availability of the Mayor and Council.

### Phase I: Needs Assessment / Information Gathering

| | |
|---|---|
| September 30th: | CB&A begins meeting with the Council Members and other stakeholders to understand the job and its challenges. |
| October 13th: | CB&A submits the draft of the full recruitment profile to the City for its review. |
| October 20th: | The City provides comments on the recruitment profile. |

### Phase II: Recruiting

| | |
|---|---|
| October 23rd: | CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to approximately 14,000 local government professionals. |
| November 13th: | Closing date for submission of applications. |
| November 18th: | CB&A reports on the results of the recruitment. |

### Phase III: Screening, Reference Checks and Credential Verification

| | |
|---|---|
| December 22nd: | CB&A forwards its reports and materials to the City for the recommended candidates. These will include the candidates' cover letters, resumes and introduction as well as the results of our reference, background, and Internet/newspaper archives/social media checks. |
| December 29th: | The City selects approximately five finalists and an alternate to interview. |

### Phase IV: Interview Process Coordination and City Manager Selection

| | |
|---|---|
| January 7th: | The City holds reception for the finalists. |
| January 8th: | One-on-one and full Council interviews and selection of City Manager. |

### Phase V: Negotiation, Warranty & Continuing Assistance

| | |
|---|---|
| Post-Selection: | CB&A works with City representatives and the selected candidate on an employment agreement. |

(This Page Intentionally Left Blank)

# III. Proposed Project Team

## Project Team and Involvement

Colin Baenziger & Associates has assembled an outstanding project team to serve your needs.



**Colin Baenziger**, our Senior Partner, has spent ten years in local government as a senior manager and over 30 years as a consultant. In addition to his 28 years in executive search, he specialized in operational reviews of governmental agencies and private sector clients such as the Recording Industry Association of America, and the Marriott Corporation. Mr. Baenziger has a master's degree with distinction in public administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He has also been active in the International City Management Association and the Florida City and County Management Association.



**G. Scott Krim**, Managing Partner, has 20 years' experience in the public and private sectors and offers an abundance of managerial and analytical experience. He is a versatile leader with proven expertise in executive search, operations optimization, personnel retention, and internal / external stakeholder relationships. Prior to joining our firm, Scott worked for five years in Utah's District Courts. He is a member of the International City / County Management Association, the Association for Public Policy Analysis & Management, the Society of Human Resource Management, and the American Communication Association. Scott has a Master of Public Administration (emphasis in state and local government) from Southern Utah University, and a Bachelor of Science in Organizational Communication from Weber State University in Ogden, Utah. Scott is a certified Professional and Technical Writer.



**Lynelle Klein**, Senior Vice President for Operations, is a skilled professional with extensive expertise in executive search. Starting as a research assistant with CB&A 12 years ago, she has now firmly established herself as the number three person at CB&A. Prior to joining the firm, she worked primarily in the private sector providing financial and administrative services. Ms. Klein has an associate degree from Brigham Young University in Rexburg, Idaho. She currently resides in Mesa County, CO.



**Stephen Sorrell**, Senior Vice President, brings over 35 years of management and technical experience in municipal, county, state, and special district agencies in addition to his work with Colin Baenziger & Associates (CB&A). Some of the leadership positions Steve has held include serving as Executive Director, Emerald Coast Utilities Authority in Pensacola, Florida, and as City Manager, Director of Public Safety, Assistant City Manager, and Director of Finance, all for Hamilton, Ohio. He is a P.E. and earned a Bachelor of Science in Civil Engineering Degree from the University of Dayton, Ohio, and Master of Public Administration Degree from the University of Cincinnati, Ohio. He is or has been a member of the International City/County Management Association, Florida City/County Management Association, Florida Finance Officers Association, American Water Wastewater Association, President of the Exchange Club, President of the Safety Council, Chairman of the Neighborhood Watch Program, and served on the Board of Directors for Senior Services and the Chamber of Commerce. One day, he hopes to slow down – just not yet.




**Ron Williams**, Senior Vice President. While Mr. Williams has had a long relationship with CB&A. In fact, he worked with the firm in its infancy and helped develop the operating methodology that has led to our growth and success. His public sector career began as a budget analyst for the City of Miami and culminated as the City Manager for Palmetto Bay (an affluent suburb of Miami, FL with 24,000 residents) and then for Live Oak (a rural city of 7,000 about 100 miles west of Jacksonville, FL). Along the way, he served in high level positions in juvenile justice, public works, and general services. What excites him now is finding the people you need to fill your key positions, and he is exceptionally good at it. Ron has a Bachelor of Science in Management and a Master's Degree in Public Administration from the University of West Florida. He has also taught at Miami Dade College and in the County's public school system.



**Jeff Durbin**, Senior Vice President. With over 30 years of leadership experience in local government and recruiting, he has seen it all and done most of it. He brings notable expertise in organizational change, fiscal challenges, and disaster management. Prior to joining CB&A, he served as an Interim Town Manager, and previously held the position of Town Manager for 16 years in Fraser, CO. He has a Master's Degree in Urban and Regional Planning from Michigan State University, and a Bachelor's Degree in Environmental Design from the University of Colorado. Mr. Durbin is proud to have achieved Credentialed Manager Status and is an active member of the International City/County Management Association, the Colorado City and County Management Association, and the Florida City and County Management Association.

# *IV. References*

***City Manager, Fircrest, WA (population 7,215)***

**Contact:** Former Mayor and Current Mayor Pro Tempore Brett L. Wittner at (253) 312-8556 or **Brett.Wittner@gmail.com**



Brimming with Pacific Northwest charm, the City of Fircrest is known for its welcoming parks, popular festivals and recreation programs, peaceful neighborhoods, engaging Police Department, and charming small businesses. CB&A was hired right before Christmas 2022 to find their next **City Manager**. We began work on January 11, 2023. We created the recruitment profile, sought outstanding candidates, screened and shortlisted the best individuals, conducted thorough background checks, and recommended finalists. The interviews were held on April 21, 2023. The Council had never been through an interview process quite like ours and were very complimentary of it. The City selected *Dawn Masko, former Finance Director for Pacific, WA*, and the City is well pleased with her performance. She remains with the City.

**City Manager, Longview, WA (population 37,722)**

**Contact:** Former Council Member Angie Wean at 360.998.0713



CB&A began work in October 2024, to find the City's next **City Manager**. Our work included searching the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, and recommending finalists for the city to interview. After careful deliberation, the City selected *Jennifer Wills, formerly Parks and Recreation Director and Interim City Manager for Longview* in January 2025. She remains with the City.

***City Manager, Mill Creek, WA (population: 20,930)***

**Contact**: Councilmember Melissa Duque at (425) 745 1891 or **mduque@cityofmillcreek.com**



CB&A was selected in March 2022 to assist the City in finding its next **City Manager**. As part of our work, we interviewed the City Council to determine what they were looking for in a City Manager, conducted extensive outreach networking to local and regional governments, thoroughly researched the backgrounds of the top applicants, provided the materials to the City, and then coordinated the interview process. *Martin Yamamoto, former Deputy City Manager for Mill Creek, Washington,* was selected on June 28, 2022. He remains with the City.

***Public Works Administrator, Renton, WA (estimated population: 102,153)***

**Contact:** Former Human Resources Director Ellen Bradley-Mak at (253) 380-4767 or **bradleymakfamily@comcast.net**



On January 8, 2020, CB&A was hired by the City of Renton, WA to find their next **Public Works Administrator**. This recruitment was challenging as the City was seeking a skilled Public Works Director with experience in a large community who also had airport experience. Our work included recruiting and advertising for candidates, conducting background checks, selecting the most qualified, recommending them for interviews, and coordinating the interview process. Interviews were held on June 13. *Martin Pastucha, formerly the Interim Public Works Director for City of San Fernando, CA* was hired and remains with the City. In addition to a distinguished career in public works, Mr. Pastucha was the airport director for the City of Santa Monica and had significant interactions with the FAA, and airport users and tenants at the Santa Monica Airport. Mr. Pastucha remains with the City. We also assisted the City with their **Chief Administrative Officer** recruitment.

***City Manager, Sequim, WA (population 6,670)***

**Contact:** Former Councilmember William Armacost at (360) 461-1197, or **soundcutters@hotmail.com**
Former Councilmember Keith Larkin at (206) 715.9495 or **Klarkinpnw13@gmail.com**



CB&A was selected in early March 2015 to perform the search for Sequim's **City Manager**. Our effort involved searching the country to locate the best people for the job, interviewing them, conducting thorough background checks, and recommending finalists for the city to interview. Interviews were held on June 19th and 20th. *Charlie Bush, Development Services Director* for Issaquah, WA, was selected on June 20, 2015. Mr. Bush resigned in 2021, and we were hired to find his replacement. *Matt Huish (pictured), formerly the City Administrator for Sandy, Utah*, was selected and he remains with the City.

### Candidate References

While it is important to deliver what the City expects, it is also important to keep candidates informed and to treat them with respect and dignity. Accordingly, we have provided references from five of those candidates.

| Placement | Recruited To Be | Contact at |
|---|---|---|
| Dale Martin<br><br>*Former City Manager for Winchester, CT* | City Manager, Fernandina Beach, FL<br><br>*Appointed September 2015. He left in February 2023 and is currently the City Manager of Flagler Beach, FL.* | (904) 557-5047<br>dallmartin@yahoo.com |
| Eden Freeman<br><br>*Former Assistant City Manager for Sandy Springs, GA* | City Manager, Winchester, VA<br><br>*Appointed June 2014, she left in March 2020. She returned to Sandy Springs as the City Manager in January 2022.* | (404) 683-4816 |
| Bryan Hill<br><br>*Former Deputy Administrator for Beaufort County, SC* | Administrator, James City County, VA<br><br>*Appointed July 2014. Hired as the Fairfax County, VA, CEO in January 2018.* | (843) 368-7458 |
| Chris Morrill<br><br>*Former Assistant City Manager for Savannah, GA* | City Manager, Roanoke, VA<br><br>*Appointed December 2009. Hired as the Executive Director of the Government Finance Officers Association in 2017.* | (843) 368-7458 |
| Raymond “Boz” Bossert, Jr.<br><br>*Former Village Administrator for Port Edwards, WI* | General Manager, Sun ‘N Lake of Sebring Improvement District, FL<br><br>*Appointed July of 2023 and remains with the District.* | (706) 215-4567 |

(This Page Intentionally Left Blank)

## Fee

CB&A offers a firm, fixed price of $32,500, which includes all the expenses we will incur. The only other expenses the City will incur are those associated with bringing the finalists (and spouses, if invited) to interview with the City (travel, meals, hotel etc.). Bills will be rendered as the search progresses and due at the end of each Phase as indicated below:

| Requested Services | |
|---|---|
| **Phase I:** Needs Analysis / Information Gathering | $ 4,000 |
| **Phase II:** Recruiting | 14,000 |
| **Phase III:** Screening | 12,000 |
| **Phase IV:** Interview Process Coordination and Selection | 1,500 |
| **Phase V:** Negotiation and Warranty | 1,000 |
| **Firm, Fixed Fee Total** | $32,500 |

Please note, as previously stated, we have never billed nor requested additional funds beyond our originally quoted fee – even when circumstances suggested we were entitled to them.

## Warranty

We proudly stand behind our work with one of the more notable warranties in the industry, underscoring our commitment to quality and integrity. Our warranty includes the following:

1. Once the City employs our recommended candidate, we will not approach the selected City Manager for any other recruitment as long as the individual is employed by the City.
2. Should the selected individual leave for any reason other than an Act of God within the first year, CB&A will repeat the search for the reimbursement of our costs only. (Act of God defined as: unexpected health conditions occurring to themselves or close family members, total incapacitation, or death).
3. If, after the final events and interviews, the City determines that the candidates presented do not meet the desired standards or are not an outstanding fit, CB&A will repeat the search process at no additional cost.
4. All services outlined in our proposal are covered under a guaranteed, all-inclusive fee. This fee will not be exceeded, except under the conditions listed.

This warranty is effective provided the City adheres to the following guidelines:

- The City follows our recommendations and the agreed upon 90-day project schedule, including all components of each phase (Phase I - V inclusive); and
- The City selects from the recommended candidates officially presented by CB&A.

We recognize that unique circumstances may arise. In such cases, CB&A is willing to engage in good faith discussions with the City to explore potential solutions, or alternative options, even if they fall outside the formal bounds of this warranty.




Attachment "D"

AUGUST 2026

# City Manager Recruitment Proposal

## FOR CITY OF BATTLE GROUND, WA

PRESENTED BY

**Greg M. Prothman**
President, GMP Consultants

**GMP CONSULTANTS**
Greg@gmphr.com
(206) 714-9499
www.gmphr.com

GMP

# Table of Contents


| | |
|---|---|
| Cover Letter | 03 |
| About Us | 04 |
| Why Choose GMP | 05 |
| Meet Your Recruitment Team | 06 |
| Work Plan & Approach | 07 |
| Professional References | 10 |
| Recruitment Schedule | 10 |
| Professional Fees & Expenses | 11 |
| Guarantee and Warranty | 11 |
| Additional Services | 11 |
| City Manager Recruitments | 12 |
| Appendix | 14 |

- Sample Position Profile
- Sample Invitation to Apply

August 24, 2026

Tamara Gunter
Human Resources Manager
109 SW 1st Street
Battle Ground, WA 98604

Dear Ms. Gunter,

Thank you for considering our proposal to assist the City of Battle Ground with the recruitment of its next City Manager.

GMP Consultants is well positioned to support the City in this important effort. The search will be led by Bryan Cosgrove, a senior consultant with previous extensive long-term City Manager experience, supported by a team specializing in candidate outreach, evaluation, background review, and stakeholder facilitation.

**GMP is currently leading 12 city manager and deputy city manager searches:**

- Burien, WA – City Manager
- Washougal, WA – City Manager
- Webster Groves, MO – City Manager
- Cannon Beach, OR – City Manager
- Richfield, MN – City Manager
- Kirksville, MO – City Manager
- Ridgefield, WA - Deputy City Manager
- Toppenish, WA – City Manager
- Roseburg, OR – City Manager
- Lake Oswego, OR – City Manager
- Lakewood, CO – City Manager
- Dillion, CO – City Manager

**Managing this active portfolio directly benefits Battle Ground.** Our team is in daily conversation with municipal executives and prospective candidates across multiple regions, giving the City timely insight into candidate availability, mobility, compensation expectations, and the issues shaping today's market.

That reach expands the potential pipeline, creates opportunities to identify relevant candidates across searches, and enables faster, more targeted outreach. At the same time, Battle Ground will receive focused attention from Bryan and our dedicated administrative team throughout the process.

Across more than 900 recruitments, GMP has refined a disciplined, transparent process—from stakeholder discovery and a tailored position profile through targeted outreach, structured screening, background and reference review, and final-interview support. Bryan provides senior-level strategy and direct counsel; our administrative team manages outreach, candidate communication, scheduling, and documentation. This coordinated approach keeps the search moving, supports informed decisions, and gives Battle Ground clear visibility at every stage.

If you have any questions or would like to discuss your specific needs, please contact me at (206) 714-9499 or greg@gmphr.com. I look forward to the opportunity to work with the City of Battle Ground on this important recruitment.

Sincerely,

Greg M. Prothman
President

# About Us

## Our Foundation

GMP Consultants is a public sector executive search firm with a collective 630 years of local government leadership experience. We pride ourselves in strong regional and national relationships.

GMP Consultants value the importance of local government in our communities. We offer our clients experienced subject matter experts with a solid understanding of municipal government coupled with decades of experience.

We have served in a wide range of executive positions, from city and county management to public works, planning, human resources, management information systems, police, fire and finance.

## Our Qualifications

Founded and led by Greg M. Prothman, GMP consultants have worked on over 800 executives searches and over 100 public sector consulting projects.

Our senior search consultants are seasoned municipal leaders who are active in both national and state associations in their respective professional disciplines.

## Our Philosophy

Our business philosophy centers on the understanding that this is a people related industry.

We have worked and lived in communities across the country, so we know first-hand that public service is both similar and unique in implementation one community to the next.

Our team takes the time to learn your values and vision so we can tailor our systematic process to your needs.

# GMP Consultant's Mission

*To provide exceptional executive search, interim placements, and organizational consulting partnering with our clients to provide the highest quality services to their residents.*

# Why Choose GMP

*What You Can Expect From a GMP Recruitment*

| | |
|---|---|
| **SERVICE & RELATIONSHIP** | Our consultants provide outstanding service and build lasting relationships with both clients and candidates |
| **CUSTOMIZED SOLUTIONS** | We take time to learn your needs, values, and vision, creating solutions tailored to your agency |
| **PEOPLE FIRST** | We prioritize quality communication, working closely with you and your candidates through every stage of the process |
| **RECRUITMENT EXPERIENCE** | GMP Consultants are accomplished municipal leaders who as a team have completed over 800 executive recruitments bring access to quality applicant pools |
| **12 MONTH GUARANTEE** | We offer a 12-month guarantee on your selection. We don't just find qualified candidates, we focus on finding right fit for your agency and community, ensuring a smooth leadership transition |

## Personal Service. Quality Results.

# Meet Your Recruitment Team

## Bryan Cosgrove – Senior Consultant (currently conducting Ridgefield deputy city manager, Lake Oswego city manager, Cannon Beach city Manager and Roseburg OR city manager recruitments)



Bryan recently retired after 30-plus years in municipal government management. During his career, Bryan served as Assistant City Manager for Oregon City, City Manager for the City of Silverton and his last 15 years as Wilsonville City Manager. Bryan is a member of the Oregon City/County Managers Association and the International City Managers Association. Bryan's entire career was spent in fast-growing municipalities. He has extensive experience in infrastructure planning and financing, tax increment finance (urban renewal), organizational development, community building and council-manager relations. Prior to entering municipal management, Bryan served 4 years in the United States Army, and 6 years in the Oregon National Guard where he deployed overseas in support of Operation Desert Shield/Desert Storm. He has a Bachelor of Science degree in Political Science and a Master Degree in Urban and Regional Planning both from Portland State University. In his downtime, he enjoys golf, live music, gardening and hanging out with his cats.

## Brenda Gabbitas – Project Manager



Brenda brings more than a decade of experience collaborating with communities and stakeholders across the globe in both the public and private sectors. As a Project Manager with GMP, she has successfully led projects for clients throughout the United States, with a strong emphasis on strategic communication, operational organization, and exceptional client service. Her diverse professional background enables her to foster meaningful, long-term relationships while consistently delivering high-quality results and an elevated client experience. In addition to her professional expertise, Brenda holds a Bachelor of Education in Early Childhood Development from Utah Valley University.

## Kate Hansen – Operations Manager



Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government.

# Work Plan & Approach

*We understand that this is not just filling a position but is a leadership transition within your organization. Our goal is to not only find a highly qualified candidate but a candidate who is the perfect fit for your organization and the community.*

We suggest a four-phase process:

## PHASE 1: PREPARATION

- Create Search Schedule & Plan
- Engage Stakeholders
- Identify Ideal Candidate Traits
- Design Recruitment Profile






## PHASE 2: SOURCING

- Place Targeted Advertisements
- Mail Invitation to Apply Flyers
- Send Emails to Potential Candidates
- Make Phone Calls to Potential Candidates

## PHASE 3: ASSESSMENT

- Identify & Research Leading Candidates
- Conduct Preliminary Interviews
- Hold Work Session for Client to Select Finalists





## PHASE 4: SELECTION

- Design Final Interviews
- Conduct Reference & Background Checks
- Finalist Interviews
- Select Chosen New Hire & Negotiate

# 1. Preparation

*Information Gathering & Profile Development*

### Planning Meeting

We meet with you to:

- Review the Scope of Work
- Establish a project schedule
- Identify the geographic scope of the search
- Review the compensation package
- Identify Key Stakeholders

### Stakeholder Engagement

Your Lead Consultant will meet with Key Stakeholders individually or collectively as appropriate to identify your agency's needs and the skills, talents & abilities necessary to help your agency thrive

### Position Profile Development

Our design team will develop a custom Position Profile highlighting:

- Why Apply?
- Quality of Life
- Your Agency
- The Position
- Ideal Candidate Traits
- Challenges & Opportunities
- Compensation & Benefits
- Your social media

# 2. Sourcing

*Strategic Outreach & Marketing*

### Advertising

Develop custom ads and post the position to extensive job boards and websites in regional and national professional associations along with postings on GMP's Job Board and LinkedIn page

### Invitation to Apply

Our team creates a custom *Invitation to Apply flyer* mailed to our extensive database of City Manager professionals in your state the surrounding areas

### E-mail Outreach

We will send email announcements to our extensive collection of over 4,000 City Manager professionals both locally and nationally

### Personal Calls

Our consultant team will leverage their extensive knowledge of potential candidates to make personalized requests to potential candidates and their network

# 3. Assessment

*Candidate Review & Screening*

**Receipt of Applications**

Your lead consultant will review all application materials and send you regular updates on the candidate pool

---

**Preliminary Interviews**

Once the most promising candidates have been identified, GMP will complete a robust screening process of all semifinalists that includes:

- In-depth internet query
- An extensive preliminary interview with your lead consultant
- Candidate summary with consultant recommendations

---

**Work Session**

Your search team will meet with you to review candidate assessments. You will select candidates to move forward to final interviews. GMP will guide you through design of a customized final interview process

# 4. Selection

*Final Interviews*

**Preparation**

- Conduct reference checks
- Facilitate candidate communications & travel
- Develop final interview materials including master interview schedule, draft interview questions, and candidate packets

---

**Interviews & Selection**

Your lead consultant will be on-site to facilitate

- Final interviews
- Panel debrief
- Evaluation of the candidates and potential consensus

---

**Employment Offer**

Once a preferred candidate is identified your GMP will

- Conduct criminal history background check
- Assist in identifying potential contract elements
- Assist in the job offer and contract negotiations (if asked)
- Notify all unsuccessful finalists

# Professional References

**City of Vancouver, WA**
Lon Pluckhahn – City Manager
lon.pluckhahn@cityofvancouver.us
360 487 8640
*Fire Chief*
*Human Resources Director*
*City Attorney*
*Assistant City Manager*

**City of Marysville, WA**
Jennifer Stapleton – City Administrator
jstapleton@marysvillewa.gov
360-363-8000
*Community Development Dir*
*Police Chief*
*Public Works Director*
*Utilities & Maintenance Services Director*

**City of Lakewood, WA**
Doug Russell – City Manager
Drussell@cityoflakewood.us
253 983 7703
*City Manager (2)*
*Assistant City Manager*

**City of Umatilla, OR**
David Stockdale – City Manager
david.stockdale@umatilla.gov
541 922 3226 ext. 102
*City Manager*
*Parks & Recreation Director*
*Police Chief*

# Recruitment Schedule

*Recruitments take approximately 90 to 100 days to complete*

| | | |
|---|---|---|
| Kickoff Meeting | | You & GMP: Meet to discuss timeline & search process |
| Profile Development | Week 1-2 | GMP: Meet with key stakeholders & create position profile |
| Advertising | Week 3-7 | GMP: Post ads; conduct candidate outreach |
| First Review | Week 8 -9 | GMP: Conduct candidate screening & preliminary interviews |
| Work Session | Week 10 | You & GMP: Review semifinalists and choose finalist candidates |
| Final Interview Prep. | Week 11-12 | GMP: Conduct reference checks, create interview schedule, coordinate travel with candidates |
| Final Interviews | Week 12 | GMP: Facilitate finalist interview process |
| Hiring Selection | | You: Host interviews & make hiring selection |

# Professional Fee & Expenses

The professional fee for conducting a **City Manager** search is **$23,000**. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. If needed, re-advertising the position can be completed for an administrative fee of $950 plus expenses.
Your Agency will be responsible for reimbursing expenses incurred on the Agency's behalf. All expenses are submitted at actual cost with no markup.

**Expenses Include:**

| | |
|---|---|
| Job boards | $1,800 - $2,200 |
| Direct Mail Announcements | $1,700 - $2,000 |
| Consultant Travel | IRS mileage rate + $87.50/hr. |
| Background Checks | $225 per candidate |

# Guarantee & Warranty

## Guarantee

Should the selected candidate leave the employment of your Agency within the **first 12 months** of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure.

## Warranty

If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for a $950 administrative fee plus expenses.

# Selected Candidate Support

## First Year Goals & Six-Month Evaluation – $3,750

We will assist in the selected candidate's success by working with the City to establish goals and expectations for the first year of service. We will also conduct a six-month performance evaluation designed to provide constructive and helpful feedback on work efforts and accomplishments to date, to provide any potential mid-course corrections and ensure success.

## Leadership Assessment - $2,000 *(per candidate)*

GMP partners with Martin-McAllister who works with organizations to understand the skills and characteristics that are most important to them in making hiring decisions. Using a combination of validated inventories and an interview with a licensed psychologist, Martin-McAllister evaluate candidates' problem-solving skills and style, personality characteristics, work style, motivations, and professional goals to give organizations a prediction of what they would see from candidates on the job.

# Related Searches By GMP Consultants

## Additional Related Searches

**City of Arlington, WA**
City Administrator

**City of Bainbridge Island, WA**
City Administrator

**City of Battle Ground, WA**
City Manager (2)

**City of Bingen, WA**
City Administrator

**City of Bothell, WA**
Assistant City Manager

**City of Bothell, WA**
Deputy City Manager

**City of Carnation, WA**
City Manager (2)

**City of Chehalis, WA**
City Manager (2)

**City of Chelan, WA**
City Administrator (3)

**City of Clyde Hill, WA**
City Administrator

**City of College Place, WA**
City Administrator

**City of Connell, WA**
City Administrator (2)

**City of Covington, WA**
City Manager

**City of DuPont, WA**
City Administrator

**City of Duvall, WA**
City Administrator

**City of Edgewood, WA**
City Manager (2)

**City of Ellensburg, WA**
City Manager

**City of Fife, WA**
City Manager

**City of Fircrest, WA**
City Manager (2)

**City of Gig Harbor, WA**
City Administrator

**City of Issaquah, WA**
City Administrator

**City of Issaquah, WA**
Deputy City Administrator

**City of Kelso, WA**
City Manager

**City of Kenmore, WA**
City Manager (3)

**City of Kennewick, WA**
City Manager

**City of Lacey, WA**
City Manager (2)

**City of Lake Forest Park, WA**
City Administrator (3)

**City of Lake Stevens, WA**
City Administrator

**City of Lakewood, WA**
Assistant City Manager

**City of Lakewood, WA**
City Manager (2)

**City of Leavenworth, WA**
City Administrator (2)

**City of Longview, WA**
City Manager

**City of Lynden, WA**
City Administrator

**City of Medina, WA**
City Manager (2)

**City of Mill Creek, WA**
City Manager

**City of Monroe, WA**
City Administrator

**City of Moses Lake, WA**
City Manager (3)

**City of Mountlake Terrace, WA**
Assistant City Manager

**City of Mountlake Terrace, WA**
City Manager (2)

**City of Mukilteo, WA**
City Administrator

**City of Mukilteo, WA**
Management Services Director

**City of Newcastle, WA**
City Manager (2)

**City of Normandy Park, WA**
City Manager

**City of North Bend, WA**
City Administrator

**City of Othello, WA**
City Administrator

**City of Pasco, WA**
City Manager (3)

**City of Pasco, WA**
Deputy City Manager

**City of Port Angeles, WA**
City Manager

**City of Prosser, WA**
City Administrator

**City of Puyallup, WA**
City Manager

**City of Renton, WA**
Chief Admin Officer

**City of Ridgefield, WA**
City Manager

**City of Sammamish, WA**
City Manager (2)

**City of SeaTac, WA**
City Manager

**City of Shelton, WA**
City Administrator

**City of Shelton, WA**
Management Assistant

**City of Shoreline, WA**
City Manager (2)

**City of Shoreline, WA**
Deputy City Manager

**City of Spokane Valley, WA**
City Manager

**City of Spokane Valley, WA**
Deputy City Manager

**City of Stanwood, WA**
City Administrator

**City of Stevenson, WA**
City Administrator

**City of Sultan, WA**
City Administrator

**City of Sunnyside, WA**
City Manager

**City of Tumwater, WA**
Assistant City Attorney

**City of Tumwater, WA**
City Administrator

**City of Vancouver, WA**
Assistant City Manager

**City of Walla Walla, WA**
City Manager

**City of White Salmon, WA**
City Administrator

**City of Woodinville, WA**
City Manager

**City of Woodland, WA**
City Administrator

**City of Yakima, WA**
Assistant City Manager

**City of Yakima, WA**
City Manager

**City of Yelm, WA**
City Administrator

**Franklin County, WA**
County Administrator

**Grays Harbor County, WA**
County Administrator

**Greys Harbor County, WA**
County Administrator

**Island County, WA**
County Administrator

**Jefferson County, WA**
Central Services Director

**Lewis County, WA**
County Manager

**Mason County, WA**
County Administrator

**San Juan County, WA**
County Manager

**Snohomish County, WA**
Executive Director (2)

**Thurston County, WA**
Assistant Chief Admin Officer

**Town of Friday Harbor, WA**
City Administrator

**Town of Friday Harbor, WA**
Town Administrator

**City & Borough of Sitka, AK**
Municipal Administrator

**City & Borough of Wrangell, AK**
Borough Manager

**City of Thorne Bay, AK**
City Administrator

**City of Emeryville, CA**
City Manager

**City of South Lake Tahoe, CA**
City Manager

**Inyo County, CA**
Assistant/Deputy County Administrator

**Inyo County, CA**
County Admin Officer

**Mono County, CA**
Assistant County Admin Officer

**Mono County, CA**
County Admin Officer

**City & County of Broomfield, CO**
Deputy City & County Manager

**City of Colorado Springs, CO**
Assistant City Manager

**City of Louisville, CO**
City Manager

**Eagle County, CO**
County Manager

**Gunnison County, CO**
Assistant County Manager

**Gunnison County, CO**
County Manager

**Town of Silverthorne, CO**
Town Manager

**Blaine County, ID**
County Administrator

**City of Hailey, ID**
City Administrator

**City of Ketchum, ID**
City Administrator

**City of Lewiston, ID**
City Manager

**City of Post Falls, ID**
City Administrator

**City of Sun Valley, ID**
City Administrator

**City of Brainerd, MN**
City Administrator

**City of Centerville, MN**
City Administrator

**City of Medina, MN**
City Administrator

**City of North Branch, MN**
City Administrator

**City of Oak Park Heights, MN**
City Administrator

**Stearns County, MN**
County Administrator

**City of Belgrade, MT**
Assistant City Manager

**City of Belgrade, MT**
City Manager (2)

**City of Kalispell, MT**
City Manager

**City of Livingston, MT**
City Manager

**City of Polson, MT**
City Manager

**City of Whitefish, MT**
City Manager

**Town of West Yellowstone, MT**
Town Manager (2)
**City of Minot, ND**
City Manager
**City of Burns, OR**
City Manager
**City of Coquille, OR**
City Manager
**City of Drain, OR**
City Administrator
**City of Hood River, OR**
City Manager
**City of Lebanon, OR**
City Manager
**City of Milwaukie, OR**
City Manager
**City of Ontario, OR**
City Manager
**City of Toledo, OR**
City Manager
**City of Waldport, OR**
City Manager
**City of Wood Village, OR**
City Manager
**Clackamas County, OR**
County Administrator
**Curry County, OR**
County Administrator
**Hood River County, OR**
County Administrator
**City of Spearfish, SD**
City Administrator
**Summit County, UT**
County Manager
**City of Rawlins, WY**
City Manager

**City of West Wendover, NV**
City Manager
**City of Astoria, OR**
City Manager (2)
**City of Canby, OR**
City Administrator
**City of Cottage Grove, OR**
City Manager
**City of Gladstone, OR**
City Administrator
**City of John Day, OR**
City Manager
**City of Lincoln City, OR**
City Manager
**City of Mt. Angel, OR**
City Manager
**City of Scappoose, OR**
City Manager (2)
**City of Troutdale, OR**
City Manager
**City of West Linn, OR**
City Manager
**City of Woodburn, OR**
City Administrator
**Clatsop County, OR**
County Manager (2)
**Deschutes County, OR**
County Administrator
**Lane County, OR**
County Administrator
**City of Moab, UT**
Assistant City Manager
**City of Casper, WY**
City Manager
**City of Riverton, WY**
City Administrator

**County of Los Alamos, NM**
County Administrator
**City of Bandon, OR**
City Manager
**City of Coburg, OR**
City Administrator
**City of Damascus, OR**
City Manager
**City of Hermiston, OR**
City Manager
**City of La Grande, OR**
City Manager (2)
**City of McMinnville, OR**
City Manager
**City of North Plains, OR**
City Manager
**City of Shady Cove, OR**
City Administrator
**City of Umatilla, OR**
City Manager
**City of Wilsonville, OR**
City Manager
**City of Yachats, OR**
City Manager
**Crook County, OR**
County Manager
**Deschutes County, OR**
Fair & Expo Director
**North Plains, OR**
City Manager
**City of Moab, UT**
City Manager
**City of Gillette, WY**
City Administrator
**City of Sheridan, WY**
City Administrator

# Appendix – Work Samples

The following documents are examples of our **position profile** and **invitation to apply letter** materials.

Additional samples are available at https://www.gmphr.com/

*Copyright © 2026 by GMP Consultants. All rights reserved.*

# CITY MANAGER

## CITY OF LAKEWOOD

*Washington*



## Why Apply?

GMP CONSULTANTS

This is a great opportunity for a seasoned municipal leader to lead the City of Lakewood. Lakewood is a thriving, urban, South Puget Sound city, characterized by the beauty of its lakes, parks and natural environment, and its vibrant and diverse population. The City is a well-managed organization with an experienced team of department directors and an effective City Council. Historically the Council has demonstrated a positive working relationship with the City Manager and staff. The current City Manager is retiring after twelve years of service. If you are looking to join a goal-focused organization committed to improving community amenities, maintaining public safety, and promoting redevelopment in core commercial areas, this may be the right opportunity for you.









# WELCOME TO LAKEWOOD

Located 40 miles south of Seattle along the I-5 corridor, Lakewood is a vibrant community of 63,612 residents and the second largest city in Pierce County. Featuring expansive lakes and stunning views of Mount Rainier, Lakewood offers a rich cultural experience amid a backdrop of natural beauty—all within reach of Puget Sound's big cities.

Historically, this area was once a weekend retreat for wealthy Seattle residents who came to Lakewood to enjoy its lakes, forests, and prominent golf courses. Today the city has preserved its parks and open spaces while supporting thriving businesses as a strategic hub for the Seattle metropolitan area. Lakewood is also known as the home to Joint Base Lewis McChord (JBLM), the largest Army military installation in the western United States and the largest single-site employer in the state of Washington.

Diversity and vibrant cultural heritage are defining assets of Lakewood. With a majority population of people of color, Lakewood is a mix of languages, culture, heritage, visions, and values. The City fosters a strong and inclusive sense of community with annual events like Welcome Walk, Parks Appreciation Day, Youth Summit, Fiesta de la Familia, and SummerFEST.

Lakewood Towne Center serves as the city’s primary shopping district. This open-air shopping and community hub features a civic center with City Hall; retail, dining, entertainment options; and tree-lined streets. Towne Center is also home to the historic and beloved Lakewood Playhouse which has hosted local theater productions, art performances, and community events since 1938.

Lakewood takes pride in its 540 acres of parks and seven lakes, totaling nearly two miles of water area that offer opportunities for fishing, waterskiing, boating, and paddling. The City's 340-acre Fort Steilacoom Park attracts over 1 million visitors a year. The community is served by Pierce Transit and the Sound Transit systems, providing excellent public transportation to the greater Tacoma/Seattle area. Sea-Tac International Airport serves the region 30 miles to the north.




# THE CITY OF LAKEWOOD

Incorporated in 1996, the City of Lakewood serves a population of 63,612 across 19 square miles with a 2025 budget of $120 million and a team of 222 FTEs. The City operates under a Council-Manager form of government with seven part-time, nonpartisan Councilmembers elected to staggered four-year terms. The City Council elects one of its members as Mayor. The Council enacts all legislation and general policy decisions governing Lakewood and appoints a City Manager to oversee the City's administrative functions and implement the policies and goals of the Council.

City services are provided through a combination of City employees, public and private contracts, and a number of partnerships to include community volunteerism and participation. The seven City departments are: City Manager, Legal, Administrative Services, Municipal Court, Police, Planning and Public Works, and Parks, Recreation & Community Services.

Lakewood Water District provides water services and Pierce County Public Works and Utilities provide sewer services. Garbage, recycling, and yard waste are provided by Waste Connections under contract with the City. West Pierce Fire and Rescue (WPFR) provides fire protection and emergency medical services to the Lakewood community. The City contracts with Nisqually Corrections and Pierce County Sheriff's Office for jail services. Tacoma Power, Puget Sound Energy, and Lakeview Light and Power deliver electric services. Puget Sound Energy is the primary purveyor of natural gas services.







## THE CITY MANAGER

The City Manager serves as the chief executive officer of the City and serves at the pleasure of the City Council. The City Manager implements the policies and goals of the Council; manages and coordinates the overall operations of the City; and provides leadership, coordination, and development of City departments while ensuring the delivery of quality service and serving the needs of the public. This is accomplished through the expressed direction of the Council.

## THE IDEAL CANDIDATE

- Transparent with excellent verbal and written communication skills; pro-active in the dissemination of information; responsive to Council members, the community, and staff; actively listens and follows through.
- An outgoing personality who enjoys engaging with the community and is comfortable establishing relationships and a network of community contacts.
- Experienced at working with the City Council (or elected body) in developing/updating strategic goals and objectives, setting policy direction, and keeping the City Council and staff informed.
- A confident and self-assured demeanor that will engender trust with Council and staff; proven skills in making timely, clear, and unambiguous decisions.
- Resourceful and strategic, capable of helping to position the City for thoughtful growth and economic development opportunities.
- Business friendly with relevant economic development experience, understands the processes and economics associated with growth, and how to encourage, manage, and leverage growth to benefit the community.
- Ability to provide structure for efficient city operations and evaluate and align organizational resources that reflect the Council's priorities.
- Fiscal acumen to understand and monitor the long-term financial stability of the City and how to fund/finance strategic public investments.
- A commitment to empowering employees and a demonstrated ability to mentor and develop key professional staff.







# OPPORTUNITIES & CHALLENGES

***Relationship Building***

The new City Manager will need to quickly gain the trust and confidence of the Council, staff, and the community by demonstrating capable leadership to bring people together as a team and facilitate strong collaboration, especially as it pertains to decision making. The City Manager is key to maintaining the City's effective and positive relationship with Joint Base Lewis McChord (JBLM) in addition to nurturing its strong partnerships with state and regional agencies, local tribes, Pierce County, and neighboring cities.

***Progress on the Adopted 2025-2026 City Council Goals***

In August 2024, the City Council adopted four goals to direct the Lakewood community toward positive change and that serve as their policy direction. The City Manager will need to work with staff to ensure that specific benchmarks for the 2025-2026 biennium are achieved while keeping the City Council and Lakewood Community informed and engaged throughout the process.

***Economic Development***

The City wants revitalization of its downtown and the district subareas that support the long-term vision of vibrant, sustainable, and economically thriving urban environments. The City has funding to complete the 30% project design phase of its downtown green street loop project and there are several new multi-family housing projects in the City's planning and permitting pipeline. Helping the community to understand how this residential development can be a catalyst for the desired revitalization of downtown should be a key focus of the City Manager.

***Financial Stability***

The City is in an excellent financial position, with very low debt and adequate reserves. The City needs to maintain its positive financial condition and outlook, while planning strategically to fund and finance a multi-generational community center, urban park(s) within the downtown area, and other key capital improvements.

***Public Safety***

The City believes that public safety is a collaborative effort encompassing community policing, court, and social and human service. The City continues to focus on community engagement to increase community-based policing and has set milestones and benchmarks as part of a comprehensive public safety strategy to reduce crime and create a safer City. The City Manager should collaborate with departments to maintain the City's focus and progress on achieving public safety milestones.




## COMPENSATION & BENEFITS

The City of Lakewood is offering an annual salary range of $240,000 to $275,000 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package.

- Medical, Dental, Vision Insurance
- Life Insurance/LTD/Survivor Income plans
- WA PERS Retirement
- 457 Deferred Compensation Plan
- Vacation, Medical, & Management Leave
- Car Allowance
- No WA state income tax

## EDUCATION & EXPERIENCE

Bachelor's degree from an accredited college or university in public or business administration, or related field (master's degree desired); and at least 7 - 10 years of progressively responsible experience in municipal government with 5 years of senior management responsibility. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.

## TO APPLY

**Apply Online: gmphr.com**

**First Review: April 28, 2025**

**More Info: Debbie Tarry, GMP Consultants**
**dtarry@gmphr.com / (425) 308-2957**

## RESOURCES

2025-2026 Biennium Budget

Org Chart

Comprehensive Plan

City Council Goals 2025-2026

City Videos:

- SummerFEST
- Build Your Better Here
- Fiesta de la Familia
- Making a Difference
- Summer Concerts
- Farmers Market

City of Lakewood

Lakewood Police



# *Welcome to* RIDGEFIELD

## WHY APPLY?

This is an excellent opportunity to join a collaborative staff in one of Washington's fastest-growing cities. The current Deputy City Manager is retiring after a long career in local government. The Deputy City Manager oversees the administration team, including human resources, IT support, City Clerk functions, and external communications.

Ridgefield is ideally situated near the Portland - Vancouver metropolitan area and is home to the 5,200-acre Ridgefield National Wildlife Refuge. The next Deputy City Manager will benefit from dedicated staff and a supportive, collaborative executive team.

Dear Colleague,

GMP is assisting the **City of Ridgefield**, Washington, with its search for a **Deputy City Manager**. Perhaps this is the right time to consider this exciting opportunity. If not, would you please share it with others who may be interested?

Thank you for your consideration and assistance.

Bryan Cosgrove, GMP Consultants
bcosgrove@gmphr.com / (503) 991-8667

GMP
Greg M. Prothman, President

CITY OF RIDGEFIELD WASHINGTON



gmphr.com

## THE CITY OF RIDGEFIELD

The City of Ridgefield is a full-service city serving a population of 16,820 across 7 square miles in Clark County. The City operates with a 2026 annual budget of $81 million and a team of approximately 90 employees across five departments: Administration, Community Development, Finance, Police, and Public Works. The City operates under the council-manager form of government, with a seven-member City Council elected at large. City Manager Steve Stuart has served in the position since 2014.




**View full position profile at gmphr.com**

## THE DEPUTY CITY MANAGER

Reporting to the City Manager, the Deputy City Manager serves as the primary assistant to the City Manager in the administration and direction of City operations and activities. The Deputy City Manager manages the Administration Department, including the City Clerk's Office, human resources and payroll, labor relations, information technology coordination, records management, event planning, and community outreach and engagement.



Responsibilities also include strategic planning, budgeting, organizational development, and serving as acting City Manager as required. Direct reports include the City Clerk, Human Resources Manager, Community Events Lead, and Public Relations & Events Coordinator.



## EDUCATION & EXPERIENCE

- Bachelor's degree in political science, human resources management, or a related field.
- 8 years of progressively responsible experience in municipal government, including 5 years at the director level or higher.
- Leadership experience across a broad range of municipal functions, including legal, human resources, labor relations and negotiations, and risk management.
- An equivalent combination of education and experience that demonstrates the necessary knowledge and abilities may be considered.

**PREFERRED:** Human Resources Specialist certification or legal training.



## LEARN MORE

**Visit: gmphr.com**

**Salary Range: $153,823–$214,818 annually DOQ**

**First Review: September 13, 2026**

**More Info: Bryan Cosgrove, GMP Consultants**
**bcosgrove@gmphr.com / (503) 991-8667**



# CITY MANAGER RECRUITMENT

## PROPOSAL

*Prepared by Jensen Strategies, LLC*

**AUGUST 2026**

August 25, 2026

Tamara Gunter
Human Resources Manager
City of Battle Ground
109 SW 1st Street
Battle Ground, WA 98604

Dear Ms. Gunter and City Council,

Thank you for the opportunity to submit a proposal to conduct the City Manager recruitment for the City of Battle Ground. We understand the importance of this hiring decision to continue the City's progress and momentum, laying the foundation for the future success of your City and community. Our experienced team is committed to conducting a professional recruitment process in partnership with the City, adherence to recruitment law and best practice, and with an inclusive approach.

There are several factors that make our team uniquely prepared to assist your City:

**We know the Pacific Northwest.**

- Our firm is based in Portland, Oregon and has been serving cities and counties of all sizes, in Oregon and Southwest Washington with populations from less than 1,000 to over 640,000, since 2012.
- We work regularly with Northwest jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, City Manager performance evaluations, leadership coaching, and policy analysis. This work keeps us current on issues facing local governments.

**We offer extensive experience and expertise in recruitment.**

- Our team has a decade of experience conducting successful City Manager and upper-level manager recruitments. We are honored by many repeat clients.
- We provide reliable, professional advice and evaluation tools that empower our clients to make decisions they can feel confident are best for the organization and community.
- We are well versed in recruitment best practices, public meeting and records law. We protect our clients, candidates, and uphold public expectations.
- Key members of our recruitment team are former public administrators who bring a first-hand understanding to the positions we recruit. Our candidate evaluators are all professionals who have held the same position during their careers.
- Our firm is well-networked with cities in the region so we are well-connected to identify and vet potential candidates that may be the best fit for our recruitment clients. Our national connections help us identify potential out-of-state candidates.

- Most importantly, we stand by our work. For successful City Manager recruitments, we offer a guarantee if you have to hire another City Manager within the year.

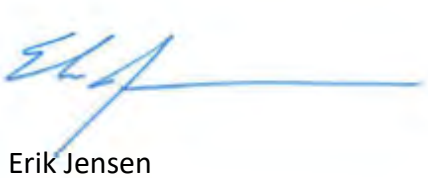
**We lead with your values, and work for your City and community's best interest.**

- For us, it's more than a job or project – it's a calling for our team members. We are passionate about public service and dedicated to delivering tangible results for our clients and the communities they serve. We take pride in representing your organization with professionalism and integrity, always advancing the principles of good governance.
- We work closely with your City and staff to effectively use resources, minimize impact on staff workloads, share information, and collaborate for a successful process.
- We engage the community to understand their values and priorities that they expect the next City Manager to embrace.
- We always strive to put your City's best foot forward by representing your community with integrity, positivity, and by treating all participants, including candidates, with dignity and respect throughout our recruitment processes.

Jensen Strategies is an Oregon-certified Emerging Small Business (ESB) # 9880. We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to reach out with any questions or requests for additional information.

Our firm is prepared to seamlessly collaborate with the City of Battle Ground's staff and Council to effectively define and seek the best leader for the City's next chapter. We appreciate the opportunity to submit our proposal to assist the City of Battle Ground with this recruitment. It will be our pleasure to partner with the City on this important search.

Sincerely,



Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

# Jensen Team & Qualifications



Jensen Strategies, based in Portland, is a leading regional management consulting firm specializing in local, regional, and state government. Serving Pacific Northwest communities since 2012, we offer a full spectrum of services for cities, counties, state, and special districts. Our approaches are customized to meet each organization's specific needs, circumstances, and goals. We work collaboratively to deliver results that meet our client's mission and objectives.

Our team is comprised of experienced local government administrators who understand the dynamics and challenges of managing municipalities, counties, and other government agencies.

We are proud to offer our proven experience, seamless partnership, broad perspective, and commitment to public service.

Our services include:

**EXECUTIVE LEADERSHIP RECRUITMENT & DEVELOPMENT**
*We find top talent and invest in their long-term success.*

- Recruitment, Performance Evaluations, City Manager goal setting, 1-1 Executive Coaching

**COLLABORATIVE DECISION-MAKING**
*We build consensus and shared commitment around the decisions that matter most.*

- Goal-setting Retreats, Strategic Planning, Community Engagement, Community Visioning, Facilitation for Policy Making Bodies

**ORGANIZATIONAL DEVELOPMENT & ASSESSMENTS**
*We build and strengthen organizations and teams through information and insight.*

- Organizational Assessments, Organizational Development Assistance, Policy Research and Analysis, Staff and Elected Official Team Trainings

# Executive Recruitment Experience

*Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.*

- City of Ashland, OR
  *City Attorney (2023)*
  *Deputy Public Works Director (2023)*
- City of Astoria, OR
  *City Planner (2022)*
- City of Cannon Beach, OR
  *City Manager (2017)*
  *Community Development Manager (2018)*
  *Emergency Manager (2018*)
- City of Cornelius, OR
  *Public Works Director (currently recruiting)*
- City of Carlton, OR
  *City Manager (2021)*
- City of Cornelius, OR
  *City Manager (2022)*
- City of Dayton, OR
  *City Manager (2024)*
- City of Estacada, OR
  *City Manager (2022)*
- City of Fairview, OR
  *City Attorney (2022, 2024)*
- City of Hood River, OR
  *Building Official (2018)*
  *City Manager (2021)*
  *Finance Director (2023)*
- City of Independence, OR
  *Public Works Director (2026*)
- City of Manzanita, OR
  *City Manager (currently recruiting)*
- City of Milton-Freewater, OR
  *Public Works Superintendent (currently recruiting)*
- City of Newport, OR
  *City Manager (2024)*
  *Police Chief (2025)*
- City of North Bend, OR
  *City Administrator (2020)*
- City of Sandy, OR
  *City Manager (2023)*
  *Public Works Director (2025)*
- City of Scappoose, OR
  *City Manager (2021)*
  *Finance Administrator (2022)*
  *Police Chief (2022*)
- City of Seaside, OR
  *City Manager (2022)*
- City of Sheridan, OR
  *City Manager (2021)*
- City of Silverton, OR
  *Public Works Director (2025)*
- City of Sisters, OR
  *City Manager (2017, 2023)*
- City of Stayton, OR
  *City Manager (2022)*
  *City Engineer (2026)*
- City of Toledo, OR
  *City Manager (2025)*
  *Finance Director (2026)*
- City of Troutdale, OR
  *City Manager (2025)*
  *Community Development Manager (2023)*
- City of Warrenton, OR
  *City Manager (2022)*
  *Public Works Director (2023, 2024)*
  *Building Official (2024*)
  *Planning Director (2026)*
- City of Yachats, OR
  *City Manager (2023)*
- Columbia Pacific Economic Development District
  *Executive Director (2023)*
- Port of Hood River
  *Finance Director (2022)*
- Washington County
  *Chief HR Officer (2020)*
  *Benefits and Leave Manager (2020)*
  *Employee and Labor Relations Manager (2021*)

# Recruitment Approach

*We take the time to get to know your City and community needs. Our objective is to help you select the best candidate with the right toolset to serve as the City of Battle Ground's next City Manager. Our recruitments utilize strategic and personal outreach approaches to attract a wide range of qualified applicants. We use our deep network, administrative experience, and our knowledge of your city's needs to incisively evaluate and help the City Council make an informed and thoughtful decision.*

*We commit to working in close partnership with the City of Battle Ground (City), following a process that is responsive to current needs and designed to make the best use of your time and resources. Our recruitment processes are an opportunity for all parts of the City – the public, Council, and staff – to come together, find consensus on City priorities and cohesively move into the next chapter.*

*The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.*

## Scope of Work

### Phase 1: Start-up / Candidate Profile Development

The first phase of our recruitment processes is designed to ensure a mutual understanding of expectations, key milestones, and timeline as well as obtain a comprehensive understanding of the City's desired attributes and needs for the next City Manager.

#### 1.1 **Start-up meeting:** Getting organized and ensuring we're on the same page.

We will begin the recruitment by meeting in-person or virtually with designated City representatives to refine the project scope and schedule. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment and identify key stakeholders and approaches to help inform the candidate profile development.

*Deliverables: In person or Zoom meeting with designated City representatives, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders and approaches.*

#### 1.2 **Background Research:** Taking time to understand your community.

We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

*Deliverables: Jensen Strategies' enhanced understanding of Battle Ground.*

### 1.3 **Stakeholder Interviews:** Engaging and learning your City, leadership, and priorities.

Our team will conduct individual Zoom interviews with the Mayor, City Councilors, executive team members, department heads, and other key staff to gather their perspectives on the attributes desired for the next City Manager as well as to identify key issues the next City Manager may be expected to address. The interviews will be confidential and the input received will contribute to the candidate profile development.

*Deliverables: Up to 16 Zoom stakeholder interviews.*

### 1.4 **Stakeholder Meetings and Surveys:** Involving the community and staff to build buy-in.

Allowing the opportunity for community input on the desired attributes of the next City Manager is a best practice in our experience. To gather information on the desired attributes for Battle Ground's next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input (for those who are not interviewed). Development and distribution of promotional announcements and materials as well as event logistics will be coordinated with designated City staff to ensure consistency of City communication standards and branding.

We have the ability to retain our contractors or existing City vendors to provide Spanish written and verbal translation services for these surveys and meetings if desired.

*Deliverables: Meeting promotion materials, one Zoom [or in person which is negotiable for an additional direct expense] public meeting, and two online surveys for community and City staff input.*

### 1.5 **Candidate Profile Draft:** Articulating the City's ideal candidate.

Drawing upon the input gathered from our interviews, public meeting, as well as community and staff surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as traits such as management approach and personality. The profile will also include information on policy priorities and hiring procedures. As an optional task, upon request, we will conduct research on comparable city salaries for the Council to assess the competitiveness of the compensation package and recommend a salary range.

*Deliverables: Candidate profile draft. Optional comparable salary research (not budgeted)*

### 1.6 **Review and Adoption of Candidate Profile:** We recommend the Council formally adopt the candidate profile, with policy directives. To this end, we will prepare and present the draft candidate profile and hiring process for discussion at a City Council work

session. Following the work session, we will make any changes desired by the Council, and submit the final profile and hiring process for formal Council approval.

*Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption.*

## Phase 2: Position Advertisement

We conduct a multi-faceted advertisement and recruitment process that is specific to the position and the City's needs. This includes engaging with national, regional, state, and local distribution platforms as well as direct outreach to our wide and deep networks of local government professionals.

### 2.1 Recruitment Brochure Development: Showcasing your City and opportunity.

Upon City Council formal adoption of the hiring process and candidate profile, our team will develop a professional, comprehensive recruitment brochure designed to attract high quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be reviewed, utilizing the existing community description as a base, which includes quality of life details, economic highlights such as key industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline. The recruitment brochure will be prepared by our graphic artist and consistent with any City branding.

*Deliverables: Development of one graphically enhanced recruitment brochure.*

### 2.2 Position Advertisement: Casting a wide net and leveraging our connections.

We will conduct a national and strategic position advertising and outreach process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also proactively identify and reach out to qualified candidates through our extensive network in Oregon and national contacts.

*Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified professionals.*

## Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We also maintain contact with the candidates to keep them updated on the recruitment process as it moves forward.

### 3.1 **Initial Application Screening:** Understanding the City's candidate pool.

Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary questionnaire. Our questionnaire is designed to obtain consistent comparative data (number of personnel managed, budget size managed, as well as length of tenure in positions). The form also gives candidates the opportunity to proactively disclose any irregularities in their materials or previous separations. Our team will review applications based on criteria consistent with the adopted City Manager profile, and determine which candidates most closely align with the City's needs.

*Deliverables: Initial application screening and rating.*

### 3.2 **Semi-Finalist Zoom Interviews:** Narrowing the field with your priorities in mind.

We will conduct preliminary Zoom interviews with the candidates who most closely align with the candidate profile adopted by the City Council. In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

*Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.*

### 3.3 **Recommendation of Finalists:** Working closely with the Council to select final candidate slate to consider.

We will attend an executive session of the City Council in person to present the results of our initial review process and recommendations of up to four finalists. For transparency, we will provide briefing notebooks with information on all the candidates interviewed. During the session, we will answer Council questions and assist in facilitating a discussion to seek input to identify four finalists. Subsequently, we will provide a press release for the City to distribute announcing the finalists after we receive permission from those candidates for public disclosure of their candidacy.

*Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Press release for distribution.*

## Phase 4: Finalist Evaluation and Selection

We will work with the City to coordinate a finalist interview process that represents multiple perspectives and provides a legal and equitable evaluation of each finalist. To this end, we are prepared to modify this proposed finalist process to address the City's specific needs within legal and best practice standards. Depending on the changes to this scope, budget adjustments may apply.

### 4.1 **Background Checks**: Due dilligence to ensure all finalists would be acceptable hires.

We will work with our partner, Fair Screen (www.fairscreen.com), to perform comprehensive background checks on all finalists.

Background checks include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal search
- National criminal database search
- Sex offender search
- Motor vehicle search
- Education/degree verification
- Employment verification
- Credit check
- Civil litigation

*Deliverables: Identification of any concerning issues found during background checks of up to four candidates.*

### 4.2 **Reference Checks:** Going the extra mile to fully understand the candidates.

We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City. We require four references from each candidate and we will conduct individual phone interviews with each reference.

*Deliverables: Reference check summaries for up to four finalists.*

### 4.3 **Community & Staff Input Forums:** Facilitated dialogues with the candidates.

Prior to the final interviews, two facilitated input forums will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. Participants will be organized into small groups, with candidates rotating between them, to allow everyone to engage in more intimate conversations with all the finalists. The first forum will be open to the City staff, and the second forum will be open to members of the public. At both events, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we are

prepared to work with the City's translation services for the meetings and feedback surveys. The City will be responsible for promoting both forums.

*Deliverables: Coordination, development, and implementation of two in-person finalist forums. Feedback survey for participants.*

### 4.4 **City Tour:** Giving finalists an on-the-ground understanding of the City.

We recommend and will support coordination of a City-led tour of Battle Ground for the finalists.

*Deliverables: Coordination with City to provide tour.*

### 4.5 **Finalist Interviews:** Moderated panel interviews to inform Council evaluation.

We will facilitate four in-person interview panels consisting of (1) City Council (conducted in executive session), (2) local government administrators from area jurisdictions, (3) department heads, and (4) community leaders. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

*Deliverables: Developing, coordinating, and providing briefing materials for the finalist panels. Moderated panel interviews. Written summaries of the feedback and observations from panel interviews and receptions as applicable.*

### 4.6 **Council Deliberations and Selection**: Complete presentation of all input and facilitation of the decision-making process.

The Council will convene in executive session to debrief their interviews with the finalists, receive stakeholder feedback summaries, and deliberate their preferred choice for City Manager. At the session, we will present summary material on all input received during the finalist forums, interviews, references, and background checks. Based on all the information provided, we will facilitate the Council's discussion, seeking consensus when possible, to identify a preferred candidate for consideration in a public meeting of the Council which will follow the executive session.

*Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach a consensus on a selected candidate.*

## Phase 5: Contract Negotiations

**5.1** As requested by the City, we can provide support in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

*Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.*

# Project Budget

Professional Fee: Jensen Strategies' fees include all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment.

**Our professional fee for the approach offered is: $ 28,000**

Reimbursable Expenses: All the anticipated reimbursable expenses for this project are pass through costs to the City. All of the anticipated expenses for this project are included below except any candidate travel reimbursement and meals and/or refreshments for finals week which will be subject to City approval. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than $2,500)
- Background checks for finalists (estimated to be $1,000 for up to four finalists)
- Document printing and binders (typically less than $300)
- Graphic art design (typically less than $1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than $250/night/person, $60 daily per diem per person, and travel time will be charged at 50% of each person's billable rate)

**Estimated reimbursable expenses: $7,500**

Billing: Jensen Strategies will submit invoices to the City monthly for services rendered, with payment due in 30 days.

# Adjustments, Insurance, and Guarantee

## Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of $2 million.

## Guarantee

Jensen Strategies stands by our work. We will guarantee, with a full recruitment from inception to selection, if the selected candidate resigns or is terminated for cause within **one year** of the hire date, we will conduct one replacement recruitment for no additional professional fees. In this event, the organization would only be responsible for paying the direct expenses associated with the additional recruitment. This guarantee applies if the following terms are met:

1. the selected candidate signs an employment agreement with the organization prior to starting work;
2. Jensen Strategies has fully vetted the selected candidate as described in the scope of work;
3. Jensen Strategies has been requested to implement this guarantee within three months of the employee's departure; and
4. organization representatives do not deviate from the agreed upon scope of work and/or Jensen Strategies' professional advice provided for the best interest of a successful recruitment.

## Adjustments to the Recruitment Process

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet your specific needs. After a scope of work has been agreed upon, Jensen Strategies will not be responsible or liable for any deviation in the process or discountenance of professional advice. Consequences may include removing our one-year guarantee (with notice).

## Proposed Timeline

*The following schedule is only a sample time frame. The overall estimated time is **14-16 weeks** (dependent upon various factors such as City conflicts, council availability, and staff capacity). The consultant will work with the City to develop a schedule that meets its needs.*

---



# Team Profiles

## Erik Jensen, Principal



Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.

Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director/Chief of Staff for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA), Oregon City/County Management Association (OCCMA), and Society for Human Resource Management (SHRM).

## Amelia Wallace, Senior Associate



Amelia Wallace, Senior Associate, has been with Jensen Strategies since 2020 providing project leadership, recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.

As an experienced project manager, facilitator, and researcher, she has led or served as project assistant on a variety of projects for cities, ports, nonprofits, and other professional organizations. These projects have included upper-level recruitment, city council retreats and goal setting, strategic planning processes, community visioning, work group facilitation, and public policy feasibility studies.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

## Emily Rehder, Operations Manager



Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

# JS Consultants

## Brian Sjothun

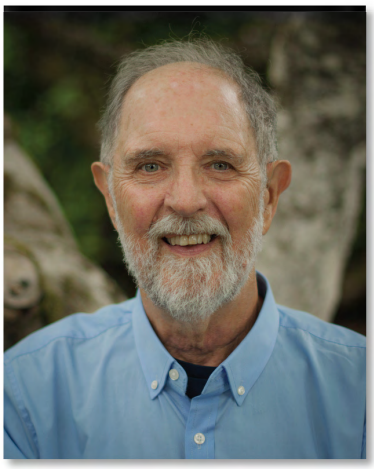


Brian Sjothun just recently completed a 36-year public service career in Oregon, where he served the final eight years as City Manager in Medford. Prior to this role, Brian was the Parks & Recreation Director for Medford for 12 years and he began his public service career in Woodburn as he served as the Recreation Services Manager for 16 years.

Passionate about leadership development, Brian has extensive experience with public administration and has helped lead the development of innovative local government programs, performance management initiatives, accountability, leadership and teambuilding efforts and strategic planning activities which includes Council and Community Goal Setting initiatives.

The Portland native received his bachelor's degree from Warner Pacific College, and he completed a master's degree in public administration from Golden Gate University in 2002. Brian enjoys golfing, swimming, exercising and reading. All of this takes a backseat to his wife Rene', their two daughters and three grandchildren.

## Dave Waffle

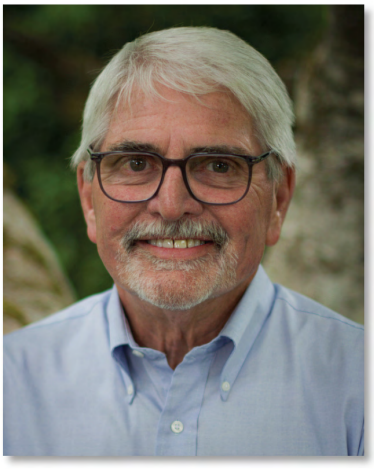


Dave Waffle is a retired City Manager with more than 45 years of municipal management experience. His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as City Manager for six Oregon and Wisconsin cities. In retirement, he has served as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

## Bill Peterson



Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.

## Erik Kvarsten



Erik Kvarsten has 36 years of experience as a City Manager in Oregon. Most recently, he served as City Manager of Gresham for over 15 years. He also held a similar position in Troutdale for eight years, and prior to that served as City Manager in Independence and two other cities in Oregon. In these positions, he was responsible for overall city operations and support of policy development and governance processes. Through this experience, Erik gained an understanding of a broad range of municipal issues.

Erik is a recipient of the League of Oregon Cities Herman Kehrli Award recognizing valuable contributions and commitment to the highest standards of public service. Erik served on the State of Oregon Board of Public Safety Standards and Training and was a longtime member of the Transportation and Growth Management Advisory Committee. He is a life member of ICMA.

He holds a Bachelor's Degree in Community Service and Public Affairs from the University of Oregon and is currently a member of the Dean’s Council for the College of Design at the University of Oregon.

# References

*Jensen Strategies has the honor of being recommended by:*

**Jan Kaplan,** Mayor
City of Newport
169 SW Coast Hwy
Newport, OR 97365
541-574-0645
J.Kaplan@newportoregon.gov

*City Manager (2024)*

**Erich Mueller,** Finance Director
City of Troutdale
219 E. Historic Columbia River Hwy
Troutdale, OR 97060
503-674-7231
erich.mueller@troutdaleoregon.gov

*City Manager (2025)*
*Community Development Director (2023)*
*Troutdale Police Department Assessment (2024)*

**Keith Kudrna,** Mayor
City of Fairview
1300 NE Village Street
Fairview, OR 97024
503-380-0237
kudrnak@ci.fairview.or.us

*City Manager (2024)*

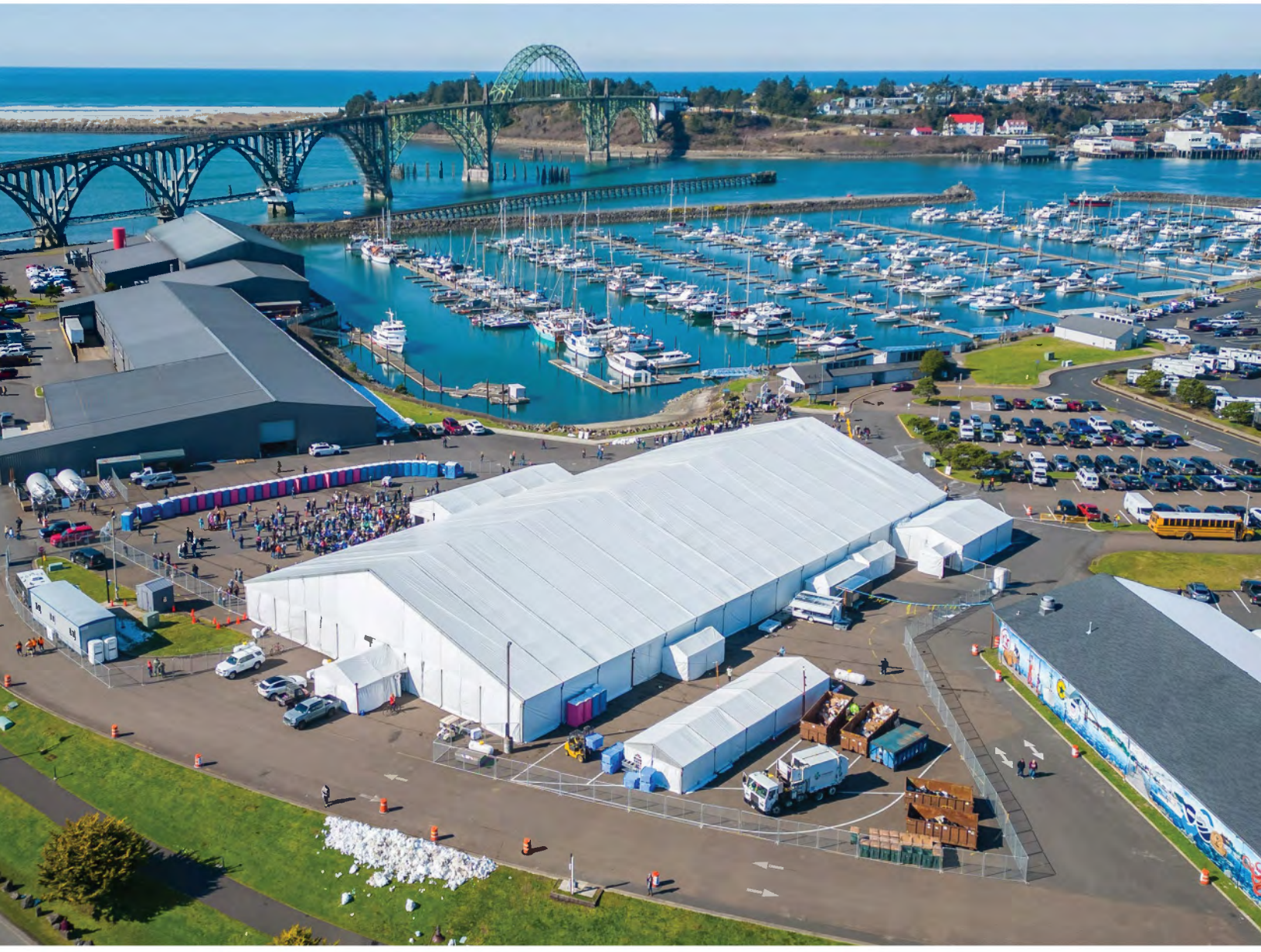
**Tyler Deems,** City Manager
City of Sandy
39250 Pioneer Blvd.
Sandy, OR 97055
503-826-1079
tdeems@ci.sandy.or.us

*City Manager (2024)*
*Public Works Director (2025)`*

# Sample Recruitment Brochures

NEWPORT

OREGON



# CITY MANAGER

## CITY OF NEWPORT, OREGON

# CITY MANAGER

## Salary $150,000 - $180,000 annually

*Plus excellent benefits package*

NEWPORT
OREGON

**POPULATION**
11,083

**BUDGET**
$114 Million (FY 2023-2024)

**FTE**
164

**CITY DEPARTMENTS**
Administration
Airport
Community Development
Engineering
Finance
Fire
Human Resources
Information Systems
Library
Parks & Recreation
Police
Public Works

**BENEFITS**
Medical/Dental/Vision
Life/Disability Insurance
Retirement
Car/Cellphone Allowance

**COMMUNITY**
Small Town Feel
Regional Hub
Coastal Charm
Diverse Community
Iconic Festivals
Family Friendly

JENSEN STRATEGIES

## THE COMMUNITY

The City of Newport, Oregon (population 11,083), situated on Yaquina Bay, serves as the Lincoln County seat and a regional hub on the central Oregon coast. With two major highways, 101 and 20, converging in the City, it provides easy access to visitors and area residents alike. Newport is a well-loved year-round tourist destination offering a wide range of outdoor recreation opportunities, historic sites, performing arts, family activities, shopping, and culinary establishments. Commercial fishing, shipping, and marine research provide an active coastal economy.

Incorporated in 1882 and recognized as the Dungeness Crab capital of the world, Newport first established itself with a thriving fishing and natural resource-based economy. Today, Newport sustains its economy with the Oregon's largest commercial fishing fleet based on the historic Bayfront area, a vibrant tourism economy, and a growing marine research economic sector.

The community takes in pride in the City's distinct neighborhoods that showcase Newport's diverse array of natural, cultural, economic, and tourist attractions. Recognizable landmarks such as the Yaquina Bay Bridge, whose iconic architecture symbolizes progress and hope for the future, as well as the historic Yaquina Head and Yaquina Bay Lighthouses, the former of which is the tallest lighthouse in Oregon.



Agate Beach, Nye Beach, and South Beach, offer ample and varied opportunities to enjoy the beautiful coast with surfing, clamming, boating, beach walking, and visiting an eclectic array of shops and restaurants. The community celebrates its vibrant public art culture including the active Performing Arts Center. Notable marine science organizations and research centers including the Oregon Coast Aquarium, Oregon State University's Hatfield Marine Science Center, the National Oceanic and Atmospheric Administration Marine Operations Center - Pacific (NOAA MOC-P), the US Coast Guard and others are part of this community. The City's Nye Beach Neighborhood and the Bayfront each offer a variety of shops, restaurants, and lodging establishments. Host of the renowned Seafood and Wine Festival, the City holds numerous events throughout the year. Newport is a welcoming, authentic coastal community with diverse, active, environmentally, and nature-minded people who engender a sense of community and friendliness.



## THE ORGANIZATION

The City of Newport employs a Council-Manager form of government with the legislative and policy-making body composed of a Mayor and six City Council members who are elected at-large. Councilors serve a term of four years and the Mayor is elected every two years. The Mayor, a voting member of the Council with no veto powers, serves as chair of the Council, preserves order, enforces council rules, and determines the order of business. The Council also elects a Council President from its members to act as Mayor if the Mayor is unable to perform duties. The City Manager is appointed by a majority of the Council, as is the City Attorney and Municipal Judge. The City Manager appoints, supervises and removes all other employees of the City.

City departments include Administration, Airport, Community Development, Engineering, Finance, Fire, Human Resources, Information Systems, Library, Parks & Recreation, Police, and Public Works. The City employs roughly 164 full-time equivalent employees, with a 2023-2024 budget of approximately $114 million. The City participates in three collective bargaining agreements with the City of Newport Police Association the Local International Association of Fire Fighters, ALF-CIO and the Newport Employees Association which covers public works personnel.

## THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager has general supervision, direction and control over all non-elective officers and public employees of the city and of the work of all city departments, other than appointive officers. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

## THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Experienced, approachable, and well rounded, leadership and management abilities** to cultivate an effective, visionary, and efficient organization. Skills to provide impartial and clear direction, oversee and support multidisciplinary departments, balance priority initiatives, and promote equitable practices in the organization. Management experience to ensure operational effectiveness through strategic utilization of limited

staff capacity, effective collaboration and delegation, promotion of accountability, and fostering of a shared organizational culture and common purpose. A leadership style that values and practices consistent and clear communication, teamwork, humility, professionalism, creativity, and integrity. A commitment to continuous learning and professional development opportunities as practicable. Ability to effectively and expeditiously recruit for key staff vacancies while ensuring continuity of operations. A calm, even tempered, inclusive, respectful, and empathetic personal demeanor.

- **Ability to foster effective Council relations** to support their work as a policy making body through professional, responsive, equitable, and inclusive relationship development. Skills to support the Council's navigation of challenging policy decisions through provision of impartial background information and facilitating the adoption of long-term goals and strategies. Ability to effectuate Council policy decisions through staff direction and ensuring adequate resources are available for implementation. Proactively maintain awareness and keep the Council informed of City operations and legal obligations to ensure regulatory compliance and informed decision-making. Demonstrated experience conducting productive public meetings and fostering meaningful dialogue, inclusivity, transparency, and effective time management. Commitment to maintain robust Council member onboarding processes and support is desired.
- **Articulate and consistent communication practices** to facilitate effective internal and external organizational coordination. Skills to engage and collaborate with diverse City audiences including City Council, staff, local government officials, community members and groups, nonprofits, and businesses are essential. Demonstrated emotional and cultural competency, transparency, humility, inclusion, ethics, and accessibility when communicating with all individuals or groups. A communication style that facilitates neutral, equitable, and respectful two-way dialogues on complex policy issues is essential. Communicate verbally and in writing with clarity, substance, and conciseness.
- **Strong understanding of the components and processes for implementing large, complex capital infrastructure projects**




to provide excellent management and communication. Skills to effectively manage, guide, prioritize, and lead City efforts and multi-disciplinary technical teams for tangible project outcomes are critical. Aptitude to identify and pursue creative and strategic infrastructure and facilities project funding with sensitivity to taxpayer impacts. Ability to effectively communicate infrastructure and facility needs and impacts as well as keep partners, stakeholders, and community members informed of progress is necessary. Familiarity with water, wastewater, stormwater, and facilities projects as well as sustainable energy approaches and other measures to reduce contributions to climate change is beneficial.

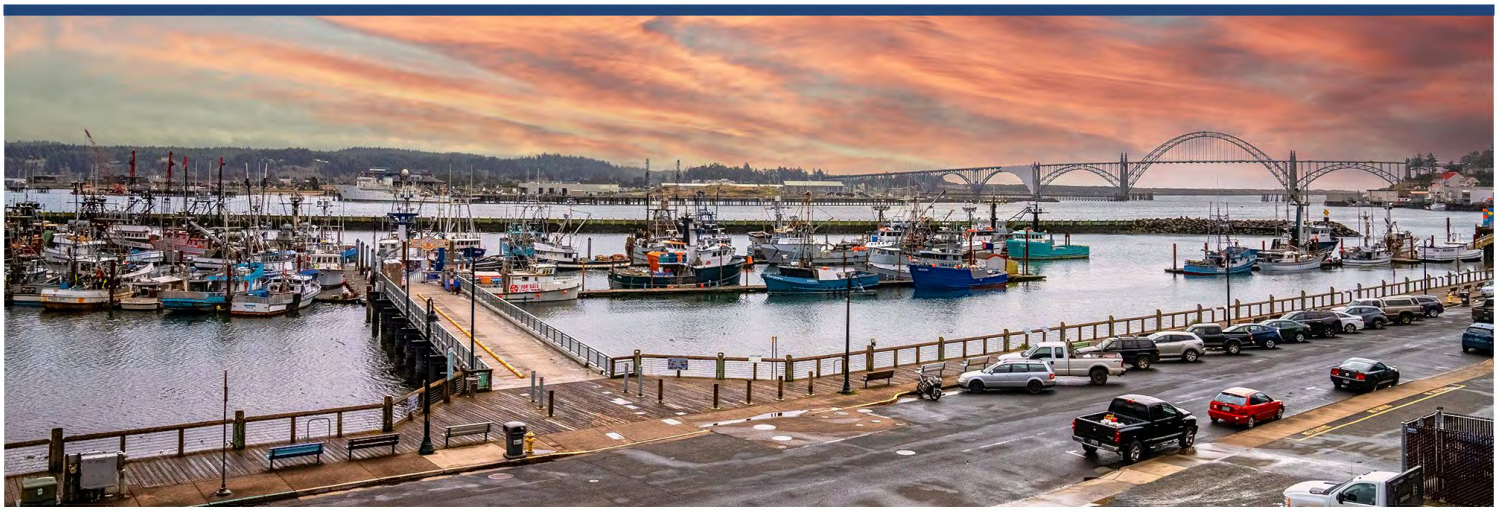
- **Demonstrated and excellent public finance proficiency** to maintain the City's high quality services, and fund major infrastructure and facilities projects, and ensure long-term sustainable resources. Municipal finance experience to support responsible management of taxpayer funds through strategic fiscal management that utilizes diverse revenue sources, balances resident and business interests, and is integrated with City Council goals and the community vision. Effective communication and engagement skills to support fiscal decision-making related to utility rates, potential taxes, bond measures, and levies is imperative. Prior knowledge or the ability to quickly learn Oregon budget law and requirements including Urban Renewal funds.
- **Excellent human resource planning and management experience** to maintain, attract, retain, and enhance an effective City workforce with fiscal responsibility.

A commitment to developing, continuing, revising, and implementing personnel policies and initiatives to promote a supportive, team-oriented, and efficient workplace environment is essential. Ability to plan for current and future workforce needs by attracting and developing talented professionals through recruitments and proactive succession planning. Union relations experience including labor negotiations is beneficial.

- **Demonstrated skills to be an effective liaison to inform and meaningfully engage the community** in important City activities and decisions. Ability to develop and implement effective approaches, including social media and online resources and that are inclusive of diverse populations, cultures, and perspectives. A commitment to practicing accessibility, professionalism, respect, and employ a respectful even-handed approach to differing views and interests. Experience and excellent communication skills to facilitate transparent, inclusive, and consensus building community dialogue around important and complex civic matters is essential. Willingness to become a visible leader that promotes and facilitates regular engagement between the City and community.
- **Knowledge to effectively manage planning, maintenance, construction, and connectivity of City streets.** Experience in street asset maintenance and enhancement, traffic and parking management, coordination of intergovernmental projects, and efforts to enhance multi-modal transportation systems is beneficial. Familiarity supporting the development of local transit options and partnerships to promote safe, income accessible, and city-wide transportation options is desired.




- **Knowledge and experience in community and economic development** to plan and implement initiatives to promote City goals, economic resilience and plan for long term economic health. Experience and skills to balance diverse interests and needs in meaningful community dialogues about development goals, placemaking initiatives, and implementing the community's vision is desirable. Knowledge to foster local industries that support career-oriented workforces. Familiarity or capacity to effectively operate within Oregon's land use laws, including coastal goals, and urban renewal management is important. A commitment to sustainable economic growth focused on development of underdeveloped assets already connected or accessible to City infrastructure is important.
- **Demonstrated experience and commitment to cultural competency,** with a working understanding of the principles and issues related to Diversity, Equity, and Inclusion (DEI) including racial and social equity. Dedication and experience to support the Newport City Council's commitment to cultivate awareness and practices related to DEI principles as an integral part of the City's public processes, policies, and operations. Experience building trusting relationships with underrepresented communities, increasing language and/or physical accessibility, and other inclusionary efforts for all Newport community members is important. Specific knowledge or experience working with Latiné, Ukrainian, other eastern European, indigenous Native American, and South American populations is beneficial.
- **Knowledge of current housing policies and approaches** to support affordable housing options in a tourist impacted and regionally important industrial economic base. Ability to facilitate housing development opportunities that meet City goals and can be supported by the City's infrastructure capacity is important. Skills to effectively support the City's existing camping and parking policies, County-led shelter efforts, as well as other opportunities to provide resources to address public health and safety concerns is important.
- **Ability to work collaboratively with other local or regional jurisdictions** to identify and pursue mutually beneficial projects and policy development opportunities while effectively advocating for City interests. An ability



to enhance and expand strong working relationships with the County, State, Federal, and other local governments, including those with a local presence such as the National Oceanic Atmospheric Administration (NOAA) or the Coast Guard will be necessary.

- **Relevant knowledge or experience to coordinate emergency preparedness** with partners and plan to ensure the City is prepared to protect and aid its citizens in the event of a disaster. Familiarity with coastal emergency management planning and implementation is beneficial. An ability to proactively support local and regional emergency preparedness planning through infrastructure improvements, collaboration, and planning is important.
- **Skills to support the City's existing and future technology systems** including seeking and evaluating fiscally prudent opportunities for new technologies. An ability to coordinate potential implementation of new software, tools, and process updates smoothly with appropriate engagement and transparency, particularly until the IT Director position is filled, is important.
- **Appreciation of Newport's unique culture** with rich natural beauty, passion for public arts, and culturally diverse and vibrant Newport community. A willingness to be an active member of the community, promote Newport's well being, and help bring the Newport 2040 Vision to fruition.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

## POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

### Big Creek Dam Replacement Project

Like other Oregon coastal communities, a majority of the City's key infrastructure was constructed with substantial Federal support in the 1950s through the 1970s. Today, the City faces a backlog of maintenance, rising demands for additional capacity, and the need to update infrastructure systems while competing for limited federal dollars and other funding sources. Currently, the City of Newport has two water reservoirs located at the Upper and Lower Big Creek Dams (constructed in the 1950s and 1970s respectively). The upper dam has been deemed high hazard and the lower dam has been classified as potentially unsafe. Both dams are not seismically sound posing a substantial risk of compromising the City's water supply not to mention immediate flooding impacts on a small number of residential homes (~20) and the City's water treatment plant.

Over the last decade, the City completed feasibility assessments and is preparing requisite financing and design work to move forward with the recommended option to a new concrete dam between the original dams. This $100-million-dollar plus project, the City's largest-ever infrastructure project, has been allocated $14 million from the State of Oregon to conduct design and permitting for a replacement dam and $60 million has been authorized, but not appropriated, in federal funding to date. Additional revenues will be needed requiring additional federal and state funding and voter-approved general obligation or revenue bonds for a local match. In addition, negotiated

land acquisitions or private access easements will be needed to establish access roads.

The next City Manager will need to continue leading this complex and critical project effectively and strategically, keeping it on schedule to avoid increases in construction costs, while providing transparency and updates for the Newport community.

### Wastewater Treatment Plant Replacement

With a growing population, a large seasonal influx of tourists, and a robust fishing and food processing industries, Newport needs a reliable City wastewater infrastructure. The City is completing a wastewater treatment plant master plan which recommends the treatment plant be upgraded and expanded within the next decade to meet growing demand and to avoid future discharges that could lead to Oregon Department of Environmental Quality violations and fines. With a preliminary projected construction cost of $100 million, this project will be on par with the size and complexity of the Big Creek Dam replacement. It will be incumbent upon the next manager to possess the expertise and organization to effectively coordinate this work concurrently with the Big Creek Dam replacement. This requires supporting financing efforts to secure funding for the plant as well as regular sewer and collection system upgrades on an annual basis to avoid other major issues in the future.

### Workforce Development & Workplace Culture

In recent years, the City of Newport has experienced staffing challenges related to retirements, departures to pursue new opportunities, competition with other employers, or inability of employees to find affordable housing options. These factors have resulted in a substantial number of key position vacancies which are typically difficult to fill quickly as well as a potential loss of institutional knowledge. These positions currently include the City Engineer, Information Technology Director, Public Communications Director, and anticipated retirements of executive managers including the Fire and Police Chiefs. In response, the City has been working to develop and implement recruitment processes, succession planning, and workplace culture initiatives to promote retention of staff and sharing of institutional knowledge.

A workplace culture conditions and opportunities assessment that has been under development for several years is being completed and has and will provide prioritized recommendations for City Council's consideration. These include changes related to work schedule, employee recognition, workload management, professional development for growth and capacity planning, and opportunities to improve overall recruitment and retention outcomes. The next City Manager will need to support and ensure ongoing work to implement adopted recommendations, promote the City of Newport as an Employer of Choice, further succession planning, as well as evaluate staffing assignments and efficiencies.

### Urban Renewal

#### *Northside Urban Renewal District - City Center Revitalization Project*

With Highways 101 and 20 entering the City core, Newport has limited options in downtown to reduce traffic impacts, conduct beautification initiatives, enhance walkability (sidewalks and a cross walk), and promote economic and residential development. In 2015, the City established the Northside Urban Renewal District which has funding to finance area improvement projects. A Transportation



Growth Management grant has been obtained to develop a City Center Revitalization Plan. Key concepts in the plan will include consideration of two options to upgrade Highway 101, incentivize façade improvements, establishment of a permanent farmers market location, a 20-year downtown revitalization plan, and developing additional sidewalk and active transportation amenities. This planning effort will guide a decision for City Council and ODOT on selecting one of two proposed options for Highway 101, allowing the City to collect public input and make a final decision. The planning process will occur over an 18 month period.

Encouraging residential development in the downtown core is intended to promote growth in underdeveloped areas already connected to City services allowing the City to grow more sustainably and cost-effectively. The next City Manager will be integral to developing the final plan and implementation of these urban renewal projects.

### *South Beach Urban Renewal District*

Redevelopment efforts to be completed in the South Beach area include establishing a robust bike and walking network, enhancing South Beach placemaking through improvements to landscaping and public art, intersection improvements at SE 40th and US 101, and various infrastructure improvements. This URA is anticipated to close to new projects in December of 2025 with the capture of taxes ending in 2027. The next City Manager will be expected to effectively prioritize and implement the funds' final investments and manage the sunsetting of this initiative.

## EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least five years of upper-level public sector management experience are required. Equivalent combination of education and experience may be considered.

An advanced degree in public administration or related field, an active member or ICMA Credentialed Manager (ICMA-CM), five or more years' experience serving as a City Manager, and 10 or more years of increasingly responsible public sector experience are preferable. Experience and/or training in public infrastructure work, public finance, and initiatives related to diversity, equity, and inclusion is highly desired. Oregon local government experience is helpful.



## RECRUITMENT PROCESS

**Applications Due**
March 11, 2024

**Semi-Finalist Online Video Interviews**
Week of March 18, 2024

**Finalist Interviews & Selection**
April 16 - 19, 2024

**Anticipated Start Date**
July 8, 2024

**For additional details, required application materials, and instructions on how to apply, please visit**
www.jensenstrategies.com/recruitment/newportcitymanager

*Questions may be directed to:*

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

NEWPORT OREGON

JENSEN STRATEGIES

*The City of Newport is an Equal Opportunity Employer.*




JENSEN STRATEGIES

# City Manager

## CITY OF TROUTDALE, OREGON

**$170,000 to $210,000 annually plus excellent benefits**



# THE COMMUNITY

Troutdale (population 16,348) is a thriving and growing Pacific Northwest community situated on the banks of the Columbia and Sandy rivers and is known as "The Gateway to the Columbia River Gorge." Located on the eastern edge of the Portland metropolitan region, it is well positioned to contribute to and benefit from the regional economy while providing residents with quality-of-life amenities both locally and in the surrounding area.

While Troutdale has been largely a bedroom community with most of the working population leaving the City during the day, recent industrial development is contributing to an expanding role as a job center within the region. The Troutdale Reynolds Industrial Park (TRIP) provides a local employment center with a general aviation airport, a regional FedEx sorting center, an Amazon Fulfillment Center, and numerous other employers. In addition, the City's Urban Renewal Agency is pursuing a large mixed use redevelopment project called "The Confluence at Troutdale" which will provide both urban and natural amenities as well as complement economic development of the surrounding areas including downtown.

Troutdale offers residents and visitors year-round recreation opportunities and is known for its many tourist attractions such as McMenamins Edgefield, a historic downtown, the Columbia Gorge Premium Outlet Mall, and a variety of stores and restaurants. Troutdale is within a few hours' drive, or less, from the Pacific Coast, Mt. Hood, and the Columbia Gorge National Scenic Area, offering an abundance of outdoor recreational opportunities including mountain and road biking, whitewater kayaking and rafting, golfing, fishing, sailing, boating, water and snow skiing, snowboarding, snowshoeing, hunting, camping, and hiking. Nearby Portland also offers the amenities of a big city such as performing arts, celebrated restaurants, and myriad retail options.

**POPULATION:** 16,348

**24-25 BUDGET:** $74 M

**FTE:** 66

**CITY DEPARTMENTS:**

- Executive
  - » *City Recorder*
  - » *Recreation*
  - » *Municipal Court*
  - » *Urban Renewal*
- Finance
  - » *Budget / Audit*
  - » *Accounts Payable / Receivable*
  - » *Payroll*
  - » *Utility Billing*
  - » *Human Resources*
  - » *IT Services*
- Community Development
  - » *Planning*
  - » *Building*
  - » *Code Compliance*
  - » *Tourism / Economic Development*
- Public Works
  - » *Water*
  - » *Wastewater*
  - » *Streets*
  - » *Stormwater*
  - » *Engineering*
  - » *Environmental Services*
  - » *Solid Waste / Recycling*
  - » *Parks*
  - » *Facilities Maintenance*

**BENEFITS:**

- Medical, Dental, & Vision
- PERS Retirement
- Deferred Compensation
- Life Insurance
- Disability Insurance

**UNION:** AFSCME

**COMMUNITY:**

- Scenic Natural Environment
- Outdoor Recreation
- Historic Downtown
- Community Pride
- Safe

## THE ORGANIZATION

The City of Troutdale employs a Council-Manager form of government with a Mayor and six Councilors elected at-large for four-year terms. The Mayor, a voting member of the Council, presides over and facilitates Council meetings, preserves order, enforces council rules, and determines the order of Council business. The Council also elects a Council President from its members to act as Mayor if the Mayor is unable to perform duties. The City Manager, appointed by a majority of the Council, appoints, supervises and removes all employees of the City.

The City is comprised of four departments including Executive, Finance, Community Development, and Public Works. The City contracts for fire and rescue services from the City of Gresham, and law enforcement services from the Multnomah County Sheriff's Office. The City employs 66 full-time equivalent employees, and its 2024-2025 budget is approximately $74 million.

## THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager has general supervision, direction and control over all employees of the City and of the work of all City departments. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.





## THE IDEAL CANDIDATE

The ideal candidate for this position possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities,** characterizing an experienced, collaborative, visible, and well-rounded leader with the capacity to effectively manage a dynamic multi-faceted city. Ability to establish and articulate clear direction, oversee and ensure quality delivery of services from all departments, balance competing priorities, and develop a shared organizational vision and culture. Management experience working with limited staff capacity to ensure effectiveness through innovation, strategic planning, operational efficiency, accountability, accessibility, and collaboration. Leadership style that emphasizes consistent and respectful communication, teamwork, professionalism, empathy, candor, respect, inclusivity, and integrity. Experience managing outsourced core services, particularly those related to public safety. Commitment to continuous learning and professional development opportunities as practicable.




## THE IDEAL CANDIDATE (CONT.)

- **Ability to foster effective Council relations**, prioritizing frequent and active communication with the City Council in the interest of cultivating a professional, responsive, equitable, and inclusive working relationship to support achievement of the Council's policy objectives. Commitment to being candid and forthright with the Council about challenges and policy options facing the City; aptitude for identifying opportunities and proactively recommending policy solutions. Experience working successfully with both new and long-tenured elected officials, and a capacity to facilitate consensus among individuals with a variety of viewpoints. Experience facilitating efficient and collaborative public meetings in an inclusive manner, and professional knowledge to assist the Council in making decisions by fostering comprehensive and impartial contextual information. Management skills to implement Council policy goals by effectively marshalling City operational resources. Awareness and communication to Council of City operations and legal obligations to ensure compliance and informed decision-making.

- **Demonstrated experience managing public safety services** including police and fire; experience managing intergovernmental agreements for outsourced public safety services is desired. Management approach that demands accountability and ensures that service delivery meets community expectations. Proven ability to advocate and negotiate with partner agencies to achieve equitable and financially sustainable service agreements. Skills and knowledge to effectively analyze services, balance service costs and quality, and evaluate potential long-term service delivery alternatives.

- **Demonstrated skills in economic development and urban renewal,** including experience managing redevelopment initiatives using the tools and principles of urban renewal to generate sustainable economic activity and increase urban renewal district assessed value. Familiarity with development projects that utilize incentives to attract new businesses with fiscal responsibility and effectiveness, in the interest of promoting desired economic growth and development. Experience in developing and leading successful long-term economic development strategies to leverage tourism opportunities, promote locally based businesses, and plan for growth while honoring distinct community character. Commitment to effective collaboration with the business community and building cooperation and cohesion around Troutdale's common economic development goals. Ability to protect the vitality of the City's historic downtown, promote small businesses and address the increasing challenges related to parking. Experience with community branding and marketing practices.

## THE IDEAL CANDIDATE (CONT.)

- **Effective intergovernmental relations capabilities,** including capacity to be a confident and capable advocate who can effectively represent Troutdale's interests within regional and intergovernmental contexts. Proven negotiating skills and a record of achieving tangible positive results in multi-agency forums with competing interests. Aptitude for working collaboratively with other jurisdictions to identify and pursue mutually beneficial projects and policy development opportunities while enhancing and expanding strong working relationships with partner agencies.
- **Highly developed communications skills,** and a commitment to being active in the community as a consensus-builder and effective messenger of the City's priorities and actions. Dedication to transparency and ability to effectively communicate with diverse audiences including City Council, staff, other local government officials, community members, nonprofits, businesses, and other stakeholders. Demonstrated emotional intelligence and cultural competency, humility, inclusion, ethics, and accessibility when communicating; capacity to facilitate dialogue on complex policy issues with neutrality, equity, and respect. Ability to employ verbal and written communication skills with clarity, substance, and conciseness.
- **Strong community engagement experience,** and an aptitude for proactively informing and involving community members in City activities and decisions that may impact them. Knowledge and experience to maintain, strengthen, and expand the City's community engagement and information sharing approaches to facilitate and encourage involvement in City decision-making. Ability to develop outreach strategies that are sustainable, within available staff capacity, promote transparency, balance different views and interests, engage diverse communities, and help build consensus.
- **Excellent public finance skills** to effectively support City needs by ensuring long-term organizational sustainability and an ability to provide high quality City services. Municipal finance proficiency to support responsible and strategic fiscal management, integrated with City goals, utilizing a diversity of revenue approaches to support priorities. Application of fiscally prudent approaches to manage taxpayer dollars, meet current and future service needs, and provide effective communication around decisions and/or potential outcomes. Experience with Oregon budget law and requirements as well as growing communities.
- **Demonstrated public works management experience,** including familiarity with public works infrastructure including planning, construction, and financing related to water, sewer, transportation, stormwater, and parks projects. Ability to provide leadership support for infrastructure improvement and maintenance projects while planning for residential and commercial/industrial growth. Experience negotiating improvements to County-owned roads, and continuing efforts to support multi-modal access and activity.
- **Excellent human resource planning and management experience** to maintain, attract, retain, and enhance an effective City workforce within fiscally responsible parameters. Commitment to promoting a supportive, team-oriented, collaborative, and efficient workplace environment. Ability to plan for current and future workforce needs by attracting and developing talented professionals through recruitments and proactive succession planning.
- **Appreciation for Troutdale** and a willingness to be a visible member of the community alongside the City Council. A genuine appreciation and understanding of Troutdale's unique character as an attractive and prosperous East County community, which takes pride in its high quality of life, ample community amenities, historic downtown, and status as the Gateway to the Columbia River Gorge.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help ensure the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.



# POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

## Public Safety

Addressing the future of public safety services will be a key challenge for Troutdale's next City Manager. Troutdale currently receives police services through a contract with the Multnomah County Sheriff's Office (MCSO), and fire services through an agreement with the City of Gresham (Gresham). Both contracts are due for renewal at the end of the current fiscal year, and negotiations with the partner agencies are underway. As is the case in many other jurisdictions, the cost for MCSO and Gresham to provide public safety services is increasing, and it is anticipated that rising costs for service delivery will have a significant impact on Troutdale's budget.

While Troutdale previously operated its own police department, the City made the decision to contract with MCSO in 2015. A perception within the community of decreased police presence amid an environment of rising safety concerns has fueled growing dissatisfaction with police services in the city and a desire to explore alternative solutions. Efforts to advocate for law enforcement improvements to the current contract arrangement are challenged by Troutdale's relatively small size. Concurrently, conversations are underway between area municipalities regarding the potential concept of establishing a regional fire district to serve East County; Troutdale is participating in these discussions and studies are being conducted to determine the viability of such a proposal.

It is anticipated the renewal processes for Troutdale's current police and fire services contracts will be completed before the City Manager recruitment concludes. However, while managing the implementation of these contracts, the new City Manager will also be expected to explore, analyze, and pursue longer-term public safety service options that address Troutdale's fiscal and service level needs.

## Urban Renewal

Troutdale's Urban Renewal District includes a 20-acre site on the banks of the Sandy River named The Confluence at Troutdale, a large redevelopment project strategically situated to take advantage of its setting near the mouth of the Sandy River with potential opportunities for significant commercial, residential, and recreational amenities.

Zoned for mixed use and centrally located in the community, Troutdale's Urban Renewal Agency has high expectations for The Confluence in alignment with the community vision developed for the site through robust planning and public engagement. Potential development opportunities include a higher-end boutique hotel, mixed use residential development, direct pedestrian and vehicular connections to the adjacent historic downtown, and a centralized parking facility. Improvements are also expected to include a four-acre linear park along the embankment of the Sandy River, with a multi-use trail connecting the site to downtown and regional trails to the north and east.

After a previous development agreement between the Urban Renewal Agency and a private firm did not come to fruition, the City is presently seeking new development proposals from other developers. The next City Manager will play a key role in assisting the Agency in forging this new development partnership to realize the community's vision for the area while allowing the Agency to recoup its significant previous investment in site remediation.





# POLICY PRIORITIES (CONT.)

## Strategic Community Building

Troutdale's next City Manager will have a unique opportunity to help the City chart its course and consolidate its vision for the future. As a community with evolving needs in a dynamic metropolitan area with complex challenges, Troutdale faces an inflection point at which key decisions made today will shape its direction for decades to come. The City Manager will provide essential leadership in identifying the essential policy choices, investments, and strategies necessary for Troutdale to achieve its long-term objectives.

Planning for Troutdale's long-term success will inherently involve identifying strategies to ensure its economy continues to thrive and its quality of life is sustained. As a city boasting a historic downtown and a strategic location as the Gateway to the Columbia River Gorge, Troutdale's City Manager must be prepared to leverage its unique assets and character to foster tourism, continuing to build upon the City's brand to draw visitors and drive economic activity. Concurrently, the City Manager must prioritize protecting the features that have long made Troutdale a desirable place to live, including its pleasant community atmosphere, recreational amenities and regional attractions, and access to open space and natural areas.

Strengthening the effectiveness of City operations and optimizing the usage of City facilities will also be of central importance. The current City offices are physically dispersed among multiple leased spaces which may not be the most effective arrangement for staff effectiveness. The City Manager will be tasked with evaluating the City's space needs and determining whether alternative approaches for housing City facilities would be in the City's strategic interest. A comprehensive assessment of options will be critical in ensuring Troutdale's municipal functions are both cost-effective and well-positioned to support the community's long-term growth and service demands.

Ultimately, to guide Troutdale into the future, the City Manager must understand and appreciate Troutdale's unique history and character within the Metro area. Its opportunities and challenges are distinct from those of its larger neighbors, and as such, the City Manager must be prepared to advocate for the City at a regional level to ensure its needs are respected and its strategic objectives are met, including striving to ensure that regional policy priorities do not adversely or unduly impact Troutdale.

## EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or a related field, and at least three years of upper-level local government management experience is required. Satisfactory and equivalent combination of education and experience that demonstrates knowledge, skills, and ability to perform the described duties of the position may be considered.

An advanced degree in public administration or related field, and at least five years of increasingly responsible experience is preferred. Experience and/or training in inter-governmental relations, public safety, economic development, redevelopment initiatives such as working with Oregon urban renewal agencies is highly desired.







## RECRUITMENT PROCESS

**Applications Due**
May 26, 2025

**Preliminary Online Video Interviews**
Week of June 2, 2025

**Finalist Interviews & Selection**
Week of June 23, 2025

*The City of Troutdale is an Equal Opportunity Employer.*

For additional details, required application materials, and instructions on how to apply, please visit: www.jensenstrategies.com/recruitment/troutdalecitymanager

*Questions may be directed to:*
Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

JENSEN STRATEGIES

JENSEN STRATEGIES

(503) 477-5615

1750 S Harbor Way,
Suite 350
Portland, OR
97201

www.jensenstrategies.com

Attachment "F"

# Proposal

**for**

# City Manager

# Recruitment Services

## Leadership Drives Organizational Success

Strong leadership doesn't just sustain organizations; it moves them forward.

Great leaders build trust, develop people, and create cultures where employees are empowered to contribute, grow, and lead.

**Finding great leaders is what we do!**

PROTHMAN

**Executive Recruitment**

*Interim Staffing. Application Software. Job Board.*

# STATEMENT OF QUALIFICATIONS

## About Prothman

**Since 2002, Prothman Company has been a trusted partner in PNW public sector executive recruitment,** helping cities, counties, special districts, nonprofit organizations, and other public agencies identify and hire exceptional leaders. Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

## Our Proven Track Record

**With over 24 years of success and more than 1,200 completed recruitments,** Prothman offers clients an unmatched depth of expertise. We have earned the trust of organizations of every size, from agencies with a single employee to those with over 10,000 staff members. Our experienced team combines deep industry knowledge, an extensive professional network, and a proven recruitment process to identify and attract outstanding candidates for executive and leadership positions.

## Outreach Experts

**The best public-sector managers are not searching job boards;** they're already leading city and county organizations and state agencies across the country. Reaching these highly qualified professionals requires direct, targeted outreach. For more than two decades, Prothman has built a proprietary outreach network that now connects us with more than 10,000 practicing city and county managers nationwide. We combine this network with our comprehensive database of city and county offices across the United States. This dual approach allows us to take your opportunity directly to the professionals already doing this work, expanding your reach beyond active job seekers and helping you connect with experienced leaders who may not otherwise see the opportunity.

## Trusted by Clients, Search after Search

**A large percentage of our clients return to Prothman time and again** because of the results we deliver and the relationships we build. We view every recruitment as the beginning of a long-term partnership, providing responsive service, thoughtful guidance, and successful outcomes that earn our clients' continued trust. For many organizations, Prothman has become their first call whenever a leadership vacancy arises.

## Exceptional Customer Service

**For the past 19 years, Prothman has maintained the same dedicated in-house team,** providing an unmatched level of expertise and process flow. Led by Sonja Prothman, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Our entire team believes in our mission to serve local government organizations and their communities with integrity and commitment. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.

*Prothman Company appreciates the opportunity to submit the enclosed proposal.*

**Sonja Prothman, Owner/CEO**
Submittal Date: August 28, 2026

# STATEMENT OF QUALIFICATIONS - PROJECT TEAM

## Steve Worthington – Senior Consultant, Project Lead

Steve joined Prothman in 2012, bringing with him over 35 years of accomplished leadership in local government. Steve recently finished his third term as a council member for the City of University Place, Washington, and has moved to Vancouver, Washington, with his wife and dog. Before retiring as City Manager for the City of Fife, Washington, a position he held for six years, Steve served as Fife's Community Development Director for six years and previously held the same role for nine years in the City of Cheney, Washington. Steve's experience also includes work as an Economic Development Specialist with the Spokane Economic Development Council. He has been actively involved in regional policy and development, serving as a member of the Association of Washington Cities Legislative Task Force and as a Trustee for the Economic Development Board of Tacoma-Pierce County. Steve holds a Bachelor of Arts degree in Speech Communications from the University of Washington and a Master of Public Administration degree from Eastern Washington University.

**Since joining Prothman, Steve has successfully managed over 45 executive management recruitments and 130 mid-level (department director) recruitment processes,** demonstrating the experience and facilitation skills essential for successful outcomes. With more than 35 years in local government management, Steve brings not only deep sector knowledge but also an unparalleled network - enabling him to effectively reach both active and passive candidates in a way few consultants or recruitment firms can match.

## Steve Worthington 2025 - 2026 Recruitments

County Administrator - Lincoln County, OR (in progress)
Assistant Public Works Director - City of Oregon City, OR (in progress)
Public Works Director - City of Stayton, OR (in progress)
Executive Director - Thurston Regional Planning Council, WA (recently completed)
Executive Director - Columbia River Economic Development Council, WA (recently completed)
Executive Director - Urban Flood Safety and Water Quality District, OR (recently completed)
HHS Administrator - Tillamook County Community Health Centers, OR (recently completed)
City Manager - City of Gresham, OR
City Manager - City of Chehalis, WA
City Manager - City of Centralia, WA
City Manager - City of Dillingham, AK
City Manager - City of King City, OR
City Administrator - City of Dundee, OR
Executive Director - Synchrous Risk Management, WA
Executive Director - Vashon Park District, WA
Executive Director - Washington State Transit Insurance Pool, WA
Sr. Director of Transit Operations - Lane Transit District, OR
Director of Public Works & Utilities - City of Bremerton, WA
City Engineer - City of Oregon City, OR
Community Development Director - City of La Pine, OR
Library Director - City of Oregon City, OR
Building Official - City of Oregon City, OR
Parks & Recreation Director - City of Oregon City, OR
Planning & Community Development Director - City of Prosser, WA
Community Development Director - Jefferson County, OR
Public Works Director - City of La Pine, OR
County Counsel - Clackamas County, OR
Executive Director - Economic Development Council of Mason County, WA

## STATEMENT OF QUALIFICATIONS - PROJECT TEAM

### Robb Van Cleave – Senior Consultant, Project Support

Robb brings over 35 years of distinguished public service experience to Prothman. Currently, he serves part-time as the interim County Administrator for Klickitat County, Washington, after serving six years as the Director of HR and Administrative Services. Prior to Klickitat County, Robb was the Chief Operating Officer for the Association of Oregon Counties, Executive Director for LGPI, Chief Operating Officer for Columbia Gorge Community College and he served as Wasco County's Director of Employee and Administrative Services, all in Oregon state. His elected service comprises roles such as City Councilor, Council President, and five terms as Mayor of the City of The Dalles, Oregon. Throughout his professional career, Robb has occupied significant board positions, including Board Chair of Mid-Columbia Medical Center, Vice Chair of Adventist Health Columbia Gorge, and as Board Chair for the Society for Human Resource Management's International Board of Directors. A nationally certified Human Resources professional, Robb holds credentials including SHRM-SCP, SPHR, and PSHRA-SCP. He earned a Bachelor of Science degree from Oregon State University and currently lives in The Dalles, OR.

### Sonja Prothman – Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 19 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

### Jared Eckhardt – Project Support

Jared is part of the Prothman administrative team responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

### Barry Gaskins – Project Support

Barry is part of the Prothman administrative team responsible for client and candidate management and administrative support to Sonja. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry earned his bachelor's degree from California State University in Los Angeles.

### Madison Lindquist – Project Support

Madison is part of the Prothman administrative team responsible for Prothman's social media outreach, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

# STATEMENT OF QUALIFICATIONS - EXPERIENCE

## Prothman Team Current Recruitments

**City Administrator** – City of Stevenson, WA
**City Administrator** – City of Cascade Locks, OR
**County Administrator** – Lincoln County, OR
**City Administrator** – City of Red Lodge, MT
**Chief Executive Officer** – Walla Walla Housing Authority, WA
**Assistant Fire Chief** – Paine Field Airport, WA
**Fire Chief** – Lewis County Fire Districts 5 & 6, WA
**Executive Director** – Island Senior Resources, WA (just completed)
**Development Director** – Island Senior Resources, WA
**Finance Director** – City of Walla Walla, WA
**Human Resources Director** – Kitsap Transit, WA
**Senior Utility Engineer** – City of Kirkland, WA
**Authority Manager** – Pacific City Joint Water-Sanitary Authority, OR
**Health Administrator** – Chelan-Douglas Health District, WA
**Deputy Prosecuting Attorney** – Douglas County, WA
**City Engineer** – City of Box Elder, SD
**Fire Chief** – Central City, CO
**Fire Chief** – Big Sky Fire Department, MT
**Public Works Director** – Central City, CO
**Public Utilities Director** – Central City, CO
**Public Works Director** – City of Stayton, OR
**Assistant Public Works Director** – City of Oregon City, OR
**Senior Accountant** – Jefferson County, OR
**Library Director** – City of Hermiston, OR
**Parks & Recreation Director** – City of Walla Walla, WA
**Fire Chief** – Missoula Rural Fire District, MT
**Police Captain** – City of Quincy, WA

## Prothman Recently Completed WA & OR Manager Recruitments

City of Quincy, WA; City Administrator
City of Tacoma, WA; City Manager
City of Chewelah, WA; City Administrator
City of Pullman, WA; City Administrator
Jefferson County, WA; County Administrator
Kitsap County, WA; Assistant County Administrator
City of King City, OR; City Manager
City of Clatskanie, OR; City Manager
City of Gresham, OR; City Manager
City of Dundee, OR; City Administrator
City of Tigard, OR; City Manager
City of Madras, OR; City Administrator

## References / Recruitments

**City of Stevenson, WA** – City Administrator (in progress)
**Contact: Jenny Taylor, Mayor**
jenny.taylor@ci.stevenson.wa.us; 503.708.2004

**City of Oregon City, OR** – Assistant Public Works Director (in progress), Library Director, Building Official, City Engineer, Parks & Recreation Director
**Contact: Alexandra Troutman, Assistant City Manager**
atroutman@orcity.org; 503.496.1506

**City of Chehalis, WA** – City Manager
**Contact: Tony Ketchum, Mayor**
tketchum@ci.chehalis.wa.us; 360.345.1042

**City of Centralia, WA** – City Manager
**Contact: Angie Stritmatter, HR Director**
astritmatter@cityofcentralia.com; 360.330.7672

**City of Quincy, WA** – City Administrator (just completed), Police Captain (in progress)
**Contact: Laura Camacho, HR Coordinator / Deputy Finance Director**
lcamacho@quincywashington.us; 509.787.3523 ext. 226

**Walla Walla Housing Authority, WA** – Chief Executive Officer (in progress)
**Contact: Emily Tillotson, Board Chair**
emily.tillotson@wallawalla.edu; 509.200.3254

**Columbia River Economic Development Council, WA** – Executive Director (recently completed)
**Contact: Sarah Laughlin, Board Member**
slaughlin@fuelmedical.com; 360.818.9434

**City of Orting, WA** – City Administrator (just completed)
**Contact: Scott Drennen, Mayor**
sdrennen@cityoforting.org; 253.210.6849

**Urban Flood Safety and Water Quality District, OR** – Executive Director (recently completed)
**Contact: Lori Baker, Director of Finance and Administration**
lbaker@urbanfloodsafetyor.gov; 971.421.9443 cell

**Jefferson County, OR** – Senior Accountant (in progress), Community Development Director, Finance Director, HR Director, Building & Grounds Director, Health Director, Public Works Director
**Contact: Jeff Rasmussen, County Administrative Officer**
jeff.rasmussen@jeffersoncountyor.gov; 541.475.2449

**City of Tacoma, WA** – City Manager (recently completed), HR Director, Public Works Director (on hold for budget), Deputy City Manager
**Contact: Keith Gulley, Talent Acquisition Manager**
kgulley@tacoma.gov; 253.290.2530

# SCOPE OF SERVICES – FULL RECRUITMENT

**General Approach:** The Prothman team understands that no two organizations or recruitments are alike so we tailor our process to fit your specific needs. We strive to provide consistent and professional service while exceeding your expectations. Each recruitment is managed by a dedicated recruiting manager and each engagement begins with a planning process to set expectations for all stakeholders. We always provide full transparency throughout the recruitment process and we believe that clear and consistent communication is central to a successful partnership with you. We truly enjoy helping local government thrive and look forward to performing all the services represented in this proposal.

## 1. Develop a Tailored Recruitment Strategy

### Project Review

The first steps will include:

- Reviewing the recruitment process
- Reviewing the recruitment schedule
- Conducting a salary survey, if needed

### Stakeholder Interviews and Information Gathering *(Soliciting Input)*

**We will travel to Battle Ground and spend the time necessary to gain a comprehensive understanding of your organization.** Our goal is to learn firsthand about the values, culture, and strategic priorities that define your organization and community. We also seek to fully understand the qualifications, leadership attributes, and personal characteristics you are looking for in your next City Manager. We will:

- Meet with City Council
- Meet with the Leadership Team
- Meet with Staff
- Meet with Community and other Stakeholders, as directed
- Review of all documents related to the position

### Position Profile Development *(Identifying the Ideal Candidate)*

We will work closely with you to develop a detailed and compelling profile of your ideal candidate. Once the Position Profile is approved, it will serve as the foundation for evaluating each candidate's overall fit with your organization, its culture, and the surrounding community.

The Position Profile includes the following:

- **A description of the ideal candidate's qualifications**
  - Years of related experience
  - Ideal personality traits
- **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- **Community-specific information**
- **Compensation package details**
- **Information on how to apply**

## 2. Identify, Target, and Recruit Qualified Candidates

### Outreach and Advertising Strategy

**We recognize that the strongest candidates are often not actively seeking new opportunities.** These passive candidates are the individuals we focus on identifying, engaging, and recruiting. To reach this talent pool, we employ a proactive and aggressive recruitment strategy that includes the following:

- **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- **Targeted Direct Mail Brochures** sent directly to hundreds of city and county management professionals who are not actively seeking a new position.
- **Focused Candidate Outreach** via networking and thousands of personal emails sent directly to city and county management professionals.
- **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over seven thousand visits per week from potential candidates.

## 3. Conduct Preliminary Screening

### Candidate Screening

We conduct a comprehensive candidate review process designed to identify the most qualified candidates and gather detailed information on each semifinalist. Our screening process consists of three key steps:

1) **Application Review**: We evaluate each candidate's application, resume, and responses to supplemental questions to determine whether they meet the required qualifications. Following the initial review, we conduct a more in-depth evaluation of the candidates who advance, carefully assessing their training, work history, accomplishments, and overall qualifications to identify the strongest prospects.
2) **Internet Publication Background Search**: Before interviews begin, we conduct an internet publication search on all semifinalist candidates. If we identify information that may be relevant to the hiring decision, we discuss it with the candidate during the initial interview to provide context and include our findings and observations in our report to you.
3) **Personal Interviews**: We conduct comprehensive videoconference interviews with the top 8 to 14 candidates. Each interview includes technical and job-specific questions to assess the candidate's knowledge and competency, along with behavioral and situational questions designed to evaluate communication skills, leadership style, problem-solving abilities, and overall fit with your organization's culture and needs.

### Candidate Presentation: Choosing the Finalists

**We will prepare and provide candidate packets for your review,** including each candidate's application materials, interview summaries, and the results of our publication and background searches. **We will travel to Battle Ground or meet with you via Teams/Zoom** to present the candidates who meet the established qualifications. During this meeting, we will discuss our knowledge of each candidate, evaluate their strengths and areas for consideration, and assess their overall fit with your organization. Based on our evaluation, we will provide our recommendations and work with you to identify the top two to five candidates to advance to the final interview stage.

**We will also use this meeting to discuss and finalize the planning and design of the final interview process.**

## 4. Final Interview Process: Selecting the Right Candidate

A well-designed final interview process is essential to identifying the candidate who best aligns with the organization's leadership needs, culture, and priorities. We work closely with your team to develop a structured and engaging interview process that:

- Aligns with the organization's hiring objectives and leadership priorities
- Provides interviewers with clear evaluation criteria and questions
- Ensures candidates are assessed consistently and fairly
- Incorporates multiple stakeholder perspectives to support a confident hiring decision

Our goal is to give decision-makers the structure, information, and perspective needed to select the right leader for the organization and its future.

- **Elements of the design process include:**
  Deciding on the Structure of the Interviews; Identifying Interview Panel Participants and Panel Facilitators; and Deciding on Candidate Travel Expenses

- **Evening Reception**
  We will facilitate a meet-and-greet reception, giving all stakeholders and staff the opportunity to meet the finalist candidates in an informal setting.

- **Candidate Travel Coordination**
  After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.

- **References**
  We will conduct references from 8 - 12 current / past employers and colleagues for each finalist candidate.

- **Final Interview Packets**
  The Final Interview Packets include sample interview questions and each candidate's application materials, serving as the primary resource for keeping the final interview process organized and consistent.

- **Final Interviews with Candidates**
  **We will travel to Battle Ground and facilitate the interviews.** The interview process typically begins with a morning briefing during which we will review the schedule and outline the process with everyone involved. Each candidate will then participate in a series of one-hour interview sessions.

- **Candidate Evaluation Session**
  After the interviews are complete, we will facilitate the evaluation process with the panel members and then help decision-makers reach consensus.

- **Background Check on the Selected Candidate**
  Background checks include Education Verification, Driving Record, Sex Offender Registry Search, and Criminal History. (Because state and local laws governing background checks vary, including laws that may restrict when a criminal history check can be conducted, Prothman will coordinate the background check once the employer has made an offer of employment. Prothman will coordinate the background check on your behalf for your chosen candidate; the hiring authority is responsible for any required candidate notices and all employment decisions.)

- **Facilitate Employment Agreement**
  We provide support in preparing the letter of offer and assisting with negotiations to finalize the terms of the employment agreement.

## Availability, Communication and Schedule

**We are ready to start when you are!**

One of our first tasks will be to coordinate and commit to a schedule.

We will provide you with our cell phone numbers and emails so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

We understand that each recruitment is unique, and we are flexible to adjust the recruitment schedule to fit your needs.

## Sample Schedule

**Blue highlighted / bolded events represent meetings with the client.**

| Date | Topic |
|---|---|
| **Weeks of September 14 & 21, 2026** | **Travel to Battle Ground for stakeholder interviews.** Gather information for position profile. Send profile for review and edits. Get profile approval. |
| September 28, 2026 | Post profile on Prothman website |
| October 7, 2026 | Send direct mail brochures and first round of emails |
| November 1, 2026 | Application closing date |
| Weeks of November 2 & 9, 2026 | Prothman screens applications & interviews top 8 - 12 candidates |
| **Week of November 16 - 20, 2026** | **Travel to Battle Ground or meet virtually to review semifinalists and pick finalists, and design final interviews** |
| **Week of Nov. 30 or Dec. 7, 2026** | **Travel to Battle Ground for Final Interview Process** |

# FEE, EXPENSES & GUARANTEE

## Professional Fee

**The professional fee for a City Manager recruitment, including an 18-month placement guarantee, is $18,500. In recognition of the City's recent leadership transition, Prothman offers a reduced fee of $14,500 for this recruitment.** The professional fee covers all Prothman staff time and services required to successfully conduct the search, including: client meetings, consultations and correspondence; development of the recruitment strategy and candidate profile; preparation and placement of recruitment advertising; targeted direct-mail and email outreach campaigns; resume review and candidate evaluation; coordination of and conducting semifinalist interviews; coordination of and participation in the finalist interviews; candidate travel coordination, background check and references; and all other search-related services necessary to successfully complete the recruitment. The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

## Expenses

We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Battle Ground will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. $1,600 - $2,100)
- Direct mail announcements ($1,900)
- Consultant travel: No Charge (Steve lives in Vancouver)
- Final Interview Packets and Shipping, if requested: (approx. $75 - $170)
- Background check performed by Sterling, if requested (approx. $180 per candidate)

## Other Expenses

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

## Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within 18 months of the employment date, we will conduct a replacement search with no additional professional fee, the only cost to you would be for the expenses.

## Warranty

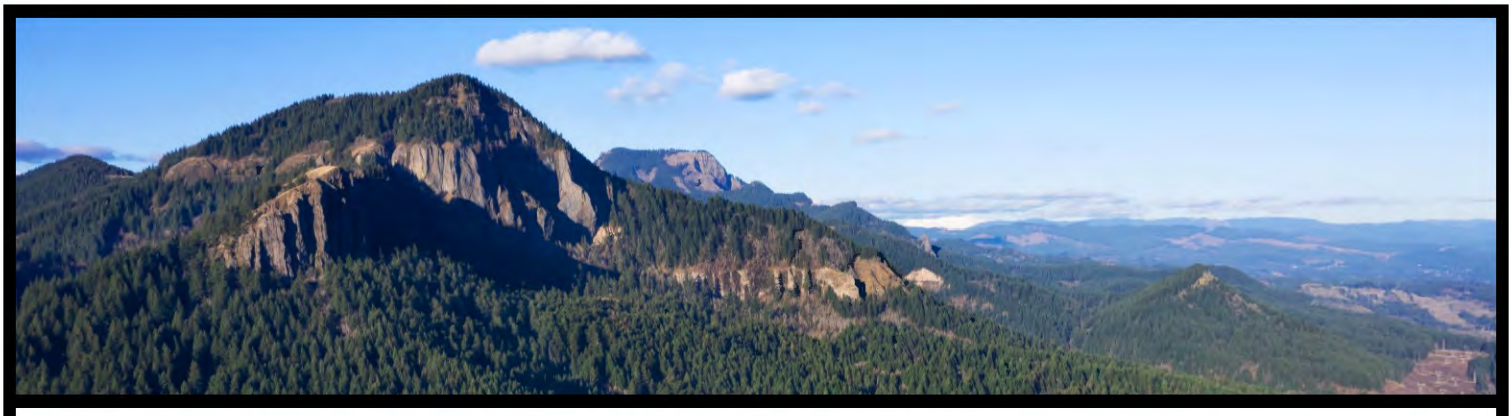
If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

## Equal Opportunity

We recognize the importance and value of a diverse and highly qualified candidate pool. For every search we conduct, it is our mission to proactively identify, engage, and attract the most qualified and diverse candidates possible on behalf of our clients.

If selected as your executive recruiting partner, we will work collaboratively with the agency toward the shared goal of developing a diverse, inclusive, and highly qualified pool of candidates. We are committed to conducting a thorough and equitable search process that expands the reach of the recruitment effort and ensures that qualified candidates from a broad range of backgrounds are considered.

# EXAMPLE OF POSITION PROFILE



STEVENSON
WASHINGTON

# CITY ADMINISTRATOR

# $116,587 - $153,421

*Apply by*
**September 6, 2026**
*(First Review, Open Until Filled.)*

PROTHMAN







## THE COMMUNITY




Stevenson, Washington is located in Skamania County within the Columbia River Gorge National Scenic Area, approximately 45 miles east of Portland, Oregon. Situated along the north bank of the Columbia River, the city serves as the county seat and a regional service center. With a population of more than 1,600, Stevenson has developed as a riverfront community centered on transportation, trade, and timber.

The city is defined by its setting within the Columbia River Gorge, where steep basalt cliffs, forested hillsides, and the Columbia River create a dramatic natural landscape. Elevations rise quickly from river level into the Cascade foothills, offering expansive views and access to surrounding natural areas. The region experiences a marine-influenced climate, with wet winters, warm dry summers, and annual precipitation ranging from 60 to 80 inches. Seasonal winds through the Gorge further contribute to the area's distinctive character.

Housing in Stevenson is primarily composed of single-family homes, along with smaller residential developments that follow the natural terrain. The city's compact, walkable downtown sits near the waterfront and serves as a hub for civic activity, local services, and community gathering. Development patterns reflect both the area's topography and its historic connection to the river.



Stevenson is served by the Stevenson-Carson School District, which provides K–12 education locally. Residents benefit from proximity to the greater Portland metropolitan area, where additional employment opportunities, higher education institutions, and specialized services are readily accessible. State Route 14 provides convenient east–west access along the Washington side of the Gorge, while the Bridge of the Gods offers a direct connection to Oregon. Portland International Airport can be reached in under an hour, supporting easy regional and national travel.

Outdoor recreation is also an integral part of life in Stevenson. The Columbia River Gorge is internationally recognized for windsurfing and kiteboarding, and the surrounding area offers extensive opportunities for hiking, fishing, and year-round recreation. Local amenities include waterfront parks, golf at Skamania Lodge, and a growing selection of dining and brewery options that serve both residents and visitors. These characteristics make Stevenson a well-connected Columbia River Gorge community where natural beauty, recreation, and access to regional amenities support a high quality of life.

## THE CITY

The City of Stevenson operates under a Mayor–Council form of government, in which the Mayor serves as the head of the executive branch and five City Council members serve as the legislative body. The Mayor and Council members are elected by the citizens of Stevenson to four-year terms. Together, they establish the City's policy direction, while the City Administrator is responsible for implementing those policies and overseeing the day-to-day operations of the organization.

Operating with a 2026 budget of $14,246,479 and 11 FTEs, the City provides a full range of municipal services to the community through a lean and collaborative organizational structure typical of a small municipality. Core services include water, sewer, and stormwater utilities; street maintenance and infrastructure; land use planning and permitting; fire protection and emergency services; and general municipal administration. These services are delivered through key functional areas, including Administration (City Hall), Finance, Public Works, Community Development (planning and building), Emergency Services (fire), and the City Attorney.

## THE POSITION

The City Administrator serves as the City's chief administrative officer and is responsible for overseeing the day-to-day operations of the City organization. Working under the direction of the Mayor and in coordination with the City Council, the Administrator provides professional leadership in municipal administration, financial management, personnel management, policy implementation, and intergovernmental relations. The City Administrator ensures that City operations are conducted efficiently, transparently, and in accordance with applicable laws, regulations, and policies. The position plays a key role in implementing policies adopted by the City Council, supporting strategic initiatives, managing City resources responsibly, and advancing the long-term goals of the community.

The City Administrator supervises department heads and works closely with the Mayor and City Council to implement adopted policies and priorities while maintaining effective coordination among City departments and programs. The Administrator will also serve as the City Clerk and City Treasurer.

To view the full job description, please see the attachment provided here.







## OPPORTUNITIES AND CHALLENGES

**Balancing Economic Vitality and Community Priorities:** Stevenson faces the ongoing challenge of supporting and expanding its business base while balancing the needs of a growing tourism economy with those of the local community, including affordable housing and reliable, affordable infrastructure.

**Advancing a Shared Vision for the City:** There is a significant opportunity for an innovative leader to help develop, articulate, and advance the Mayor and Council's vision for the City's future.

**Leading Through Transition with Trust and Stability:** The City is in a period of transition, both organizationally and within the broader community, with new leadership at several levels. This creates an opportunity for a City Administrator who can lead by example, build trust, and restore confidence in City government.

**Strengthening Leadership Capacity and Organizational Culture:** Developing and mentoring executive leadership and key staff will be essential to sustaining and strengthening a service-oriented organizational culture while advancing Council and community priorities.

**Deepening Community Engagement and Local Presence:** The City seeks an Administrator who is engaged and visible within the community, with a preference for residing within the City, and who can actively support and participate in important community conversations.

## EDUCATION & EXPERIENCE

**Minimum Qualifications:**

- A bachelor's degree from an accredited college or university in public administration, business administration, planning, finance, or a related field;
- **AND** at least five (5) years of progressively responsible experience in municipal government, public administration, or a related field, which may include roles such as City Administrator/Manager, Assistant City Administrator, Finance Director, Community Development Director, Department Head, or similar leadership positions;
- **OR** any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position.
- Demonstrated experience in organizational leadership, budget development and oversight, and working effectively with elected officials, staff, and the public.
- Working knowledge of municipal operations, including budgeting, personnel administration, and applicable public sector laws and regulations.
- Possession of, or ability to obtain, a valid Washington State driver's license within a reasonable timeframe.



**Desired Qualifications:**

- Experience working in a small to mid-sized municipal government or similarly scaled organization.
- Experience with capital planning, infrastructure projects, or utility system oversight.
- Experience with grant development, administration, and funding strategies.
- Familiarity with Washington State laws and regulations applicable to municipal government, including public meetings, public records, and budgeting requirements.
- Engagement in professional organizations such as the Association of Washington Cities (AWC), International City/County Management Association (ICMA), or similar.



**Necessary Knowledge, Skills, and Abilities:**

- Knowledge of and commitment to adherence with the ICMA Code of Ethics, demonstrating integrity, professionalism, and accountability in public service.
- The ability to facilitate public meetings, including Council sessions, in a transparent, inclusive, and professional manner that builds public trust.
- The skill to cultivate and maintain constructive, collaborative relationships among Mayor, Council, and staff to support effective governance.
- Knowledge of tourism strategies and economic and business development practices that strengthen local vitality and community growth.
- The ability to oversee infrastructure development, maintenance, and financing with a strong understanding of long-term sustainability and capital planning.
- The skill to manage complex projects, ensuring timely delivery, stakeholder alignment, and effective resource coordination.
- Knowledge of public sector budgeting and finance, with an emphasis on fiscal sustainability and responsible stewardship of public funds.
- The ability to develop and implement affordable housing strategies that address community needs and align with regional and state priorities.
- The skill to communicate clearly and effectively, translating complex technical and governmental information into accessible, transparent messaging for diverse audiences.
- Demonstrated experience in staff and labor relations, including the application of sound human resources practices that foster a positive and compliant workplace environment.
- The ability to navigate political environments with awareness and professionalism, balancing competing interests while maintaining organizational integrity and neutrality.

## COMPENSATION & BENEFITS

- **$116,587 - $153,421 DOQ**
- Medical insurance for employee and eligible dependents, with 100% of premiums paid for by the City.
- Health Reimbursement Arrangement (HRA/VEBA): Employees who elect City medical coverage are required to participate; employees contribute $30/month and the City contributes $20/month for eligible healthcare expenses.
- Cash-in-lieu option for employees who waive City medical coverage.
- Participation in the Washington State Department of Retirement Services (PERS), with optional contributions through Deferred Compensation payroll deductions.
- Vacation leave accrued monthly beginning at 8 hours per month; available for use after completion of a 6-month Trial Period; accrual increases after 5 years of service, with an additional 8 hours per year starting at 6+ years, not to exceed 240 hours; accrual rates may be negotiated for exempt employees; unused vacation may be cashed out upon separation.
- Sick leave accrued at 8 hours per month, capped at 1,440 hours; accrual may be negotiated for exempt employees; eligible for 25% cash-out upon retirement or after 25 years of service.
- 11 paid holidays and 2 personal days per year, with personal days credited at the beginning of the year.
- Bereavement leave of up to 3 days.
- Jury duty leave with full pay while serving on a jury or appearing as a legally required witness.
- Paid military leave in accordance with state law.
- Family and Medical Leave (FMLA) eligibility in accordance with applicable law.
- Workers' compensation coverage for job-related injuries or illnesses.
- Shared leave program for extended medical or family needs.
- Administrative leave as approved.

**To learn more about the City of Stevenson and the local community, please visit:**

**www.ci.stevenson.wa.us**

**www.visitstevensonwa.com**

**www.stevensonmainstreet.org**

The City of Stevenson is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 6, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online,** go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Stevenson, WA – City Administrator**", and click "**Apply Online**", or click here. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

**www.prothman.com**

206.368.0050

© 2026 Prothman. All Rights Reserved.

# EXAMPLE OF INVITE LETTER





CREDC

ECONOMIC DEVELOPMENT

**Columbia River Economic Development Council**

***Vancouver, Washington***

# PRESIDENT

## $150,000 - $170,000 DOQ

*Plus Excellent Benefits*

Apply by:

**November 2, 2025**

*(First Review, Open until filled)*

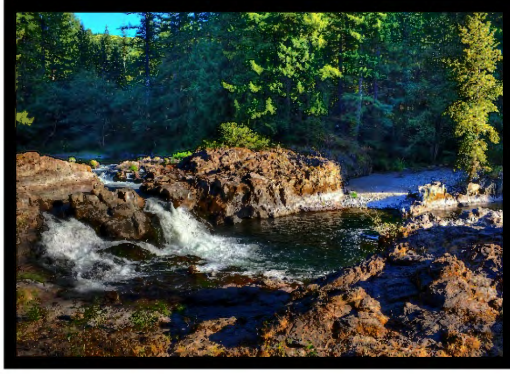
**Apply at *www.prothman.com***

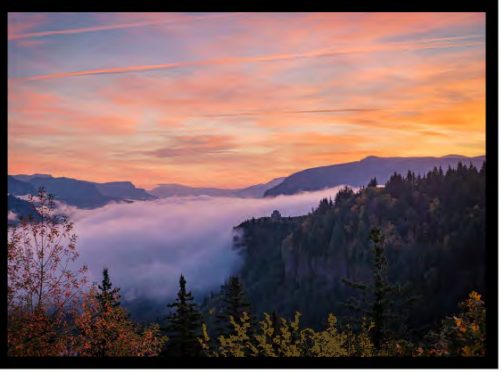
Dear Colleague,

Prothman is currently recruiting for the **President** position for the **Columbia River Economic Development Council,** based in **Vancouver, Washington.** We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN





## THE REGION




Located in Southwest Washington, Clark County is a thriving region that combines rich history, natural beauty, and modern amenities. Stretching from the Columbia River to the southern slopes of Mount St. Helens, the county is home to more than 527,000 residents and has become a vital player in the greater Portland-Vancouver metropolitan area. Its county seat, Vancouver, is Washington's fourth largest city and serves as a dynamic hub for government, commerce, dining, and culture. Just across the Columbia River from Portland and within easy reach of Portland International Airport, the county enjoys strong regional and global connectivity, making it a prime location for both residents and businesses.

Clark County offers an exceptional quality of life, blending urban conveniences with abundant outdoor recreation. The region spans 656 square miles of diverse landscapes, from vibrant downtown centers to small towns, farmland, forests, and more than 40 miles of river frontage. Residents enjoy affordable housing, low property taxes, and high-performing schools, with higher education anchored by Clark College and Washington State University Vancouver, the only four-year public university in Southwest Washington. Recreational and cultural opportunities are a hallmark of life in the region. With its mild climate and easy access to the Pacific Coast, Cascade Mountains, and Columbia River Gorge, the area provides year-round opportunities for hiking, boating, fishing, skiing, and other outdoor activities.

## THE ORGANIZATION

The Columbia River Economic Development Council (CREDC) is the state-recognized Associate Development Organization (ADO) for Clark County, Washington. As a nonprofit corporation, CREDC unites more than 150 public- and private-sector partners dedicated to advancing regional economic vitality through business growth, innovation, and collaboration.



CREDC serves as the leading economic development entity for Southwest Washington, providing free, confidential services to companies seeking to launch, expand, or relocate in the region. Each year, the organization meets with more than 100 traded-sector businesses, offering tailored assistance to help reduce costs, optimize talent, improve efficiency, and grow sales. By leveraging strong partnerships across local, state, and federal agencies, CREDC ensures businesses have access to the resources and networks needed to thrive.

Governed by a 50-member Board of Directors, CREDC advances its mission through a strong committee structure and a professional team that operates "like a lean startup" - nimble, collaborative, and outcome-driven. APEX Accelerator program, which supports small businesses in securing government contracts. In 2024 alone, APEX at CREDC provided over 300 hours of advising, helping local companies secure more than $24M in federal, state, and local government contracts. With an annual budget of approximately $1.1M, CREDC is well-positioned to continue serving as Clark County's economic development leader, driving sustainable growth and fostering a resilient, competitive, and inclusive regional economy.

## THE POSITION

The President of CREDC is responsible for the continuing development of the organization's strategic direction. Each year, the President will formulate a work plan consistent with the strategic direction for adoption by the Board of Directors and then implement that plan. This position reports to the Board of Directors and is supervised by the Chairman of the Board and Executive Committee.

The President is expected to follow general direction from the Board of Directors and Executive Committee while simultaneously exhibiting initiative, a collaborative work style, and high-level of professional judgment. The President is given full oversight, responsibility and accountability for planning and managing the administration, staff, funding, budget, programs, strategic initiatives and business support activities of the organization. The President will also represent CREDC's interests on a number of business, community and civic boards, providing strategic input and direction to a broad network of partners to support a growing and competitive business environment.

**To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.**

© 2025 Prothman. All Rights Reserved.

PROTHMAN

RAFTELIS

Attachment "G"

# City of Battle Ground

## Executive Recruitment Services – City Manager

**PROPOSAL / AUGUST 28, 2026**



RAFTELIS CHARITABLE GIFT FUND

## Giving back

The Raftelis Charitable Gift Fund seeks to make a difference on issues that matter to our clients and employees by helping build sustainable, inclusive communities locally and worldwide. We do this by allocating company profits and employee contributions of time and money. We support organizations that:

- Promote efficient, sustainable resource use
- Advance diversity, equity, and inclusion within the public sector
- Invest in access to clean water and sanitation
- Help vulnerable communities by addressing affordability issues

# Table of Contents


**Cover Letter ..... 1**

**Firm Overview ..... 2**

**Methodology and Approach ..... 3**

**Timeline ..... 7**

**Recruitment Team ..... 8**

**References and Relevant Experience . 13**

**Cost ..... 17**

## COVER LETTER

August 28, 2026

Eric Overholser
Mayor
City of Battle Ground
109 SW 1st Street
Battle Ground, WA 98604

**Subject: Proposal for City Manager Recruitment**

Dear Mayor Overholser:

Thank you for the opportunity to submit the enclosed proposal for the City of Battle Ground's (the City) upcoming City Manager search. For over 30 years, Raftelis has been dedicated to helping local governments and utilities across the country solve their financial, organizational, and technological challenges. Our executive recruitment team contributes to this mission by helping our clients find the best leaders for their organizations and then set those leaders up for success in their new role.

Our proposed search team for the City is comprised of skilled recruiters, seasoned in local government management with search experience throughout Washington, the Pacific Northwest, and across the country. The team includes Heather Gantz and Robert Colichio, both of whom have direct experience working with public sector organizations across Washington and the Pacific Northwest. Collectively, we have completed over 400 nationwide searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique needs and expectations.

We look forward to the opportunity to serve the City. If you have any questions, please contact my colleague, Heather Gantz, or me directly using the information below.

**Heather Gantz**, *Senior Manager* (Primary Point of Contact)
Phone: 503.860.1111 / Email: hgantz@raftelis.com

Sincerely,

**Catherine Tuck Parrish**, *Senior Vice President*
Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com

FIRM OVERVIEW

# Who We Are

## RAFTELIS HELPS LOCAL GOVERNMENTS AND UTILITIES THRIVE.

Public sector leaders partner with Raftelis to plan for the future, identify top talent, improve their organization's financial condition, and tell their story. We've helped more than 800 organizations in the last year alone. Our team includes former local government and utility management leaders with decades of hands-on experience running successful organizations. Raftelis provides expertise and insights that help bring about the innovation and improvements that our clients seek. Please visit **raftelis.com/capabilities** to learn more about the full array of services we provide.

**We believe that our Executive Recruitment team is the *right fit* for your search. We provide customized services that will benefit your organization and make this recruitment a success.**




**RESOURCES AND EXPERTISE:** With more than 190 consultants, Raftelis has one of the largest local government management consulting practices in the nation. Our executive recruitment team includes six experienced, full-time recruiters and two talented recruitment specialists. As a firm, we have successfully provided executive recruitment services to local governments and utilities across the country since 2010.

**DECADES OF COLLECTIVE EXPERIENCE:** Our recruiters and subject matter experts have decades of experience in leading public sector organizations across the country. They have served in a wide range of positions, from city manager to human resources director to housing director, and many other essential leadership roles.

**PERSONALIZED SERVICE FROM SENIOR-LEVEL RECRUITERS:** You appreciate it when deadlines are met, phone calls are returned, and your team, as well as your newly placed employee, feel valued and heard throughout the recruitment process. While other firms may assign your business to junior-level staff, our clients and candidates receive personalized service from our seasoned recruiters.

**NICHE EXPERTISE:** Our expertise lies in strengthening public sector organizations. We're specialists rather than generalists, focusing our strengths on delivering results for local governments, utilities, authorities, and special districts across the country.

METHODOLOGY AND APPROACH

# Executive Search Strategy

**WHEN ORGANIZATIONS NEED TO FILL KEY POSITIONS, THEY TURN TO RAFTELIS AND BENEFIT FROM THIS GUIDING PRINCIPLE: MEANINGFUL HIRING INVOLVES FINDING THE RIGHT EMPLOYEE AND PREPARING THEM FOR ONGOING SUCCESS. OUR APPROACH TO EXECUTIVE SEARCH SERVICES COMPRISES THREE KEY PHASES.**

## Inquiring, Understanding, and Defining

We begin each search by conducting a thorough needs assessment to understand the essential experience and background your new employee must possess. We also help you define the new incumbent's first-year goals so that your organization and the new employee are on the same path toward success. Based on broad input from both internal and external stakeholders, we build a customized position profile for each search, ensuring we attract the best applicants from across the country.

## Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes our search process to fit your needs. Often, the candidates best suited to a position are already employed and not searching for a new job via traditional channels. So, we leverage our team's extensive, diverse professional networks to attract the best talent nationwide. We have demonstrated success assembling candidate pools that are racially, ethnically, and gender diverse. We are dedicated to helping our clients fill leadership positions with candidates that reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise positions with national organizations that represent people of color and women, including the National Forum of Black Public Administrators (NFBPA), the Local Government Hispanic Network (LGHN), the International Network of Asian Pacific Islander Public Administrators (I-NAPA), and the League of Women in Government. Once we have identified a highly qualified pool of candidates, we manage the full hiring process, from interviews to background checks to final offers. We provide personalized support to your team as well as candidates to ensure a thorough, equitable, and transparent search process from start to finish.



**41%** of our recruitments resulted in the hiring of **women**

**22%** of our recruitments resulted in the hiring of **people of color**

## Supporting Success

We support your new leader's long-term success by creating an actionable first-year work plan. Many firms focus solely on finding qualified applicants, leaving the new employee and the organization on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for a successful first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and our client. In the end, we are not just looking for a successful candidate; we are looking for the right employee to be successful in their new position long after their initial hire.

# Proposed Scope of Work

## THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR YOUR CITY MANAGER RECRUITMENT.

### Activity 1 – Develop Candidate Profile

We will begin by developing a clear picture of your ideal City Manager. We will conduct a kick-off meeting with the City Council and the Human Resources Director to discuss the overall recruitment process and timeline. We will then meet with the Councilmembers individually and once again as a group to understand everyone's unique perspective on the desired skills and experiences the next City Manager should possess. We will conduct up to two additional meetings with the City's senior leadership team and key stakeholders to gather their input. During this process of engagement, we will discuss not just the technical skills needed for the position but also what makes the right organizational fit in terms of traits and experiences.

During our discovery meetings with the Councilmembers, we will discuss the frequency and format of any community engagement that the City may wish to include in this process, advise on how best to incorporate engagement elements into the search, and provide the required resources to facilitate the desired activities. We have included estimated costs for additional optional community engagement activities offered by Raftelis in the Cost section of this proposal.

Based on the information gathered in our meetings, we will develop a recruitment plan that focuses on Washington and extends across the country. We will prepare a position profile unique to Battle Ground. The profile will outline your organization's needs, strategic opportunities, and the personal and professional characteristics of the successful candidate. This profile drives the recruitment. It focuses our efforts on the most capable candidates and helps us encourage them to pursue the position. Our team of professional graphic designers will create a recruitment brochure that includes the position profile and information about the organization and the broader community. In developing the candidate profile, we will work with the City to eliminate potential barriers for underrepresented groups wherever possible to ensure an equitable and inclusive recruitment process.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what is expected of them, that the City Council has clearly identified objectives for the new City Manager, and that the successful candidate can hit the ground running with an actionable work plan. Once drafted, we will review the recruitment plan, brochure, and first-year goals with the City Council (and other key stakeholders, as desired). Modifications will be made as necessary before recruitment begins.

#### DELIVERABLES:

- Recruitment plan and brochure, including first-year goals for the new City Manager

### Activity 2 – Conduct Outreach and Initial Screening

Within the recruitment plan, we will identify targeted states and metro areas for our comprehensive outreach efforts. We will place advertisements with national, state, and regional professional organizations, which may include the following, as well as additional relevant sites identified in the recruitment plan:

- Association of Washington Cities (AWC)
- League of Oregon Cities
- International City/County Management Association (ICMA)

- League of California Cities/Western City Magazine
- Engaging Local Government Leaders (ELGL)
- League of Women in Government
- International Network of Asian Pacific Islander Public Administrators (I-NAPA)
- National Forum of Black Public Administrators (NFBPA)
- Local Government Hispanic Network (LGHN)

Once the position is open for applications and advertisements have been placed, we will begin actively and aggressively marketing the position and identifying qualified candidates for assessment. We will directly contact highly qualified applicants in our extensive candidate database and across our firm's nationwide professional networks. We will utilize LinkedIn and other marketing and sourcing tools to broaden our reach. In our experience, this combination of outreach is the most effective way to reach top candidates, especially those who are not currently in the job market but may consider this leadership opportunity with the City.

As applications are received, we will acknowledge each one and provide all applicants with timely updates on their status. We screen each applicant against the ideal candidate profile and conduct interviews via phone or videoconference with those applicants who most closely meet the profile of the successful candidate. While preliminary evaluation techniques such as written questionnaires, psychometric assessments, and one-way video interviews can sometimes offer useful data points in high-volume recruiting, we believe that omitting them from senior executive search processes is often the more effective strategy for securing top-tier talent. It is our experience that the most desirable candidates for a governing body-appointed position are successful professionals who are currently employed, not actively searching for a new role, and have many demands on their time. By structuring the initial application as a respectful invitation to explore a new leadership opportunity, we ensure a robust candidate pool of experienced, high-caliber leaders, not just those with the necessary time to complete one-way application hurdles.

When the initial screening phase is complete, we will then meet with the City Council (and other key stakeholders, as desired) to review a summary of the full applicant pool and details on the most qualified candidates with the skills and experience to succeed in the position. Based on this review, the City Council will finalize a list of candidates to invite for semi-final interviews.

### DELIVERABLES:

- Placement of advertisements
- Execution of targeted outreach plan, including one-on-one outreach to passive candidates
- Candidate review meeting materials, including screening interview results and preliminary internet research on recommended top candidates

## Activity 3 – Support Interviews and Selection

We will collaborate with you to design and facilitate a multi-step interview process, which may include candidate presentations, panel discussions with internal and external stakeholders, tours, meet-and-greets, and one-on-one interviews. Customized interview questions and information about each candidate will be provided for the semi-final and final interview rounds, and we will conduct pre- and post-interview briefings with all those involved. It is our standard practice to conduct semi-final interviews virtually. Our team will be on-site with you for final interviews, which will be held in-person. We will coordinate scheduling logistics and provide candidates with all relevant details, including any travel policy requirements. We will work with a primary point of contact at the City for scheduling, including suitable venues for all in-person interview events. Any travel expenses for the finalists, if applicable, will be borne and reimbursed directly by the City.

The City Council will select the top candidate following final interviews. We will facilitate the Councilmembers' discussion by framing what we have learned about the candidates in the context of the position requirements and the City's unique organizational culture. Once a finalist is identified, we personally conduct reference checks with their current and former supervisors and direct reports. This 360-degree perspective provides qualitative insights into the finalist's performance and leadership style, which we document in a written summary for the City. Finally, we engage our third-party vendor, Screenpointe, to execute a comprehensive third-party background check on the selected finalist. This includes verification of education, credentials, and employment history, alongside criminal, civil litigation, and credit checks (as needed).

We will assist in negotiating the top candidate's employment offer in collaboration with the City Council, your legal counsel, and your Human Resources department. We provide information about best practices in total compensation, and we will have obtained information on the top candidates' comfort with the advertised salary and benefits for the position. Throughout this interview and selection process, we will keep all candidates apprised of their status and release them at the appropriate time.

## DELIVERABLES:

- Semi-final and final interview materials
- Full reference and background check results on the top candidate

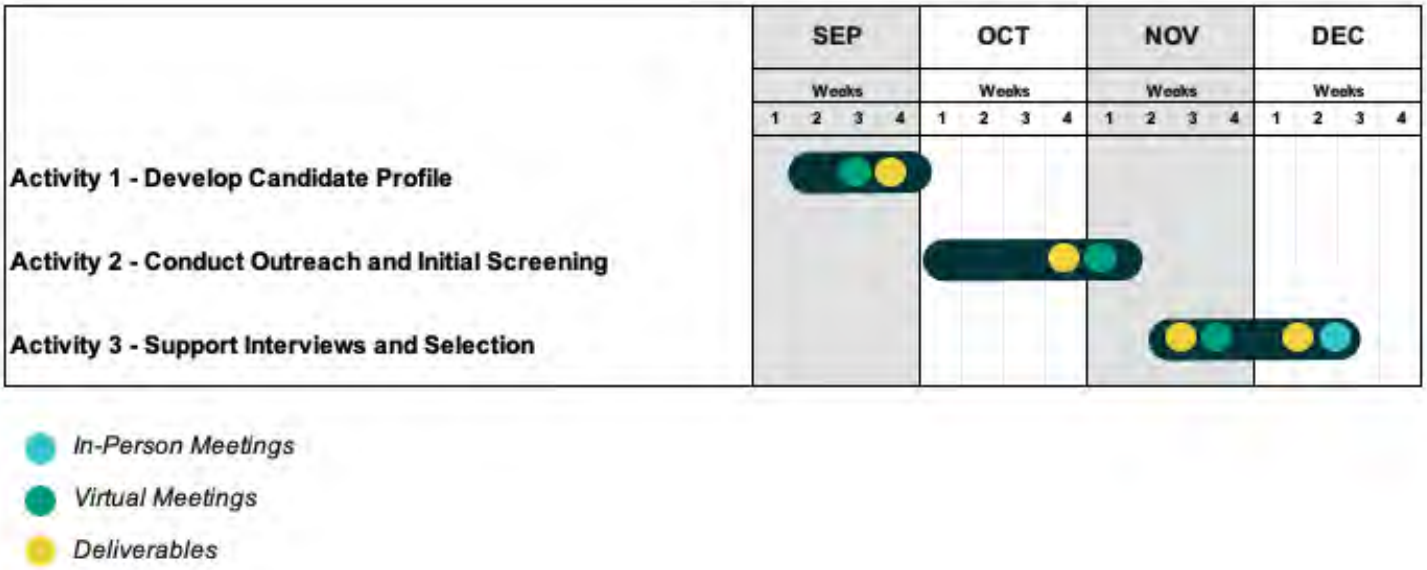
### ARTIFICIAL INTELLIGENCE

Raftelis uses artificial intelligence (AI) as a support tool, much like other software our teams rely on every day, to work more effectively and deliver high-value, insightful results for the clients we serve. We use a private and secure AI platform, built as a closed environment specifically for Raftelis so that your sensitive information never leaves our system, while giving our project teams instant access to our firmwide knowledge and expertise. By leveraging our AI platform, our consultants are able to reinvest the time they save into deeper analysis and closer collaboration with your staff. Our professionals remain the primary authors and reviewers of every deliverable, verifying all findings for accuracy and context. Our use of AI is a powerful step forward in providing our clients with thoughtful, higher-value work backed by leading technology and the trusted advice Raftelis' clients have relied on for decades.

TIMELINE

# Proposed Timeline

Included below is a proposed timeline for your City Manager search. If selected, we will review this timeline with you during our kick-off meeting and adjust as necessary when developing the recruitment plan. As previously mentioned, we have the capacity to kick off this search immediately following contract execution on the City Council's desired timeline.




Our average governing body-appointed position recruitment process spans 14 to 16 weeks and is divided into three structured activities as outlined in our scope of work and the graphic above. While we make every effort to complete our searches as quickly and efficiently as possible, the schedule is dependent on interest, availability, and responsiveness from candidates and the availability of key stakeholders in the City. The Lead Recruiter will manage this timeline closely, maintaining flexibility to accommodate the City's needs, while also ensuring we remain on schedule.

## ESTIMATED TIMEFRAME AND KEY DELIVERABLES BY ACTIVITY

**Activity 1 - Develop Candidate Profile (Estimated: 3-4 weeks)**

- Recruitment plan; Recruitment brochure, including first-year priorities for the new City Manager

**Activity 2 - Conduct Outreach and Initial Screening (Estimated: 5-6 weeks)**

- Advertisements; Candidate outreach; Candidate Review meeting materials

**Activity 3 - Support Interviews and Selection (Estimated: 5-6 weeks)**

- Semi-final and final interview materials; Results of full background and reference checks on the top candidate

# Recruitment Team

## OUR TEAM INCLUDES SENIOR-LEVEL RECRUITERS WHO PROVIDE SEARCH LEADERSHIP WITH SUPPORT FROM A TALENTED GROUP OF RECRUITMENT SPECIALISTS.

On the following pages, we have included resumes for our proposed team members, including Heather Gantz, who would serve as the lead recruiter.

With the current and anticipated workload of our proposed team, we have the capacity to kick off this search immediately following contract execution. As a rule, Raftelis operates at a company-wide utilization rate of approximately 65% to 75%. This level of utilization, which will continue through the expected timeline for this search, allows our proposed team to fully support your recruitment needs. Our team of six Recruiters and two Recruitment Specialists participate in weekly review meetings to ensure the needs of all our clients are met during the current and future weeks, with workload adjustments made as necessary.

The Lead Recruiter manages all day-to-day aspects of the search, ensuring it is within budget and on schedule. They provide regular updates to the City on a schedule that is established collaboratively during initial scoping. The Lead Recruiter screens every applicant and conducts initial one-on-one interviews with the candidates who best meet the requirements in the position profile. They present our team's recommended top candidates to the City, manage the semi-final and final interviews, and facilitate the City finalist selection process. The Lead Recruiter is the main point of contact for you as well as all applicants throughout the search.

A Recruitment Specialist will also be assigned at the outset of this search based on workload and capacity. The Specialist works at the direction of the Lead Recruiter to assist in targeted outreach to passive candidates, general candidate communication, research on recommended top candidates, production of deliverables, and other activities as needed.



# Catherine Tuck Parrish

**PRACTICE LEADER**
**Senior Vice President**



**Specialties**
- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Facilitated evaluations
- Coaching
- Community and employee engagement

**Professional History**
- Raftelis: Senior Vice President (2025-present); Vice President (2021-2025); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/ Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 - 2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

**Education**
- Master of Public Administration – University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration – University of Kansas (1988)

**Professional Memberships**
- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

## PROFILE

Catherine leads our executive services practice area that addresses workforce issues through executive recruitment, coaching for local government leaders, and facilitating performance evaluations for council/board appointees. She has over 30 years of management experience working for local governments of all sizes and a nonprofit association. Catherine has conducted hundreds of searches for manager/administrator, general manager/executive director, deputy/assistant manager, police chief, fire chief, and directors of public works, planning, economic development, finance, human resources, information technology, human services, and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects, such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee engagement, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, forms of government issues, and recruitment. She also worked for the City of Denton, Texas.

Catherine chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C., metro area. Catherine has spoken at national and state conferences on a variety of topics, including workforce and recruitment trends, civility, effective councils, ethics, forms of government, human resources, strategic planning, budget strategies, developing high-performing organizations, and leadership. She has also spoken at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO. Catherine is a certified instructor of the Myers-Briggs Type Indicator instrument.

# Heather Gantz

**LEAD RECRUITER**
**Senior Manager**



**Specialties**
- Executive search
- Leadership development
- Facilitation
- Project management
- Community and employee engagement
- Diversity of thought

**Professional History**
- Raftelis: Senior Manager (2022-present); Manager (2020-2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

**Education**
- Bachelor of Arts in Business Management – University of Phoenix (2000)

**Professional Memberships**
- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)

## PROFILE

Heather has over 25 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 19 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing strategic partnership and exceptional customer service throughout the process.

Heather has conducted hundreds of searches in the public sector. She has delivered positive search outcomes for high-profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. She has also led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for Engaging Local Government Leaders (ELGL) and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in both Oregon and Washington in support of advancing women into leadership roles in local government.

# Robert Colichio PMP, SHRM-CP

**RECRUITER**
**Manager**



## PROFILE

Robert has over 10 years in full-lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter, Robert has engaged in searches within both the public and social sectors. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management, with over 500 clients served, leading and coaching them through complicated organizational changes, ranging from individual executive employee transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and developed multiple large-group workshops for companies. He has extensive and diverse project management experience, including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.

### Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

### Professional History

- Raftelis: Manager (2026-present); Senior Consultant (2023-2025); Consultant (2021-2022)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

### Education

- Master of Business Administration in Organizational Behavior – Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration – University of Oregon, Lundquist College of Business (2006)

### Certifications

- Project Management Professional (PMP) No. 4108264
- Society for Human Resource Management – Certified Professional (SHRM-CP)

### Professional Memberships

- Society for Human Resource Management (SHRM)

# Kelsey Batt

**RECRUITMENT SPECIALIST**
**Consultant**



## PROFILE

Kelsey joined Raftelis in 2021 and has been instrumental in facilitating executive-level recruitments for local governments and utilities across the country. Beyond recruiting, Kelsey has contributed to Raftelis' Executive Services by supporting facilitated evaluations, conducting interviews, and crafting promotional materials for key initiatives.

Her versatile skill set and attention to detail have enhanced client deliverables and improved organizational processes, reinforcing her value as a trusted resource for the executive services team. She is known for her ability to streamline workflows, enhance collaboration, and ensure high-quality outcomes across multiple projects.

Kelsey graduated from the Honors College at Purdue University in West Lafayette, Indiana, where she earned bachelor's degrees in both Professional Writing and Creative Writing, along with a Minor in Italian.

**Specialties**
- Executive search
- Process improvement
- Creative writing

**Professional History**
- Raftelis: Consultant (2024-present); Associate Consultant (2021-2023)
- The Purdue Writing Lab and Purdue OWL (2017-2021)
- Sweetwater Sound: Copywriter (2020)
- SDI Innovations: Copywriter (2019)

**Education**
- Bachelor of Arts in Professional Writing and Creative Writing – Purdue University (2021)

---

# Niayla Hairston

**RECRUITMENT SPECIALIST**
**Associate Consultant**



## PROFILE

Niayla joined Raftelis in 2024 after completing an internship with the firm's Executive Recruitment Team, where she supported numerous search activities.

As a consultant, Niayla has played a key role in recruiting by helping develop and coordinate critical components of the process. In each recruitment, she prepares client deliverables, conducts candidate outreach research, screens applications, and supports the Lead Recruiter in all other aspects of search management as needed.

Niayla graduated from the University of North Carolina at Charlotte in North Carolina, where she earned a Bachelor of Science in Psychology, a Bachelor of Arts in Spanish Language with a concentration in Hispanic Studies, and a certificate in Leadership, Innovation, Diversity, and Technology.

**Specialties**
- Executive search
- Candidate outreach campaigns

**Professional History**
- Raftelis: Associate Consultant (2026-present); Analyst (2024-2025); Intern (2024)
- SAFE (UNC Charlotte):
- Coordinator for Development and Mentor Relations (2023-2024); Senior Mentor (2022-2023); Junior Mentor (2021-2022)

**Education**
- Bachelor of Science in Psychology – University of North Carolina at Charlotte (2024)
- Bachelor of Arts in Spanish – University of North Carolina at Charlotte (2024)

# References

Our firm has been privileged to work with dozens of local governments, utilities, authorities, and special districts across Washington, the Pacific Northwest, and throughout the country to find the right leaders for their organizations. The following table lists a select number of recruitments we have conducted for comparable communities and references for each of them.

| Organization | Recruitment(s) and Year(s) conducted | Contact |
|---|---|---|
| **City of Bothell, WA** | • Deputy City Manager (2026)<br>• Municipal Court Judge (2025)<br>• City Manager (2022)<br>• Community Development Director (2022)<br>• Finance Director (2022) | Mathew Pruitt, Director of Employee and Technology Services<br>P: 425.806.6201<br>E: mathew.pruitt@bothellwa.gov<br><br>Kyle Stannert, City Manager<br>P: 425.418.5385<br>E: kyle.stannert@bothellwa.gov<br><br>18415 101st Avenue NE<br>Bothell, WA 98011 |
| **City of Camas, WA** | • City Administrator (2022) | Jennifer Gorsuch, Administrative Services Director<br>P: 360.817.7013<br>E: jgorsuch@cityofcamas.us<br><br>616 NW 4th Avenue<br>Camas, WA 98604 |
| **City of Shoreline, WA** | • City Manager (2022)<br>• Human Resources Director (2021; 2018) | Bristol S. Ellington, City Manager<br>P: 206.801.2213<br>E: bellington@shorelinewa.gov<br><br>John Norris, Assistant City Manager<br>P: 206.801.2212<br>E: jnorris@shorelinewa.gov<br><br>17500 Midvale Avenue N<br>Shoreline, WA 98133 |

The following table specifically details our firm's city manager and equivalent recruitments completed over the past five years. Detailed reference information for these engagements will be provided upon request.

| State | Organization | Governing Body-Appointed Position | Year Completed | Population of Jurisdiction/ Service Area | Tenure Of Placement |
|---|---|---|---|---|---|
| **AZ** | Central Arizona Project | General Manager | 2022 | 6,000,000 | 2022-Present |
| **AZ** | Town of Clarkdale | Town Manager | 2021 | 4,900 | 2021-Present |
| **CO** | City of Grand Junction | City Manager | 2024 | 69,400 | 2024-Present |
| **CO** | Jefferson County | County Manager | 2023; 2026 | 583,000 | 2023-2026; 2026-Present |
| **KS** | City of Eudora | City Manager | 2023 | 6,500 | 2023-Present |
| **KS** | WaterOne (Johnson County) | General Manager | 2023 | 480,000 | 2023-Present |
| **MD** | Town of La Plata | Town Manager | 2018; 2025 | 10,900 | 2018-2024; 2025-Present |
| **MD** | City of Rockville | City Manager | 2016; 2024 | 67,300 | 2016-2023; 2024-Present |
| **MD** | Town of St. Michaels | Town Administrator | 2022 | 1,100 | 2022-2025 |
| **MD** | City of Takoma Park | City Manager | 2021 | 17,500 | 2021-2023 |
| **MI** | City of Kalamazoo | City Manager | 2025 | 73,300 | 2025-Present |
| **MN** | City of Rochester Public Utilities | General Manager | 2023 | 122,000 | 2023-Present |
| **NC** | North Carolina Real Estate Commission | Executive Director | 2026 | 480,000 | 2026-Present |
| **NC** | Town of Matthews | Town Manager | 2025 | 32,000 | 2025-Present |
| **NH** | Town of Hanover | Town Manager | 2022 | 8,500 | 2022-2024 |
| **NY** | City of Batavia | City Manager | 2021 | 15,500 | 2021-Present |
| **NY** | Livingston County Water and Sewer Authority | Executive Director | 2021 | 61,200 | 2021-Present |
| **OH** | City of Centerville | City Manager | 2026 | 27,000 | 2026-Present |
| **OH** | City of Hilliard | City Manager | 2020; 2026 | 38,000 | 2020-2025; 2026-Present |

| State | Organization | Governing Body-Appointed Position | Year Completed | Population of Jurisdiction/ Service Area | Tenure Of Placement |
|---|---|---|---|---|---|
| **OH** | Northwestern Water and Sewer District | District President | 2026 | 140,000 | 2026-Present |
| **OH** | City of Tipp City | City Manager | 2024 | 10,500 | 2024-Present |
| **OH** | City of Wyoming | City Manager | 2021 | 8,700 | 2021-Present |
| **OR** | City of Beaverton | City Manager | 2021 | 97,000 | 2021-Present |
| **OR** | Benton County | County Administrator | 2023 | 98,000 | 2023-Present |
| **OR** | Clean Water Services | General Manager | 2026 | 615,000 | 2026-Present |
| **OR** | City of Gresham | City Manager | 2021 | 110,700 | 2021-2023 |
| **OR** | City of Milwaukie | City Manager | 2024 | 21,600 | 2024-Present |
| **PA** | Breakneck Creek Regional Authority | General Manager | 2021 | 10,000 | 2021-Present |
| **VA** | City of Fairfax | City Manager | 2019; 2025 | 25,000 | 2019-2024; 2025-Present |
| **VA** | City of Falls Church | City Manager | 2026 | 15,000 | 2026-Present |
| **VA** | Fauquier County | County Administrator | 2023 | 75,200 | 2023-Present |
| **VA** | Harrisonburg-Rockingham Regional Sewer Authority | Executive Director | 2021 | 55,000 | 2021-Present |
| **VA** | Town of Herndon | Town Manager | 2025 | 24,500 | 2025-Present |
| **WA** | City of Bainbridge Island | City Manager | 2026 | 24,800 | 2026-Present |
| **WA** | City of Bothell | City Manager | 2022 | 50,200 | 2022-Present |
| **WA** | City of Camas | City Manager | 2022 | 27,300 | 2023-Present |
| **WA** | City of Shoreline | City Manager | 2022 | 61,400 | 2022-Present |
| **WI** | Madison Metropolitan Sewerage District | Executive Director | 2024 | 575,400 | 2025-Present |
| **WV** | City of Morgantown | City Manager | 2025 | 30,500 | 2025-Present |

In addition to our successful prior searches listed above, we are currently conducting the following nationwide city manager and equivalent searches as of the date of this submission.

| State | Organization | Governing Body-Appointed Position | Population of Jurisdiction/Service Area |
|---|---|---|---|
| **CO** | Town of Erie | Town Manager | 42,000 |
| **NC** | City of Kinston | City Manager | 19,900 |
| **OR** | City of Beaverton | City Manager | 98,000 |
| **OR** | City of Medford | City Manager | 86,280 |
| **VA** | City of Farmington Hills | City Manager | 83,290 |
| **VA** | Town of Middleburg | Town Manager | 800 |
| **VA** | Orange County | County Administrator | 40,900 |
| **VA** | Warren County | County Administrator | 43,000 |

COST

# Cost

The total fixed fee to complete this recruitment is $33,500. This includes all professional fees and expenses for Raftelis to perform the scope of work outlined in this proposal.

The fee reflects our firm's standard practice of conducting all meetings virtually until final interviews, when the Lead Recruiter will be on-site, in-person with the City. Should you wish to include additional in-person meetings in the scope of this search, those adjustments may be discussed with the Lead Recruiter during the search kick-off meeting.

We estimate the following additional costs to the City, which will be invoiced at cost as completed.

| | |
|---|---|
| **Advertising** | Not to exceed $3,000 total. |
| **Background checks** | Not to exceed $500 per background check. |

Costs incurred directly by the City are as follows:

| | |
|---|---|
| **Finalists' interview travel** | Variable based on the number and geographic location of finalists. These expenses are borne and reimbursed directly to finalists by the City. |

The fixed fee will be invoiced as follows:

| | |
|---|---|
| **Activity 1 – $8,844** | After the delivery of the recruitment plan and brochure. |
| **Activity 2 – $14,584** | After the candidate review meeting and semi-finalist selection. |
| **Activity 3 – $10,072** | After the final interviews are completed. |

Within six months of the final interview process, should an additional candidate be hired by the City from the pool of candidates presented by Raftelis for this search, the additional fee shall be $15,000.

# Optional Related Services

## Stakeholder Engagement Design and Facilitation

As referenced in the proposed scope of work earlier in this proposal, we will discuss the frequency and format of any additional stakeholder and/or broader community engagement that the City may wish to include in this recruitment process during initial scoping discussions. Optional stakeholder and wider community engagement elements offered by Raftelis and associated costs include:

| | |
|---|---|
| **Online Feedback Survey** | $2,500 per survey (includes written summary of results).<br><br>*Please note that Raftelis-administered surveys are not based on formal scientific methods but rather serve as an informal tool to gather general feedback from the community and/or staff. This fee reflects a survey of up to five questions.* |
| **Small Focus Group/Listening Session – Virtual or In-Person** | $2,500 per small group (up to 12 invited participants per group).<br><br>*In-person sessions include an additional cost of up to $1,500 per day for recruiter/facilitator travel.* |
| **Facilitated Public Meetings – In-Person** | $5,000 per meeting (no cap on meeting size; includes feedback solicitation from attendees).<br><br>*If a public meeting is held outside the final interview process, when the Lead Recruiter will already be on-site, then the additional cost of up to $2,500 per day will be included for recruiter/facilitator travel.* |

## Leadership Coaching

We have a talented team of former local government and utility leaders who provide one-on-one coaching to executives, department heads, and mid-level managers. The process includes setting goals, developing and executing a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to their roles and responsibilities and adjust to the complexities of the organization. We help leaders of varying tenures with navigating difficult conversations, improving their interactions with the governing body and/or the public, building strong teams, and preparing future leaders within their organization.

## Facilitated Evaluations

Our team of seasoned former local government and utility leaders provides facilitated evaluation services for governing body-appointed staff, including city managers, executive directors, general managers, and equivalent roles. The process includes gathering input from each governing body member through one-on-one conversations, an employee self-assessment, a 360-review (if desired), and a guided conversation for the governing body and appointed leader in executive session (in accordance with all relevant open meeting laws), including goal setting for the upcoming year. This objective process allows each member of the governing body's voice to be heard and ensures the executive receives meaningful, actionable feedback. Our team will prepare and provide a written evaluation report.

Attachment "H"

# PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

## City Manager
## City of Battle Ground, Washington

**August 28, 2026**
**This proposal is valid for 60 days**

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Rebecca L. Fleury, President of Executive Recruitment
RebeccaFleury@GovernmentResource.com

August 28, 2026

Hon. Mayor Eric Overholser & City Council
City of Battle Ground, Washington

Dear Mayor Overholser & Councilmembers,

Strategic Government Resources (SGR) is thankful for the opportunity to submit this proposal to assist the City of Battle Ground in your recruitment for a City Manager. Our nationwide reach, deep municipal expertise, and servant leadership mindset help us deliver tailored recruitment services that will strengthen your culture and community.

Having spent five years of my career in Southwest Washington, I have seen Battle Ground evolve into the dynamic, fast-growing community it is today. We are acutely aware of the complex governance environment, heightened public discourse, and administrative transition your City Council is currently navigating. We approach this recruitment fully prepared to leverage our national talent network, rigorous candidate vetting, and deep familiarity with Pacific Northwest municipal dynamics to help you identify a leader who will bring long-term stability and executive excellence to Battle Ground.

We would like to highlight some key aspects that set SGR apart from other firms:

- **Local government experience**: Our team brings decades of direct local government experience, giving us an insider's understanding of your unique challenges. We've conducted executive searches for over 450 local governments across 37 states, including recent experience with Stevenson, WA; Lacey, WA; DuPont, WA; and Fort Vancouver Regional Libraries. This experience provides us with valuable insight into the unique needs of recruiting a City Manager in the Pacific Northwest.
- **National reach and candidate pipeline**: With over 21,000 LinkedIn followers, 35,000 subscribers to our Servant Leadership e-newsletter, and nearly 5,000 City & County Management Job Alert subscribers, your SGR recruitment will be seen by a vast audience engaged in the profession.
- **Active engagement in the profession**: As recognized thought leaders in local government management, we are directly involved in the latest operations, challenges, and best practices. This ongoing engagement ensures we are attuned to the evolving skills and leadership qualities needed in today's local government leaders.

Larry Gilley, Senior Vice President, will serve as your Executive Recruiter and primary contact for this recruitment. Larry has over 38 years of experience in local government. He has been active in his professional association and is a member of the International City/County Management Association (ICMA). He brings a distinct ability to work collaboratively with elected bodies and communities to identify their next leader.

We are eager to partner with the City of Battle Ground on this significant recruitment. We look forward to the opportunity to discuss our proposed approach in more detail and are available for a meeting at your convenience.

Respectfully submitted,

Darin Atteberry, Chief Executive Officer
DarinAtteberry@GovernmentResource.com

# Table of Contents


1. About SGR
2. SGR's Unique Qualifications
3. Project Personnel
4. Approach and Methodology
5. Typical Timeline
6. Fee Proposal
7. Terms and Conditions
8. Placement Guarantee
9. SGR Relevant Recruitments
10. Sample Position Profile Brochure
11. Agreement for Executive Recruitment Services

# About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 21 full-time employees, 21 recruiters, 22 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise. View all SGR team members and their bios at: GovernmentResource.com/Meet-the-Team

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Michigan, Montana, Nevada, New York, North Carolina, North Dakota, Ohio, Oklahoma, and South Carolina.

# SGR's Unique Qualifications

**Extensive Network of Prospects**
SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 35,000 subscribers across all 50 states.
- We will send targeted emails to nearly 5,000 opt-in subscribers of SGR's City & County Management Job Alerts.
- Your position will appear on SGR's Website which attracts approximately 20,000 visitors per month. GovernmentResource.com/Open-Recruitments
- Your position will be posted on SGR's Job Board which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month. SGRJobs.GovernmentResource.com
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

**Collective Local Government Experience**
Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

**Equal Opportunity Commitment**
SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of underrepresented groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

**Listening to Your Unique Needs**
SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a "boutique" firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

**Trust of Candidates**
SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

**Accessibility and Communication**
Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

**Comprehensive Evaluation and Vetting of Candidates**
SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded semifinalist interviews.
- Media search reports incorporating both internet and social media results tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

**Executive Recruitment Clients**
SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

# Project Personnel



**Larry Gilley, Senior Vice President**

Email: larrygilley@governmentresource.com
Phone: 325-660-4208

Larry Gilley joined SGR in 2016. He previously served for more than 38 years in leadership roles in Texas cities. He served as City Manager for the City of Abilene from June 2002 until his retirement. Prior to joining the City of Abilene, Larry served as City Manager for the City of San Marcos, Texas, for almost 14 years. He began his career in municipal government as City Manager in Bovina in 1976 and later served as City Manager in Panhandle.

Larry has been active in his professional association and is a member of the International City/County Management Association (ICMA) and the Texas City Management Association (TCMA) and is Past President of that organization. He served on the Board of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) and served as Chair of that organization. He has served on the MPA Advisory Council at Texas State University, where he also served as an Adjunct Graduate Faculty member. He holds a Bachelor of Arts in Political Science from Texas Tech University and a Master of Public Administration from Texas State University.

ICMA awarded Larry its professional service award for In-Service Training, and the Cen-Tex Chapter of the American Society of Public Administration recognized him as "Professional Administrator of the Year." Larry is also a recipient of a Lifetime Achievement Award from TCMA and is a Life Member of that organization.

## Approach and Methodology

A full-service recruitment typically entails the following steps:

1. **Organization/Position Insight and Analysis**
    - Project Kickoff Meeting and Develop Anticipated Timeline
    - Stakeholder Interviews and Listening Sessions
    - Develop Recruitment Brochure
2. **Recruitment Campaign and Communication with Candidates**
    - Advertising and Marketing
    - Sourcing Prospective and Active Candidates
    - Communication with Prospective Applicants
    - Communication with Active Applicants
3. **Initial Screening and Review by Executive Recruiter**
4. **Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
5. **Evaluation of Semifinalists**
    - Written Questionnaires
    - Recorded Semifinalist Interviews
    - Media Searches
6. **Search Committee Briefing to Select Finalists**
7. **Evaluation of Finalists**
    - Background Investigation Reports
    - DiSC Management Assessments (if desired, supplemental cost)
    - First Year Plan or Other Advanced Exercise
    - Press Release Announcing Finalists (if requested)
8. **Interview Process**
    - Face-to-Face Interviews
    - Stakeholder Engagement (if desired)
    - Deliberations
    - Reference Checks (may occur earlier in process)
9. **Negotiations and Hiring Process**
    - Determine Terms of an Employment Offer
    - Negotiate Terms and Conditions of Employment
    - Press Release Announcing New Hire (if requested)

## Step 1: Organization/Position Insight and Analysis

**Project Kickoff Meeting and Develop Anticipated Timeline**
SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

**Stakeholder Interviews and Listening Sessions**
Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

**Develop Recruitment Brochure**
After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

View sample recruitment brochures here: GovernmentResource.com/Open-Recruitments

## Step 2: Recruitment Campaign and Communication with Candidates

**Advertising and Marketing**
The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 35,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

**Sourcing Prospective and Active Candidates**
SGR's innovative recruitment strategies are designed to give our clients a competitive edge in attracting and retaining top-tier talent. By employing a dual approach of passive and active candidate sourcing, we tap into a broader talent pool that includes high-caliber professionals who may not be actively job-seeking. Our advanced technology and deep industry connections enable us to identify candidates with the precise skills and cultural fit for your organization. We

round out sourcing efforts through personalized candidate engagement and outreach with a constant focus on transparency and relationship building.

**Communication with Prospective Applicants**
SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes. As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

**Communication with Active Applicants**
Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

## Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

## Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

## Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively

with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

**Written Questionnaires**
As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

**Recorded Semifinalist Interviews**
Recorded one-way or two-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

**Media Searches**
Our media search process involves web-based and social media research, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. These media reports have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

## Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with links to the recorded online interviews and a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The objective of this meeting is to narrow the

list to finalists who will be invited to participate in onsite interviews.

## Step 7: Evaluation of Finalists

### Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

### DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate's preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style.

### First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

## Step 8: Interview Process

### Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

**Stakeholder Engagement**
At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

**Deliberations**
SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

**Reference Checks**
SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

## Step 9: Negotiations and Hiring Process

**Determine Terms of an Employment Offer**
Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

**Negotiate Terms and Conditions of Employment**
SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

**Press Release (if requested)**
Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

**Satisfaction Surveys**

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

**Post-Hire Services**

As part of our commitment to ensuring long-term success, SGR is pleased to offer a complimentary, four-hour, leadership development workshop for your organization within 12 months of the successful completion of the executive search. SGR Executive Recruitment clients would be responsible for the travel costs associated with facilitation only—no professional fee (a cost savings of up to $4,750)! Leadership development workshops are designed to support the newly appointed leader and foster a servant leadership culture within your team, enhancing collaboration and alignment across the organization. Standard leadership development workshops include the following topics:

- Creating a Servant Leadership Culture
- Governance
- Team Building
- Strategic Planning
- Strategic Visioning

We offer additional post-hire services such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please email training@governmentresource.com or visit GovernmentResource.com/leadership-and-professional-development/leadership-development-services/.

# Typical Timeline

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted. *

| Initial Steps Prior to Posting Position: | |
|---|---|
| • Contract Execution<br>• Kickoff Meeting to Discuss Recruitment Strategy and Timeline<br>• Organization/Position Insight and Analysis<br>• Stakeholder Interviews and Listening Sessions<br>• Deliverable: Draft Recruitment Brochure<br>• Deliverable: Recommended Ad Placements<br>• Organization Approves Ad Placements<br>• Search Committee Reviews and Approves Brochure | *Timing varies.*<br>*Estimated to take 2 weeks.* |

| Task | Week |
|---|---|
| • Post Position and Firm up Timeline<br>• Recruitment Campaign and Outreach to Prospective Applicants<br>• Initial Screening and Review by Executive Recruiter | Weeks 1-4 |
| • Search Committee Briefing to Review Applicant Pool and Select Semifinalists | Week 5 |
| • Questionnaires<br>• Recorded Semifinalist Interviews<br>• Media Searches | Week 6 |
| • Deliverable: Semifinalist Briefing Books via Electronic Link<br>• Deliverable: Recorded Interviews | Week 7 |
| • Search Committee Briefing to Select Finalists | Week 8 |
| • Background Investigation Reports<br>• Disc Management Assessments (if desired, supplemental cost)<br>• First-Year Plan or Other Advanced Exercise (if desired) | Weeks 9-10 |
| • Deliverable: Finalist Briefing Books via Electronic Link | Week 11 |
| • Face-to-Face Interviews<br>• Stakeholder Engagement (if desired)<br>• Deliberations<br>• Reference Checks (may occur earlier in process)<br>• Negotiations and Hiring Process | Week 12 |

** Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*

# Fee Proposal

**Not-to-Exceed Price: $31,419**

**Not-to-Exceed Price is comprised of:**

- **Fixed Fee of $28,919**
- **Up to $2,500 in Ad Placements (billed at actual cost)**

**The Fixed Fee includes:**

- Up to 15 Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
    - Outreach to Prospective Applicants
    - Custom Graphics for Email and Social Media Marketing
    - Announcement in SGR's Servant Leadership e-Newsletter
    - Post on SGR's Website
    - Ad on SGR's Job Board
    - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
    - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
    - Questionnaires for up to 15 Semifinalists
    - Recorded Interviews for up to 15 Semifinalists
    - Media Searches for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up to Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

**Reimbursable Expenses included in the not-to-exceed price:**

- Ad placements up to $2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

**Reimbursable Expenses not included in the not-to-exceed price:**

- Ad placements over and above $2,500 will be billed back at actual cost with no markup for overhead.

**Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:**

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for $1,531 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Additional stakeholder interviews and listening sessions, pre-posting - $500 each
- Additional questionnaires over and above the 15 included in the Fixed Fee - $230 per candidate.
- Additional recorded interviews over and above the 15 included in the Fixed Fee - $256 per candidate.
- Additional media search reports over and above the 15 included in the Fixed Fee - $766 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the Fixed Fee - $511 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the Fixed Fee - $256 per candidate.
- DiSC Management assessments - $179 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the quantity included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of $1,021 per day. Meals are billed back at a per diem rate of $18 for breakfast, $20 for lunch, and $32 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- SGR Executive Recruitment clients wishing to utilize the complimentary leadership development workshop would be responsible for the travel costs associated with facilitation only. Meals are billed back at a per diem rate of $18 for breakfast, $20 for lunch, and $32 for dinner. Mileage will be reimbursed at the then-current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

**Billing**
SGR will bill the fixed fee in three (3) installments: 35% upon contract execution, 35% after the applicant pool is presented, and 30% after finalist interviews. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

## Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

## Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

# SGR Relevant Recruitments

The recruitments listed below are full service executive recruitments, except for those with an asterisk (*) noting a custom or limited scope recruitment engagement.

## City & County Management Recruitments, 2022-Present

**In Progress**

- Berkeley, MO (pop. 8,000) - City Manager
- Clarksville, IN (pop. 22,000) – Town Manager
- Denton, TX (pop. 169,000) – City Manager
- Enfield, CT (pop. 41,000) – Town Manager
- Eustis, FL (pop. 26,000) – City Manager
- Farmersville, TX (pop. 4,300) - City Manager
- Giddings, TX (pop. 5,500) – City Manager
- Green Cove Springs, FL (pop. 10,000) - City Manager
- Hebron, CT (pop. 9,300) – Town Manager
- Madisonville, TX (pop. 4,630) – City Manager
- Mulberry, FL (pop. 4,500) - City Manager
- Surfside, FL (pop. 5,500) – Town Manager

**2026**

- Bowie, MD (pop. 58,000) - City Manager
- Annapolis, MD (pop. 40,000) – City Manager
- Azle, TX (pop. 15,000) - City Manager
- Independence, MO (pop. 123,000) - City Manager
- Ketchikan, AK (pop. 8,200) - City Manager/Ketchikan Public Utilities General Manager
- La Vista, NE (pop. 16,746) – City Administrator
- Lawrence, KS (pop. 98,000) – City Manager
- Lisbon, ME (pop. 9,800) – Town Manager *
- Milton-Freewater, OR (pop. 7,000) – City Manager *
- Palmer Lake, CO (pop. 2,635) – Town Administrator

**2025**

- Aledo, TX (pop. 7,000) - City Manager
- Abilene, TX (pop. 125,000) - City Manager
- Argyle, TX (pop. 6,000) - Town Administrator
- Athens-Clarke County Unified Government, GA (pop. 130,000) - County Manager
- Battle Creek, MI (pop. 52,700) - City Manager
- Biddeford, ME (pop. 22,300) - City Manager
- Blaine, MN (pop. 75,900) - City Manager
- Bonner Springs, KS (pop. 7,600) - City Manager
- Cameron, MO (pop. 8,300) - City Manager
- Canadian, TX (pop. 2,300) - City Manager
- Clay County, MO (pop. 260,000) - County Administrator

- Dundee, FL (pop. 5,700) - Town Manager
- Elgin, TX (pop. 12,800) - City Manager
- Finney County, KS (pop. 38,000) - County Administrator
- Florence, CO (pop. 3,800) – City Manager
- Garden Ridge, TX (pop. 5,000) - City Manager
- Heath, TX (pop. 10,400) - City Manager
- Iowa Colony, TX (pop. 17,200) - City Manager
- Jonestown, TX (pop. 2,500) - City Administrator
- La Junta, CO (pop. 7,200) - City Manager
- Lamar, CO (pop. 7,700) - City Administrator
- North Central Texas Council of Governments (NCTCOG), TX - Executive Director
- Oak Point, TX (pop. 6,000) - City Manager
- Olathe, KS (pop. 149,000) – City Manager
- Ottawa, KS (pop. 12,630) – City Manager
- Pacific, MO (pop. 7,800) - City Administrator
- Plainview, TX (pop. 20,000) - City Manager
- Portland, OR (pop. 650,000) - City Administrator
- Sedalia, MO (pop. 22,000) - City Administrator
- Springfield, MO (pop. 170,200) - City Manager
- Stevenson, WA (pop. 1,600) - City Administrator
- Trinidad, CO (pop. 8,100) - City Manager
- Waco, TX (pop. 140,000) - City Manager
- Wadena County, MN (pop. 14,400) – County Administrator

**2024**

- Brunswick, ME (pop. 21,800) - Town Manager
- Chester County, PA (pop. 540,000) – Chief Executive Officer
- Coffeyville, KS (pop. 8,800) - City Manager
- Des Moines, WA (pop. 32,400) - City Manager
- Duncan, OK (pop. 23,000) - City Manager
- DuPont, WA (pop. 10,200) - City Administrator
- Edwardsville, KS (pop. 4,700) - City Manager
- Leander, TX (pop. 67,000) - City Manager
- Leavenworth, KS (pop. 37,600) - City Manager
- Manhattan, KS (pop. 55,000) - City Manager
- Marysville, KS (pop. 3,500) - City Administrator
- Medford, OR (pop. 90,900) - City Manager
- Miami, OK (pop. 12,200) - City Manager
- New Rochelle, NY (pop. 80,800) - City Manager
- New Smyrna Beach, FL (pop. 32,400) - City Manager
- Orono, ME (pop. 11,400) - Town Manager
- San Juan County, WA (pop. 18,600) - County Manager
- St. Joseph, MO (pop. 72,000) - City Manager
- Topeka, KS (pop. 125,500) - City Manager
- Treasure Island, FL (pop. 6,500) - City Manager

**2023**

- Camp Verde, AZ (pop. 12,000) - Town Manager
- Cleburne, TX (pop. 33,000) - City Manager
- Bristol, TN (pop. 27,000) - City Manager
- Dobbs Ferry, NY (pop. 11,000) - Village Administrator
- Gatesville, TX (pop. 16,000) - City Manager
- Glastonbury, CT (pop. 35,000) - Town Manager
- Great Bend, KS (pop. 15,000) - City Administrator
- Justin, TX (pop. 5,000) - City Manager
- Lafayette, CO (pop. 30,000) - City Administrator
- Laredo, TX (pop. 256,000) - City Manager
- Largo, FL (pop. 84,000) - City Manager
- Lawton, OK (pop. 90,000) - City Manager
- Mexia, TX (pop. 7,000) - City Manager
- Nassau Bay, TX (pop. 5,000) - City Manager
- Navajo County, AZ (pop. 106,000) - County Manager
- Ottawa, KS (pop. 12,500) - City Manager
- Parker, AZ (pop. 3,500) - Town Manager
- Rowlett, TX (pop. 68,000) - City Manager
- Shawnee, KS (pop. 69,000) - City Manager
- Snoqualmie, WA (pop. 14,000) - City Administrator
- Snyder, TX (pop. 11,000) - City Manager
- Stillwater, OK (pop. 48,000) - City Manager
- Trophy Club, TX (pop. 13,000) - Town Manager
- Williston, ND (pop. 29,000) - City Administrator

**2022**

- Aledo, TX (pop. 5,500) - City Manager
- Blaine, WA (pop. 6,000) - City Manager
- Crandall, TX (pop. 4,000) - City Manager
- Dalhart, TX (pop. 8,500) - City Manager
- Edinburg, TX (pop. 100,000) - City Manager
- Fort Collins, CO (pop. 175,000) - City Manager
- Frisco, CO (pop. 3,000) - Town Manager
- Graham, TX (pop. 8,000) - City Manager
- Hutto, TX (pop. 40,000) - City Manager
- Johnston, IA (pop. 24,000) - City Administrator
- Kennebunk, ME (pop. 11,000) - Town Manager
- Kennedale, TX (pop. 9,000) - City Manager
- Ketchikan, AK (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, OR (pop. 22,000) - City Manager
- Leawood, KS (pop. 34,000) - City Administrator
- Levelland, TX (pop. 14,000) - City Manager
- Live Oak, TX (pop 16,000) - City Manager

- Madisonville, TX (pop. 4,500) - City Manager
- Manor, TX (pop. 15,000) - City Manager
- Marshall, TX (pop. 23,000) - City Manager
- Mineral Wells, TX (pop. 15,000) - City Manager
- Mont Belvieu, TX (pop. 8,000) - City Manager
- Montgomery, TX (pop. 2,400) - City Administrator
- Parkville, MO (pop. 7,000) - City Administrator
- Rocky Hill, CT (pop. 21,000) - Town Manager
- Sunnyvale, TX (pop. 8,000) - Town Manager
- Tolland, CT (pop. 15,000) - Town Manager
- Walla Walla, WA (pop. 34,000) - City Manager
- West Lake Hills, TX (pop. 3,000) - City Administrator
- Wethersfield, CT (pop. 26,000) - Town Manager
- Wickenburg, AZ (pop. 7,500) - Town Manager

## Pacific Northwest Recruitments, 2022-Present

**In Progress**

- Lacey, WA (pop. 59,430) - Public Works Director
- Seattle, WA (pop. 780,000) - City Auditor
- Portland, OR (pop. 650,000) - Deputy City Administrator - City Operations
- Portland, OR (pop. 650,000) - Deputy City Administrator - Public Safety

**2026**

- Klamath Falls, OR (pop. 22,000) - Development Services Director *
- Milton-Freewater, OR (pop. 7,151) - City Manager *
- Springfield Utility Board, OR (pop. 62,000) - CEO/General Manager
- Benton County, OR (pop. 97,765) - County Counsel
- Puget Sound Emergency Radio Network Operator (PSERN), WA - Executive Director
- Benton County, OR (pop. 97,765) - Chief Human Resources Officer

**2025**

- Portland, OR (pop. 650,000) - City Administrator
- Benton County, OR - Chief Financial Officer
- San Juan County, WA (pop. 18,600) - Director of Community Development *
- Stevenson, WA (pop. 1,600) - City Administrator
- Astoria, OR (pop. 10,200) - Community Development Director

**2024**

- Newport, OR (pop. 11,983) - Human Resources Director
- Des Moines, WA (pop. 32,400) - City Manager
- West Linn, OR (pop. 27,100) - City Attorney
- Medford, OR (pop. 90,887) - City Manager
- San Juan County, WA (pop. 18,600) - County Manager
- DuPont, WA (pop. 10,200) - City Administrator

- Lacey, WA (pop. 59,430) - Community & Economic Development Director

**2023**

- San Juan County, WA (pop. 18,600) - Fleet Services Director
- Snoqualmie, WA (pop. 14,370) - City Administrator
- Fort Vancouver Regional Libraries, WA - Executive Director
- Klamath Falls, OR (pop. 45,000) - Assistant City Engineer *
- Astoria, OR (pop. 10,200) - Finance & Administrative Services Director
- Seattle Municipal Court, WA (pop. 734,000) - Deputy Court Administrator-Administrative Services *
- Washington County, OR - Director of Juvenile Services
- Washington County, OR - Director of Community Corrections

**2022**

- Walla Walla, WA - City Manager
- Blaine, WA - City Manager
- League of Oregon Cities, OR - Executive Director
- Sherwood, OR - City Attorney
- Lacey, WA - Human Resources Director
- Klamath Falls, OR - Development Services Director *
- Springfield, OR - Economic Development Manager *
- Springfield, OR - Director of Community Development *
- Emergency Communications of Southern Oregon (ECSO) (Organization), OR - Director
- Klamath Falls, OR - City Engineer *
- Gresham, OR - Human Resources Director
- Richland, WA - IT Manager
- Richland, WA - Deputy City Manager
- Lane County, OR - Financial Services Manager/County Treasurer *
- Snoqualmie, WA - Community Development Director
- Snoqualmie, WA - Finance Director
- Bellingham, WA - IT Director
- Spokane, WA - Planning Services Director
- Snoqualmie, WA - Parks & Public Works Director
- Klamath Falls, OR - City Manager

# CITY MANAGER

City of Milton-Freewater

**Annual Salary:**
**$140,000–$160,000 DOE/DOQ**

## Milton-Freewater, Oregon

Are you a grounded, community-engaged executive who can lead a full-service municipal organization while strengthening management practices and advancing infrastructure priorities? If so, apply to be the City of Milton-Freewater's next City Manager!

We're looking for an exceptional, hands-on leader who is:

- Experienced in municipal management and public-sector leadership, within the State of Oregon is desired
- Financially astute with strong budgeting and utility oversight expertise
- A collaborative communicator who builds trust with staff, Council, and the community

A unique community with strong roots and real opportunity – read on to learn more about this role!



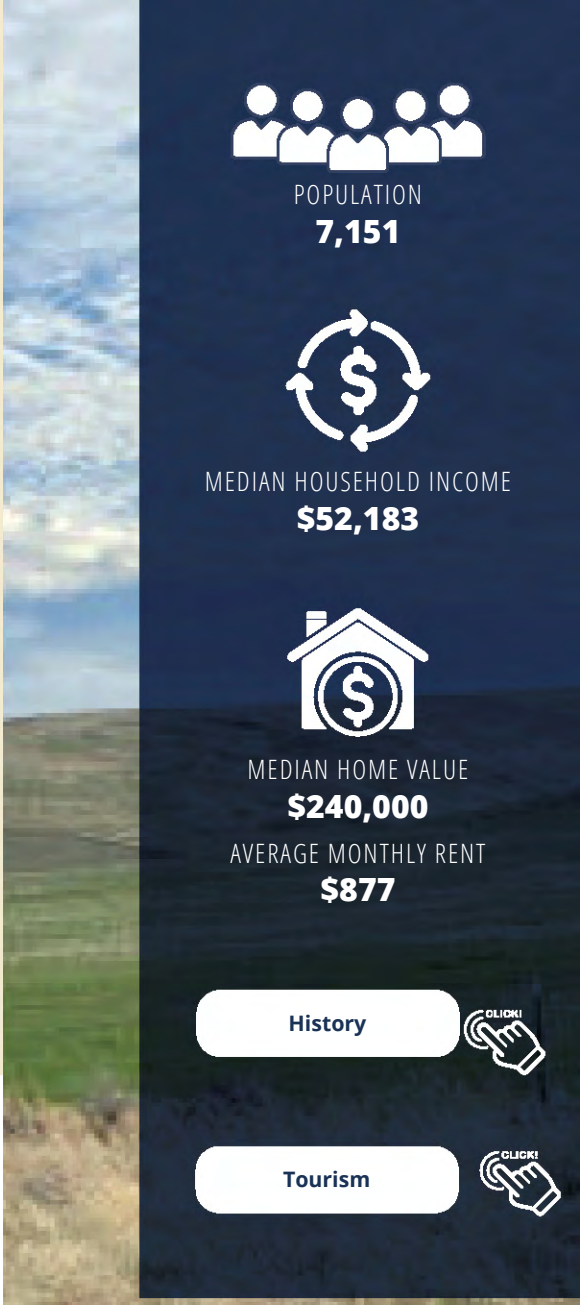
# ABOUT THE COMMUNITY

Milton-Freewater is a welcoming, close-knit community of approximately 7,151 residents located in northeastern Oregon's Walla Walla Valley near the Blue Mountains and the Oregon-Washington border. Known for its agricultural heritage, multicultural character, and strong sense of community, Milton-Freewater offers a blend of rural charm and regional connectivity.

The City is uniquely defined by its history as the only hyphenated city in Oregon, formed through the merger of Milton and Freewater in 1950. Today, it maintains a strong identity rooted in cooperation, resilience, and community pride.

Outdoor recreation is abundant, with access to hiking, fishing, hunting, skiing, and ATV trails, while the nearby Rocks District AVA attracts visitors to one of the region's premier wine destinations. The local economy is driven by agriculture, food processing, and wine production, supported by a network of small businesses and regional employers.

Milton-Freewater offers access to higher education institutions within 10–20 miles, as well as nearby healthcare facilities and regional amenities in Walla Walla and the Tri-Cities.




# GOVERNANCE & ORGANIZATION

Milton-Freewater operates under a Council–Manager form of government. The Mayor is elected, and the City Council consists of elected members who establish policy and provide strategic direction.

The City is a full-service organization providing:

- Electric (Power & Light)
- Water and Wastewater
- Solid Waste and Recycling Services
- Police, Fire, and Emergency Dispatch
- Library, Planning, and Economic Development
- 911 Public Safety Answering Point
- Recreation - Aquatic Center, 18 Hole Municipal Golf Course, Skate Park, 52 acres of Parks & Recreation

With approximately 65 FTEs and a budget of roughly $45–48 million, the City's operations are complex and heavily influenced by its municipally owned utility systems.




# ABOUT THE JOB

The City Manager serves as the Chief Executive Officer of the City and is responsible for leading all municipal operations, implementing Council policy, and ensuring organizational effectiveness.

Reporting to the Mayor and City Council, the City Manager will:

- Provide strategic and operational leadership across all City departments
- Oversee preparation and administration of the annual budget
- Ensure effective management of utility systems and infrastructure planning
- Strengthen organizational systems, communication, and accountability
- Build strong relationships with Council, staff, and the community
- Promote transparency, responsiveness, and high-quality service delivery
- Lead regional and intergovernmental collaboration with neighboring jurisdictions, tribal governments, school districts, and other partners

Early leadership priorities for the first 12–24 months include:

- Moving forward long-term capital planning for the City's municipal utilities and critical infrastructure
- Strengthening financial policies, reserves, and multi-year forecasting
- Modernizing internal systems, policies, and communication practices
- Expanding community engagement and clear communication with residents
- Supporting organizational development, employee growth, and a positive workplace culture

## DEPARTMENT STRUCTURE

Divisions within the organization

- Administration (City Recorder, HR, Finance)
- Public Safety (Police, Fire, Dispatch)
- Public Works & Utilities (Water, Sewer, Solid Waste)
- Community Development (Planning, Economic Development)
- Library Services
- Municipal Court
- Aquatic Center
- 18 hole Golf Course

## ORGANIZATION QUICKFACTS

EMPLOYEES

**65 FTEs**

BUDGET

**$47.8 MILLION**

## KEY PROJECTS FOR 2026

- Upgrading aging electrical infrastructure, including substations and transformers
- Advancing water system improvements, including new well development and reservoir replacement
- Implementing updated recycling program requirements
- Continuing renovation of historic City Hall facilities
- Strengthening financial policies, reserves, and long-term capital planning

# THE IDEAL CANDIDATE

The ideal candidate is an experienced municipal leader who brings strong executive-level judgment, operational discipline, and a collaborative leadership style. They will have a proven ability to manage complex organizations, particularly those with utility operations, while fostering trust and accountability.

This individual will be a visible and engaged community leader who values Milton-Freewater's unique culture and rural character. They will demonstrate strong financial acumen, the ability to modernize systems and processes, and a commitment to transparent communication with elected officials, staff, and residents.

The successful candidate will be a hands-on leader who listens first, sets clear expectations, and follows through—balancing respect for the community's history with a forward-looking, solutions-oriented approach.

The City Council is committed to supporting the City Manager's success through clear goals, regular communication, and a stable governance environment. Experience working effectively with elected bodies, employee groups, and, where applicable, collective bargaining units is highly valued.



# EXPERIENCE & QUALIFICATIONS

### Required:

- Bachelor's degree in public administration or a related field (or equivalent experience)
- At least seven (7) years of progressively responsible municipal management experience
- Demonstrated experience in budgeting, organizational leadership, and public-sector operations

For candidates without a bachelor's degree, a combination of education, training, and increasingly responsible management experience that provides the required knowledge, skills, and abilities may be considered.

### Preferred:

- Experience as a City Manager, Administrator, or Assistant City Manager
- Knowledge of municipal utilities and enterprise operations
- Bilingual (English/Spanish) skills
- Advanced degree in public administration or related field
- Membership in ICMA, OCCMA, or a similar professional association and a demonstrated commitment to the ICMA Code of Ethics
- Experience in labor relations and/or working with collective bargaining agreements

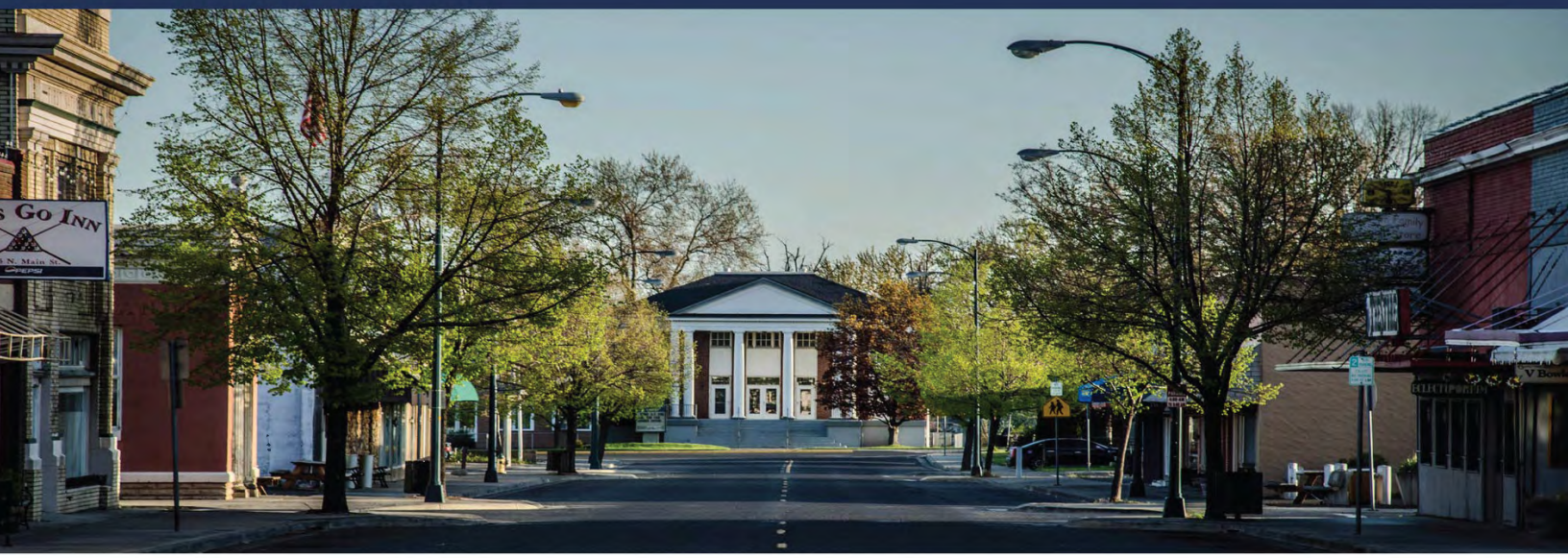
### Other expectations:

- Occasional travel for regional meetings and professional development (e.g., LOC, OCCMA, ICMA)
- Valid driver's license (or the ability to obtain one by date of hire) and an acceptable driving record

# SALARY & BENEFITS

- **Compensation:** $140,000–$160,000 DOE/DOQ within an employment agreement negotiated based on quali ications and experience
- **Health Benefits:** Medical, dental, vision, and orthodontic coverage (Regence Blue Cross), with low out-of-pocket costs; City pays approximately 90% of premiums
- **Paid Leave:** Up to 4 weeks of vacation (increasing with tenure), 12 days sick leave, and 12.5 holidays annually
- **Retirement:** Oregon Public Employees Retirement System (PERS), with City-paid contributions
- **Additional Perks:** Paid life insurance, City to provide a city cell phone and laptop, vehicle/mileage allowance, paid Long Term Disability, Accidental death and Dismemberment, and additional perks
- **Relocation Assistance:** The City is prepared to offer a reasonable relocation package for the successful candidate
- **Residency:** Residency in the city is preferred in any case, but a new Charter amendment forthcoming for consideration will require residency anywhere within the Milton-Freewater zip code

This is an appointed, at-will position that serves at the pleasure of the City Council under the terms of a professional employment agreement.




# HOW TO APPLY

**Apply Here**

For more information on this position, contact:
**Clay Pearson, Senior Vice President**
cpearson@governmentresource.com | 713-816-8639

*The City of Milton-Freewater is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. The City of Milton-Freewater values diversity, equity, and inclusion and strongly encourages applications from candidates with a variety of backgrounds, perspectives, and experiences. Applicants selected as finalists for this position will be subject to a full background check, which may include criminal history, employment and educational verification, and, where relevant, credit and driver record checks, consistent with applicable law.*

**Agreement for Full Service Executive Recruitment Services**
**for City Manager ("PROJECT")**
**to City of Battle Ground, Washington ("CLIENT") between**
**CLIENT and Strategic Government Resources, Inc., DBA SGR ("SGR")**

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. **SGR promises and agrees:**
    A. To perform the services described in SGR's Proposal for PROJECT dated August 28, 2026 ("PROPOSAL") substantially in the timeframe projected in the PROPOSAL.
    B. To honor the Placement Guarantee stated in the PROPOSAL.
    C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.
2. **CLIENT promises and agrees:**
    A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.
    B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.
    C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.
    D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
    E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
    F. That if CLIENT receives an open records request related to this PROJECT, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.
    G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.
    H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.
    I. To comply with the Fair Credit Reporting Act.

J. To cooperate with SGR and not impede SGR from performing its obligations to CLIENT.

**3. Additional Terms and Conditions:**

A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.

B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.

C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.

D. Remedies

i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to successfully perform its obligations, including identifying and attracting qualified candidates. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.

F. There are no third-party beneficiaries to this Agreement.

G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.

H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

I. This Agreement will be governed by the substantive laws of the State of Washington without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this

Agreement will be exclusively in Clark County of the State of Washington.

J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.

K. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.

   i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.

   ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

**Legal Notices:**

| **SGR** | **CLIENT** |
|---|---|
| Attn: Melissa Valentine, Corporate Secretary | Attn: |
| PO Box 1642<br>Keller, TX 76244 | Address: |
| Melissa@GovernmentResource.com | Email: |

**PROJECT Representative:**

| **SGR** | **CLIENT** |
|---|---|
| Rebecca L. Fleury | Name: |
| President of Executive Recruitment | Title: |
| RebeccaFleury@GovernmentResource.com | Email: |
| 817-337-8581 | Phone: |

**Billing and Invoicing:**

| **SGR** | **CLIENT** |
|---|---|
| Attn: Finance | Name: |
| Finance@GovernmentResource.com | Title: |
| 817-337-8581 | Email: |
| | Phone: |

L. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, information disclosure, placement guarantee, and any representations and warranties survive this Agreement.

M. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.

N. Time is of the essence to this Agreement.

O. This Agreement may be executed in counterparts which together will comprise the Agreement.

P. This Agreement is subject to appropriation of funds by CLIENT.

| **SGR** | **CLIENT** |
|---|---|
| Signature | Signature |
| Printed Name: | Printed Name: |
| Title: | Title: |
| Date: | Date: |

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | Rob Ferrier, Interim City Manager |
| From: | Dennis Flynn, Chief of Police |
| Date: | September 21, 2026 |
| Proceeding Type: | PRESENTATION |
| Subject: | Community Services - Status Report |

**Staff Report Summary**

This presentation provides the Council with an update related to the Community Services program, present data and performance.

**Background**

In July 2025, the Code Enforcement Program was moved from Community Development to the Police Department. It was merged with the PD's parking enforcement and retitled as Community Services, staffed with two Community Service Officers.

This program will provide an update on the program from the 14 months of its merger.

**Goals and Objectives Relevance**

Provide Council with the status of the Community Services proram.

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | Rob Ferrier, Interim City Manager |
| | City Council |
| From: | Mark Herceg, Public Works Director |
| Date: | September 21, 2026 |
| Proceeding Type: | Presentation/Motion |
| Subject: | SW Eaton Boulevard Improvements – ROW Final Action – Matoy |

| **Legislative History:** | |
|---|---|
| • Admin: | April 1, 2024 |
| • Presentation: | August 3, 2026 |
| • Presentation/Motion: | September 21, 2026 |

**Staff Report Summary**

The City Council will consider authorizing condemnation against the owners of property along the SW Eaton Boulevard Improvements project.

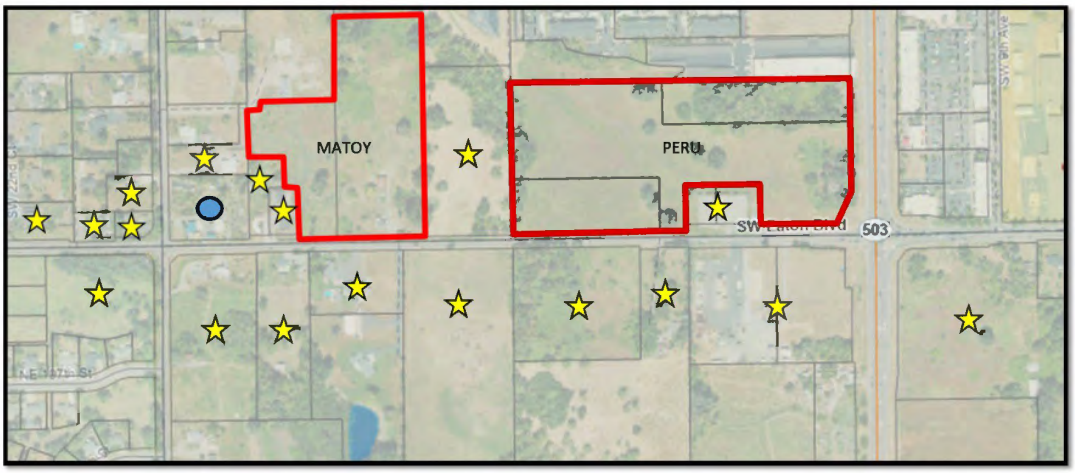
**Background**

The City has been working on the SW Eaton Boulevard Improvements project for a number of years. Most recently, the City has been working to purchase the right-of-way and easements that will be necessary to construct the project. Through the design process it was determined that right-of-way and easements would be necessary from twenty-one separate property owners. Per RCW 35A.11.020 the City Council has the authority to approve acquisition of property.

As discussed during the Admin portion of the April 1, 2024 Council Meeting, City staff would negotiate within the limits of City Policy to acquire said properties.

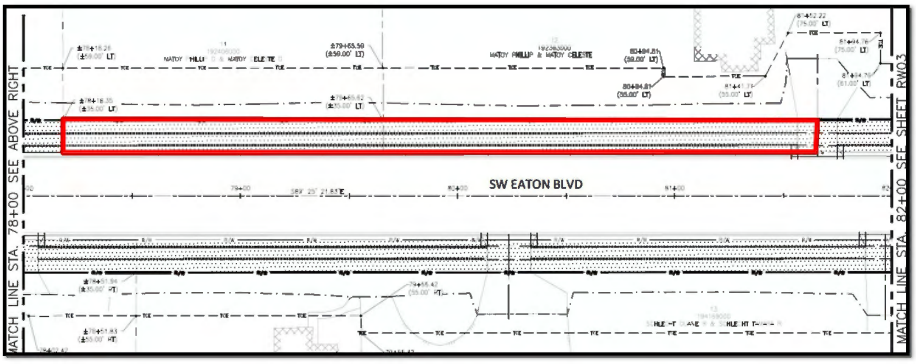
The City has currently purchased the necessary property rights from nineteen of the twenty-one property owners. There are, however, two property owners where negotiation has reached an impasse. RCW 8.12 gives the City the power of eminent domain to acquire the necessary property rights from these two property owners for this project.

The map below shows the two properties in question:




[Red Box = Subject Parcels, Yellow Star = Property Purchased, Blue Circle = Recently Completed]

Below is the area needed from the Matoy parcels:




City project management and legal staff will be at the Council meeting in order to guide Council through the final action process and answer any questions.

## Fiscal and Policy Implications

This project is included in the 2026 budget.

## Goals and Objectives Relevance

Approval of this meets the goal to "Improve And Maintain Infrastructure Improvements". Approving condemnation is one step in moving this project forward, which will ultimately improve existing transportation infrastructure.

## Options

| Option | Results |
|---|---|
| • Approve Condemnation | City will be able to acquire the necessary property to complete this project. |
| • Reject Condemnation | City will not be able to acquire the necessary property to complete this project. Grant funding for the project will likely need to be paid back. |
| • No Action | Decision will be delayed until more information is provided. |

## Staff Recommendation

Staff recommends that City Council approve condemnation against these property owners. A motion to do so is as follows: "I make a motion to approve Ordinance 2026-02 authorizing for the condemnation of real property interests for the Matoy properties related to the SW Eaton Boulevard project".

## Attachments

| | |
|---|---|
| A. | Ordinance No. 2026-02 |

## Legal Review

| Type of Document | Title of Document | Date Reviewed by Legal Counsel |
|---|---|---|
| • Ordinance | Ordinance No. 2026-02 – An Ordinance Authorizing For The Condemnation Of Real Property Interests Related To The SW Eaton Boulevard Project | Reviewed by the Contract City Attorney on August 31, 2026. |

**ORDINANCE NO. 2026-02**

AN ORDINANCE OF THE CITY OF BATTLE GROUND, WASHINGTON DECLARING THE ACQUISITION OF INTERESTS IN LAND FOR THE PURPOSE OF CONSTRUCTING THE SW EATON BOULEVARD SR-503 TO SW 20$^{TH}$ AVENUE PROJECT WITHIN THE CITY OF BATTLE GROUND AS NECESSARY FOR THE PUBLIC USE; AUTHORIZING THE EXERCISE OF THE CITY'S POWERS OF EMINENT DOMAIN FOR THE CONDEMNATION, APPROPRIATION, AND TAKING OF LAND AND PROPERTY RIGHTS NECESSARY THEREFORE; PROVIDING FOR FUNDING THEREOF; AND DIRECTING THE INITIATION OF EMINENT DOMAIN PROCEEDINGS IN THE MANNER PROVIDED FOR BY LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS,** the City of Battle Ground's ("City") Transportation System Plan Update (2015-2025), dated June 2015, identified that by 2035, the intersections of SR 503 at SW Eaton Boulevard and SW 20th Avenue at SW Eaton Boulevard would be in concurrency failure; and

**WHEREAS,** the City Council held a public hearing on June 18, 2018, after due notice of the time and place being given by publication and posting, to consider adopting the "Six Year Transportation Improvement Plan 2019 to 2024"; and

**WHEREAS,** on June 10, 2019, the City Council passed Resolution 18-04, adopting the Six Year Transportation Plan 2019 to 2024, which included therein the SW Eaton Boulevard SR-503 to SW 20th Avenue Project (hereafter the "Project"); and

**WHEREAS,** the Project has been included in all subsequently adopted Six Year Transportation Plans; and

**WHEREAS,** a traffic study conducted in 2021 identified that by 2040, without improvements, the intersections of SR 503 at Eaton Boulevard and SW 20th Avenue at Eaton Boulevard would be in concurrency failure; and

**WHEREAS,** SW Eaton Boulevard is a narrow two-lane road with no bike lanes or sidewalks and no shoulder for the majority of the section of SW Eaton Boulevard from SR 503 to SW 20th Avenue; and

**WHEREAS,** there have been several accidents along the section of SW Eaton Boulevard from SR 503 to SW 20th Avenue due to the lack of shoulders and deep ditches along the roadway; and

**WHEREAS,** the City has identified necessary improvements to fix the concurrency issues at the intersections of SR 503 and SW Eaton Boulevard and SW 20th Avenue and SW Eaton Boulevard, including: (1) reconstructing SW Eaton Boulevard between SR 503 and SW 20th Avenue to a three-lane section, including bike lanes and sidewalks which will be separated from the roadway by a planter strip; (2) addition of a signal at the intersection of SW Eaton

Boulevard and SW 20th Avenue; and (3) addition of an eastbound right turn lane, second westbound left turn lane, and second southbound left turn lane at the intersection of SR 503 and SW Eaton Boulevard; and

**WHEREAS,** the City Council finds that the public health, safety, necessity, and convenience demand that the Project be undertaken at this time, and that in order to carry out the Project it is necessary at this time for the City to acquire the land, property, and property interests described herein; and

**WHEREAS,** the City Council finds and declares it necessary and in the best interest of the public that the land and real property interests described herein be condemned, appropriated, and taken for public use, subject to the making or paying of just compensation to the owners thereof in the manner provided by law; and

**WHEREAS,** notice of the planned final action set forth herein was duly provided and published in accordance with RCW 8.12.005 and RCW 8.25.290;

**NOW THEREFORE,** the City Council of the City of Battle Ground, Washington, does ordain as follows:

**Section 1.** Declaration of Public Use and Necessity. Acquisition of the lands and property rights legally described in Exhibit 1 and generally depicted in Exhibit C of Exhibit 1 to this Ordinance and incorporated herein, within the City of Battle Ground, Washington, is necessary for the public use and purpose of construction of the SW Eaton Blvd SR-503 to SW 20th Avenue Project and related improvements ("Project"), subject to making or paying just compensation thereof, and allowing for consideration of setoff by the amount of special benefit accruing to the remainder portion of the property, in the manner provided by law.

**Section 2.** Authorization to Exercise Power of Eminent Domain. The City Manager or their designee is authorized and directed to begin and prosecute legal proceedings in the manner provided by the law to purchase, condemn, take, appropriate, and otherwise acquire the lands and other property rights and privileges necessary to carry out the purposes of this ordinance. In doing so, the City Manager or their designees are authorized to adjust the extent of the property and property interests taken or acquired to facilitate implementation of this ordinance, provided that such adjustment shall not be inconsistent with the Project. Nothing in this ordinance limits the City in its identification and acquisition of property and property interests or rights necessary for these purposes. The City Manager or their designees are further authorized to approve and enter into any and all such agreements, stipulations, and orders necessary to carry out the provisions of this ordinance.

**Section 3**. Funding. Compensation to be paid to the owners of the affected property identified in Section 1 of this ordinance, and costs and expenses to acquire said property rights, shall be paid for from the general funds or traffic impact fees of the City.

**Section 4.** Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 5.** Corrections. Upon the approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**Section 6.** Effective Date. This ordinance shall be in full force and effect thirty (30) days after final passage by the City and publication.

ADOPTED IN AN OPEN MEETING OF THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON THIS 21ST DAY OF SEPTEMBER, 2026.

_____
Eric Overholser, Mayor

Attested to by:

_____
Elizabeth Halili, City Clerk

Approved as to form:

_____
Hillary Evans, Contract City Attorney

# EXHIBIT 1

## DESCRIPTION OF REAL PROPERTY AND REAL PROPERTY INTERESTS TO BE ACQUIRED FROM PHILLIP MATOY AND CELESTE MATOY

**Reference Parcel 192406000; Right-of-Way Acquisition**

**Reference Parcel 192406000; Temporary Construction Easement**

**Reference Parcel 192363000; Right-of-Way Acquisition**

**Reference Parcel 192363000; Temporary Construction Easement**

**Legal descriptions attached.**

MacKay Sposito

17499-ACQ_11
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# LEGAL DESCRIPTION
## RIGHT-OF-WAY ACQUISITION
## PARCEL #192406000
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN STATUTORY WARRANTY DEED TO PHILLIP D. & CELESTE D. MATOY, RECORDED UNDER AUDITOR'S FILE NO. 9306230391, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY LINE OF SAID PARCEL, SAID POINT BEING 35.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 78+18.35, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 35.00 FEET LEFT OF CC STATION 79+65.62 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD.

CONTAINS 2,209 SQUARE FEET, MORE OR LESS.




11/26/2025

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

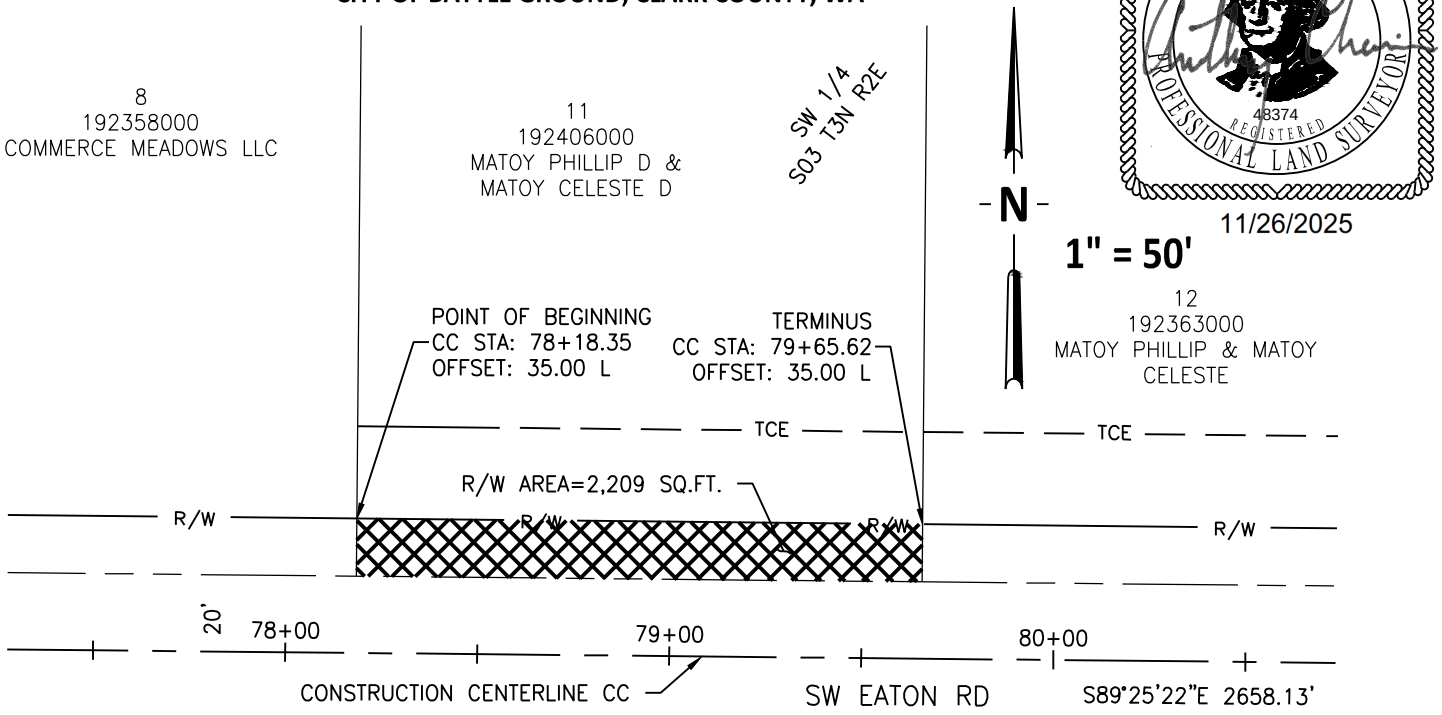
BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




11/26/2025

# EXHIBIT "C"
## SKETCH TO ACCOMPANY LEGAL DESCRIPTION
## FOR RIGHT-OF-WAY ACQUISITION
## PARCEL #192406000
### CITY OF BATTLE GROUND, CLARK COUNTY, WA




ANTHONY D. CHENIER
STATE OF WASHINGTON
48374
REGISTERED
PROFESSIONAL LAND SURVEYOR

11/26/2025


MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

17499-TCE_11
11/26/2025
GAH

# LEGAL DESCRIPTION
## TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192406000
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN STATUTORY WARRANTY DEED TO PHILLIP D. & CELESTE D. MATOY, RECORDED UNDER AUDITOR'S FILE NO. 9306230391, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY LINE OF SAID PARCEL, SAID POINT BEING 59.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 78+18.31, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 59.00 FEET LEFT OF CC STATION 79+65.59 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD.

CONTAINS 3,535 SQUARE FEET, MORE OR LESS.




11/26/2025

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

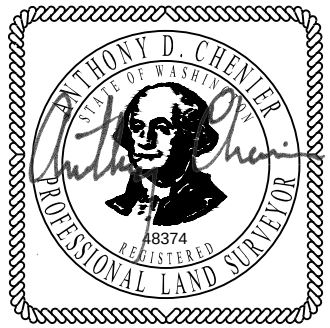
BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

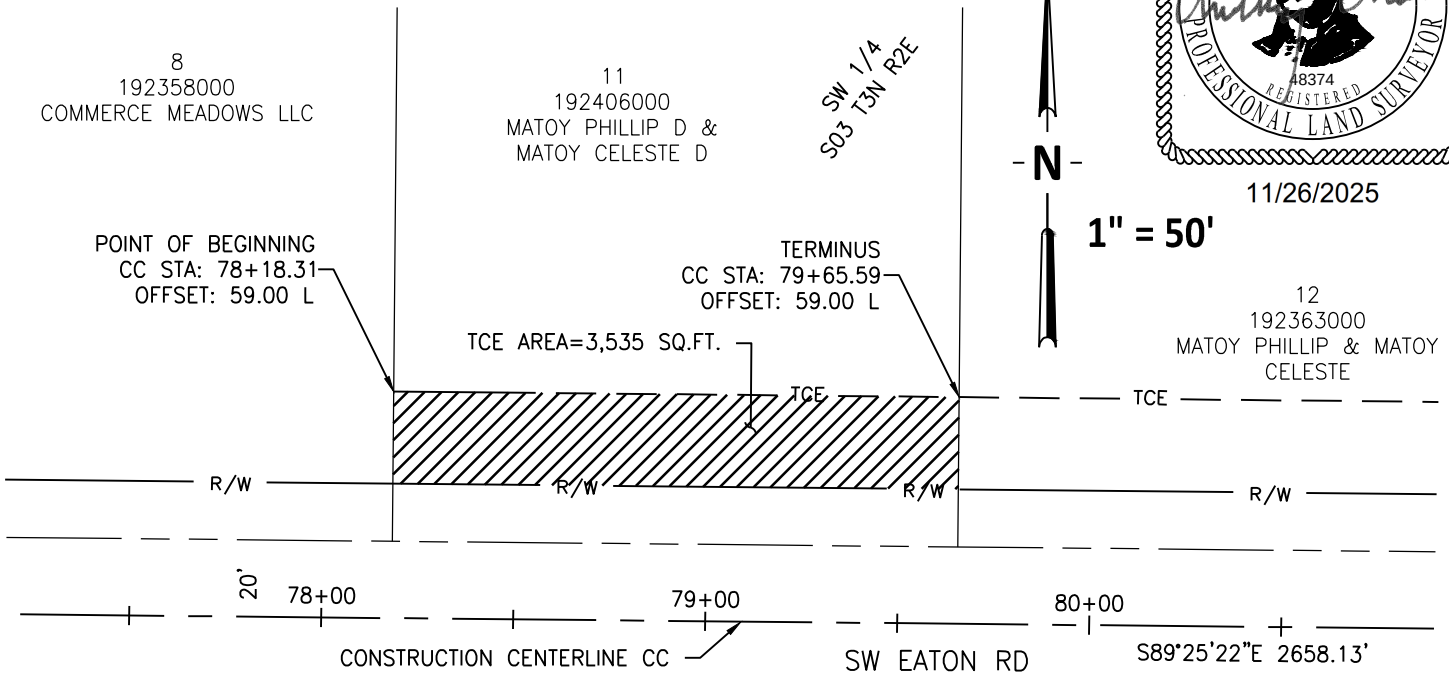



11/26/2025

# EXHIBIT "C"
# SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR TEMPORARY CONSTRUCTION EASEMENT
# PARCEL #192406000
## CITY OF BATTLE GROUND, CLARK COUNTY, WA




11/26/2025




MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

17499-ACQ_12
11/26/2025
GAH

LEGAL DESCRIPTION
RIGHT-OF-WAY ACQUISITION
PARCEL #192363000
CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN STATUTORY WARRANTY DEED TO PHILLIP D. & CELESTE D. MATOY, RECORDED UNDER AUDITOR'S FILE NO. 9305100236, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY LINE OF SAID PARCEL, SAID POINT BEING 35.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 79+65.62, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 35.00 FEET LEFT OF CC STATION 82+97.89 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD.

CONTAINS 4,984 SQUARE FEET, MORE OR LESS.




11/26/2025

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




11/26/2025

# EXHIBIT "C"

## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR RIGHT-OF-WAY ACQUISITION PARCEL #192363000

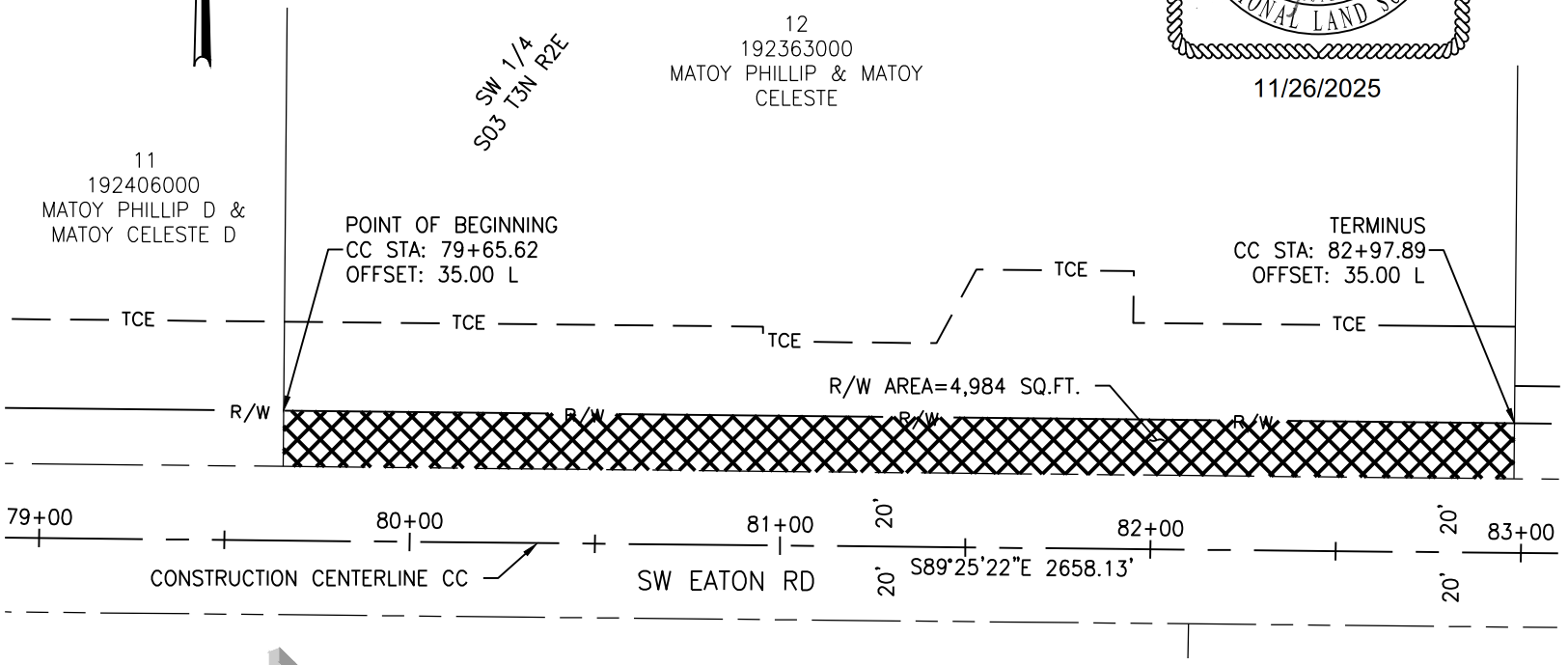
**CITY OF BATTLE GROUND, CLARK COUNTY, WA**

N

1" = 50'




11/26/2025





MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

17499-TCE_12
11/26/2025
GAH

# LEGAL DESCRIPTION
## TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192363000
## CITY OF BATTLEGROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN STATUTORY WARRANTY DEED TO PHILLIP D. & CELESTE D. MATOY, RECORDED UNDER AUDITOR'S FILE NO. 9305100236, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY LINE OF SAID PARCEL, SAID POINT BEING 59.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 79+65.59, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT LYING 59.00 FEET LEFT OF CC STATION 80+94.81;

THENCE SOUTHERLY TO A POINT LYING 55.00 FEET LEFT OF CC STATION 80+94.81;

THENCE EASTERLY TO A POINT LYING 55.00 FEET LEFT OF CC STATION 81+41.71;

THENCE NORTHEASTERLY TO A POINT LYING 75.00 FEET LEFT OF CC STATION 81+52.22;

THENCE EASTERLY TO A POINT LYING 75.00 FEET LEFT OF CC STATION 81+94.76;

THENCE SOUTHERLY TO A POINT LYING 61.00 FEET LEFT OF CC STATION 81+94.76;

THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 61.00 FEET LEFT OF CC STATION 82+97.87 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD.

CONTAINS 8,737 SQUARE FEET, MORE OR LESS.




11/26/2025

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




11/26/2025

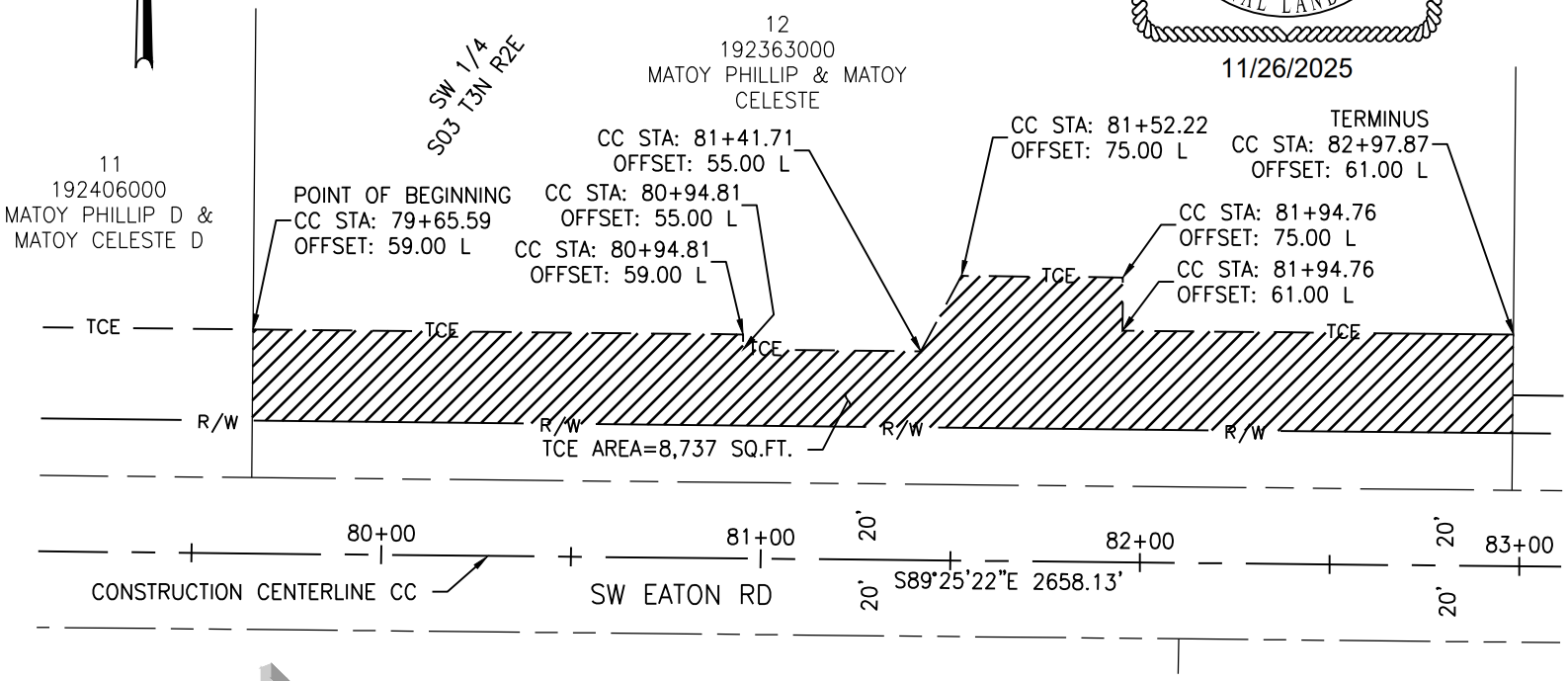
# EXHIBIT "C"
## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192363000
**CITY OF BATTLE GROUND, CLARK COUNTY, WA**

N

1" = 50'




11/26/2025




MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | Rob Ferrier, Interim City Manager |
| | City Council |
| From: | Mark Herceg, Public Works Director |
| Date: | September 21, 2026 |
| Proceeding Type: | Presentation/Motion |
| Subject: | SW Eaton Boulevard Improvements – ROW Final Action – Peru |

| **Legislative History:** | |
|---|---|
| • Admin: | April 1, 2024 |
| • Presentation: | August 3, 2026 |
| • Presentation/Motion: | September 21, 2026 |

**Staff Report Summary**

The City Council will consider authorizing condemnation against the owners of property along the SW Eaton Boulevard Improvements project.

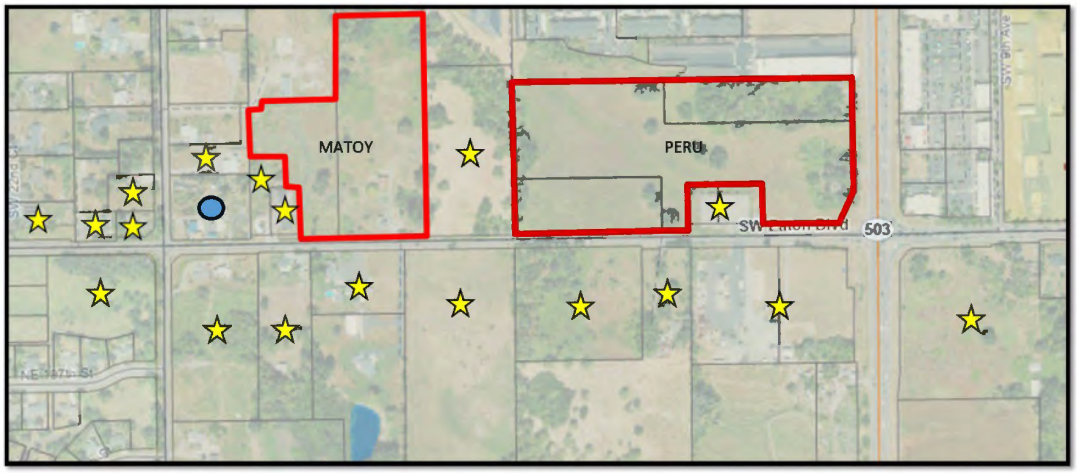
**Background**

The City has been working on the SW Eaton Boulevard Improvements project for a number of years. Most recently, the City has been working to purchase the right-of-way and easements that will be necessary to construct the project. Through the design process it was determined that right-of-way and easements would be necessary from twenty-one separate property owners. Per RCW 35A.11.020 the City Council has the authority to approve acquisition of property.

As discussed during the Admin portion of the April 1, 2024 Council Meeting, City staff would negotiate within the limits of City Policy to acquire said properties.

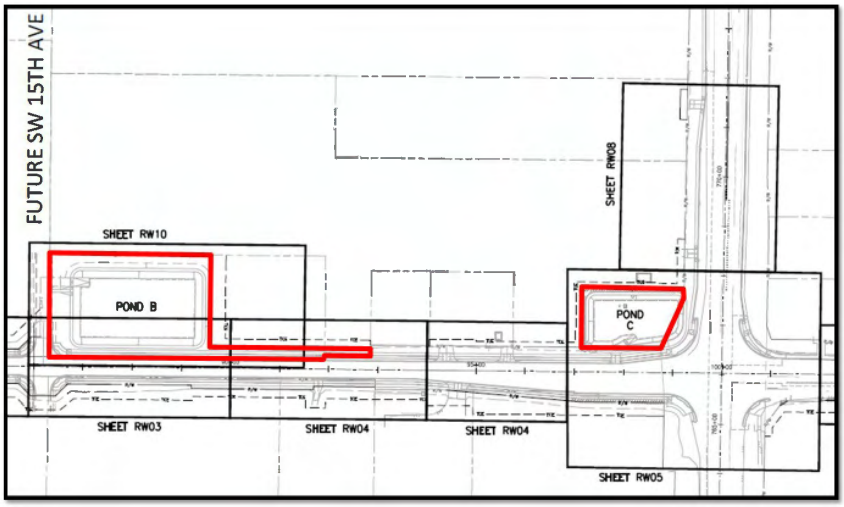
The City has currently purchased the necessary property rights from nineteen of the twenty-one property owners. There are, however, two property owners where negotiation has reached an impasse. RCW 8.12 gives the City the power of eminent domain to acquire the necessary property rights from these two property owners for this project.

The map below shows the two properties in question:




[Red Box = Subject Parcels, Yellow Star = Property Purchased, Blue Circle = Recently Completed]

Below is the area needed from the Peru parcels:




City project management and legal staff will be at the Council meeting in order to guide Council through the final action process and answer any questions.

## Fiscal and Policy Implications

This project is included in the 2026 budget.

## Goals and Objectives Relevance

Approval of this meets the goal to "Improve And Maintain Infrastructure Improvements". Approving condemnation is one step in moving this project forward, which will ultimately improve existing transportation infrastructure.

## Options

| Option | Results |
|---|---|
| • Approve Condemnation | City will be able to acquire the necessary property to complete this project. |
| • Reject Condemnation | City will not be able to acquire the necessary property to complete this project. Grant funding for the project will likely need to be paid back. |
| • No Action | Decision will be delayed until more information is provided. |

## Staff Recommendation

Staff recommends that City Council approve condemnation against these two property owners. A motion to do so is as follows: "I make a motion to approve Ordinance 2026-14 authorizing for the condemnation of real property interests for the Peru properties related to the SW Eaton Boulevard project".

## Attachments

| | |
|---|---|
| A. | Ordinance No. 2026-14 |

## Legal Review

| Type of Document | Title of Document | Date Reviewed by Legal Counsel |
|---|---|---|
| • Ordinance | Ordinance No. 2026-14 – An Ordinance Authorizing For The Condemnation Of Real Property Interests Related To The SW Eaton Boulevard Project | Reviewed by the Contract City Attorney on August 31, 2026. |

**ORDINANCE NO. 2026-14**

AN ORDINANCE OF THE CITY OF BATTLE GROUND, WASHINGTON DECLARING THE ACQUISITION OF INTERESTS IN LAND FOR THE PURPOSE OF CONSTRUCTING THE SW EATON BOULEVARD SR-503 TO SW 20$^{TH}$ AVENUE PROJECT WITHIN THE CITY OF BATTLE GROUND AS NECESSARY FOR THE PUBLIC USE; AUTHORIZING THE EXERCISE OF THE CITY'S POWERS OF EMINENT DOMAIN FOR THE CONDEMNATION, APPROPRIATION, AND TAKING OF LAND AND PROPERTY RIGHTS NECESSARY THEREFORE; PROVIDING FOR FUNDING THEREOF; AND DIRECTING THE INITIATION OF EMINENT DOMAIN PROCEEDINGS IN THE MANNER PROVIDED FOR BY LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS,** the City of Battle Ground's ("City") Transportation System Plan Update (2015-2025), dated June 2015, identified that by 2035, the intersections of SR 503 at SW Eaton Boulevard and SW 20th Avenue at SW Eaton Boulevard would be in concurrency failure; and

**WHEREAS,** the City Council held a public hearing on June 18, 2018, after due notice of the time and place being given by publication and posting, to consider adopting the "Six Year Transportation Improvement Plan 2019 to 2024"; and

**WHEREAS,** on June 10, 2019, the City Council passed Resolution 18-04, adopting the Six Year Transportation Plan 2019 to 2024, which included therein the SW Eaton Boulevard SR-503 to SW 20th Avenue Project (hereafter the "Project"); and

**WHEREAS,** the Project has been included in all subsequently adopted Six Year Transportation Plans; and

**WHEREAS,** a traffic study conducted in 2021 identified that by 2040, without improvements, the intersections of SR 503 at Eaton Boulevard and SW 20th Avenue at Eaton Boulevard would be in concurrency failure; and

**WHEREAS,** SW Eaton Boulevard is a narrow two-lane road with no bike lanes or sidewalks and no shoulder for the majority of the section of SW Eaton Boulevard from SR 503 to SW 20th Avenue; and

**WHEREAS,** there have been several accidents along the section of SW Eaton Boulevard from SR 503 to SW 20th Avenue due to the lack of shoulders and deep ditches along the roadway; and

**WHEREAS,** the City has identified necessary improvements to fix the concurrency issues at the intersections of SR 503 and SW Eaton Boulevard and SW 20th Avenue and SW Eaton Boulevard, including: (1) reconstructing SW Eaton Boulevard between SR 503 and SW 20th Avenue to a three-lane section, including bike lanes and sidewalks which will be separated from the roadway by a planter strip; (2) addition of a signal at the intersection of SW Eaton

Boulevard and SW 20th Avenue; and (3) addition of an eastbound right turn lane, second westbound left turn lane, and second southbound left turn lane at the intersection of SR 503 and SW Eaton Boulevard; and

**WHEREAS,** the City Council finds that the public health, safety, necessity, and convenience demand that the Project be undertaken at this time, and that in order to carry out the Project it is necessary at this time for the City to acquire the land, property, and property interests described herein; and

**WHEREAS,** the City Council finds and declares it necessary and in the best interest of the public that the land and real property interests described herein be condemned, appropriated, and taken for public use, subject to the making or paying of just compensation to the owners thereof in the manner provided by law; and

**WHEREAS,** notice of the planned final action set forth herein was duly provided and published in accordance with RCW 8.12.005 and RCW 8.25.290;

**NOW THEREFORE,** the City Council of the City of Battle Ground, Washington, does ordain as follows:

**Section 1.** Declaration of Public Use and Necessity. Acquisition of the lands and property rights legally described in Exhibit 1 and generally depicted in Exhibit C of Exhibit 1 to this Ordinance and incorporated herein, within the City of Battle Ground, Washington, is necessary for the public use and purpose of construction of the SW Eaton Blvd SR-503 to SW 20th Avenue Project and related improvements ("Project"), subject to making or paying just compensation thereof, and allowing for consideration of setoff by the amount of special benefit accruing to the remainder portion of the property, in the manner provided by law.

**Section 2.** Authorization to Exercise Power of Eminent Domain. The City Manager or their designee is authorized and directed to begin and prosecute legal proceedings in the manner provided by the law to purchase, condemn, take, appropriate, and otherwise acquire the lands and other property rights and privileges necessary to carry out the purposes of this ordinance. In doing so, the City Manager or their designees are authorized to adjust the extent of the property and property interests taken or acquired to facilitate implementation of this ordinance, provided that such adjustment shall not be inconsistent with the Project. Nothing in this ordinance limits the City in its identification and acquisition of property and property interests or rights necessary for these purposes. The City Manager or their designees are further authorized to approve and enter into any and all such agreements, stipulations, and orders necessary to carry out the provisions of this ordinance.

**Section 3**. Funding. Compensation to be paid to the owners of the affected property identified in Section 1 of this ordinance, and costs and expenses to acquire said property rights, shall be paid for from the general funds or traffic impact fees of the City.

**Section 4.** Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 5.** Corrections. Upon the approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**Section 6.** Effective Date. This ordinance shall be in full force and effect thirty (30) days after final passage by the City and publication.

ADOPTED IN AN OPEN MEETING OF THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON THIS 21ST DAY OF SEPTEMBER, 2026.

_____
Eric Overholser, Mayor

Attested to by:

_____
Elizabeth Halili, City Clerk

Approved as to form:

_____
Hillary Evans, Contract City Attorney

# EXHIBIT 1

## DESCRIPTION OF REAL PROPERTY AND REAL PROPERTY INTERESTS TO BE ACQUIRED FROM SHELLEY PERU AND RAYNA PERU

**Reference Parcel 192385000; Right-of-Way Acquisition**

**Reference Parcel 192385000; Temporary Construction Easement**

**Reference Parcel 192366000; Right-of-Way Acquisition**

**Reference Parcel 192366000; Temporary Construction Easement**

**Reference Parcel 192378000; Temporary Construction Easement**

**Legal descriptions attached.**

MacKay Sposito

17499LD1_DED-16
07/07/2026
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# LEGAL DESCRIPTION
## RIGHT-OF-WAY ACQUISITION
## PARCEL #192385000
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL BEQUEATHED TO SHELLEY PERU AND RAYNA PERU BY THE LAST WILL AND TESTAMENT OF NELLIE J. JUNOR, RECORDED UNDER CAUSE NO. 91-400236-4, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT AT THE NORTHWEST CORNER OF SAID PARCEL, SAID POINT BEING 228.75 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 86+30.10, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT “B”, ATTACHED;

THENCE EASTERLY ALONG THE NORTH LINE OF SAID PARCEL TO A POINT LYING 228.76 FEET LEFT OF CC STATION 89+59.10;

THENCE SOUTHERLY TO A POINT LYING 43.00 FEET LEFT OF CC STATION 89+59.10;

THENCE EASTERLY TO A POINT LYING ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 43.00 FEET LEFT OF CC STATION 91+91.97 AND THE TERMINUS.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD.

CONTAINS 74,016 SQUARE FEET, MORE OR LESS.




07/07/2026

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

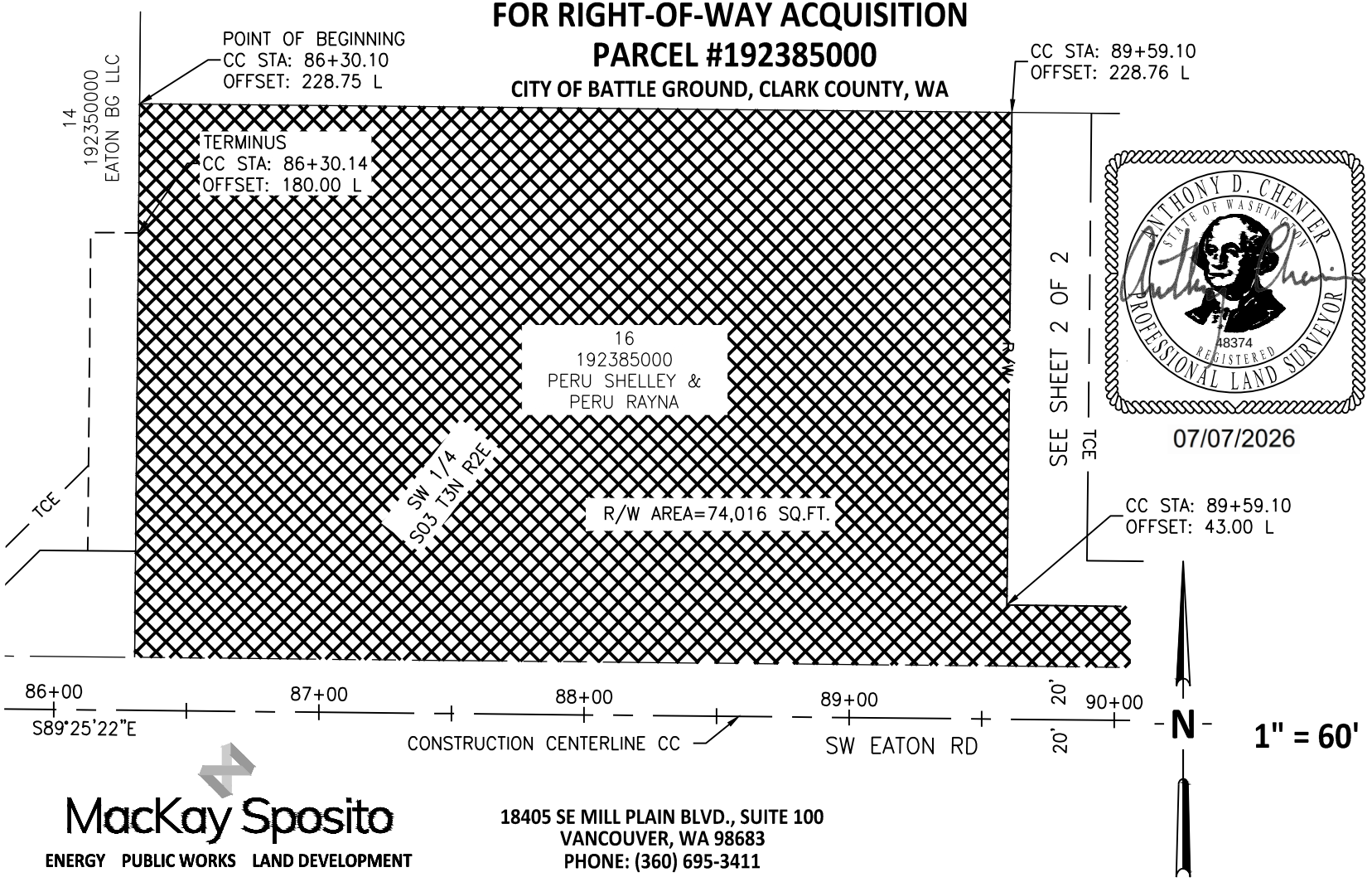



07/07/2026

# EXHIBIT "C"

## SKETCH TO ACCOMPANY LEGAL DESCRIPTION
## FOR RIGHT-OF-WAY ACQUISITION
## PARCEL #192385000

**CITY OF BATTLE GROUND, CLARK COUNTY, WA**




1" = 60'

ANTHONY D. CHENIER
STATE OF WASHINGTON
18374
REGISTERED
PROFESSIONAL LAND SURVEYOR

07/07/2026


MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

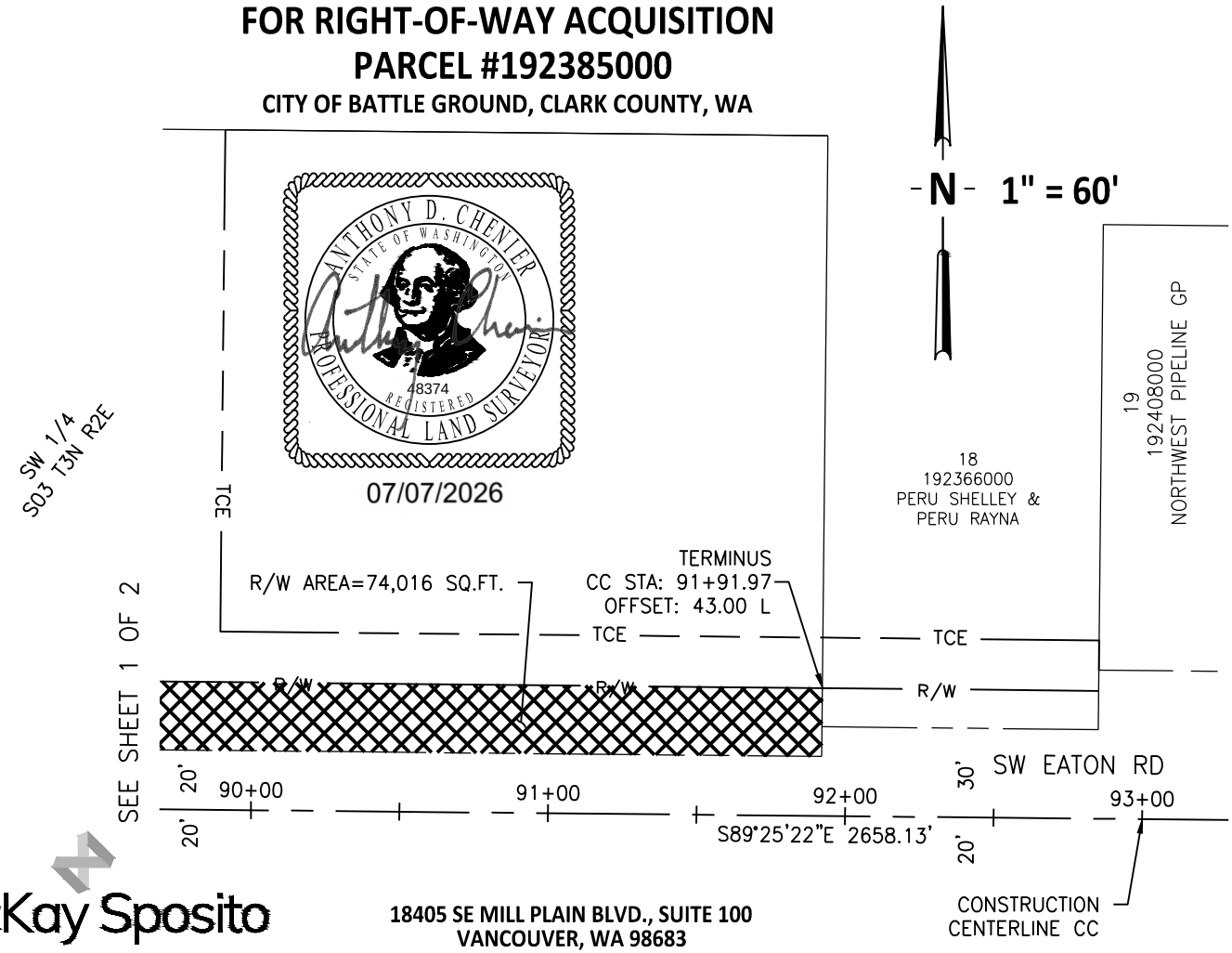
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

# EXHIBIT "C"

## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR RIGHT-OF-WAY ACQUISITION PARCEL #192385000

CITY OF BATTLE GROUND, CLARK COUNTY, WA





MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

17499LD1_TCE-16
07/07/2026
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# LEGAL DESCRIPTION
## TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192385000
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL BEQUEATHED TO SHELLEY PERU AND RAYNA PERU BY THE LAST WILL AND TESTAMENT OF NELLIE J. JUNOR, RECORDED UNDER CAUSE NO. 91-400236-4, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY LINE OF SAID PARCEL, SAID POINT BEING 228.76 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 89+59.10, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT “B”, ATTACHED;

THENCE EASTERLY ALONG SAID NORTHERLY LINE TO A POINT LYING 228.76 FEET LEFT OF CC STATION 89+89.10;

THENCE SOUTHERLY TO A POINT LYING 60.00 FEET LEFT OF CC STATION 89+89.10;

THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF SAID PARCEL, SAID POINT BEING 60.00 FEET LEFT OF CC STATION 91+91.96;

THENCE SOUTHERLY ALONG SAID EASTERLY LINE TO A POINT LYING 43.00 FEET LEFT OF CC STATION 91+91.97;

THENCE WESTERLY TO A POINT LYING 43.00 FEET LEFT OF CC STATION 89+59.10;

THENCE NORTHERLY TO THE POINT OF BEGINNING.

CONTAINS 9,022 SQUARE FEET, MORE OR LESS.




07/07/2026

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

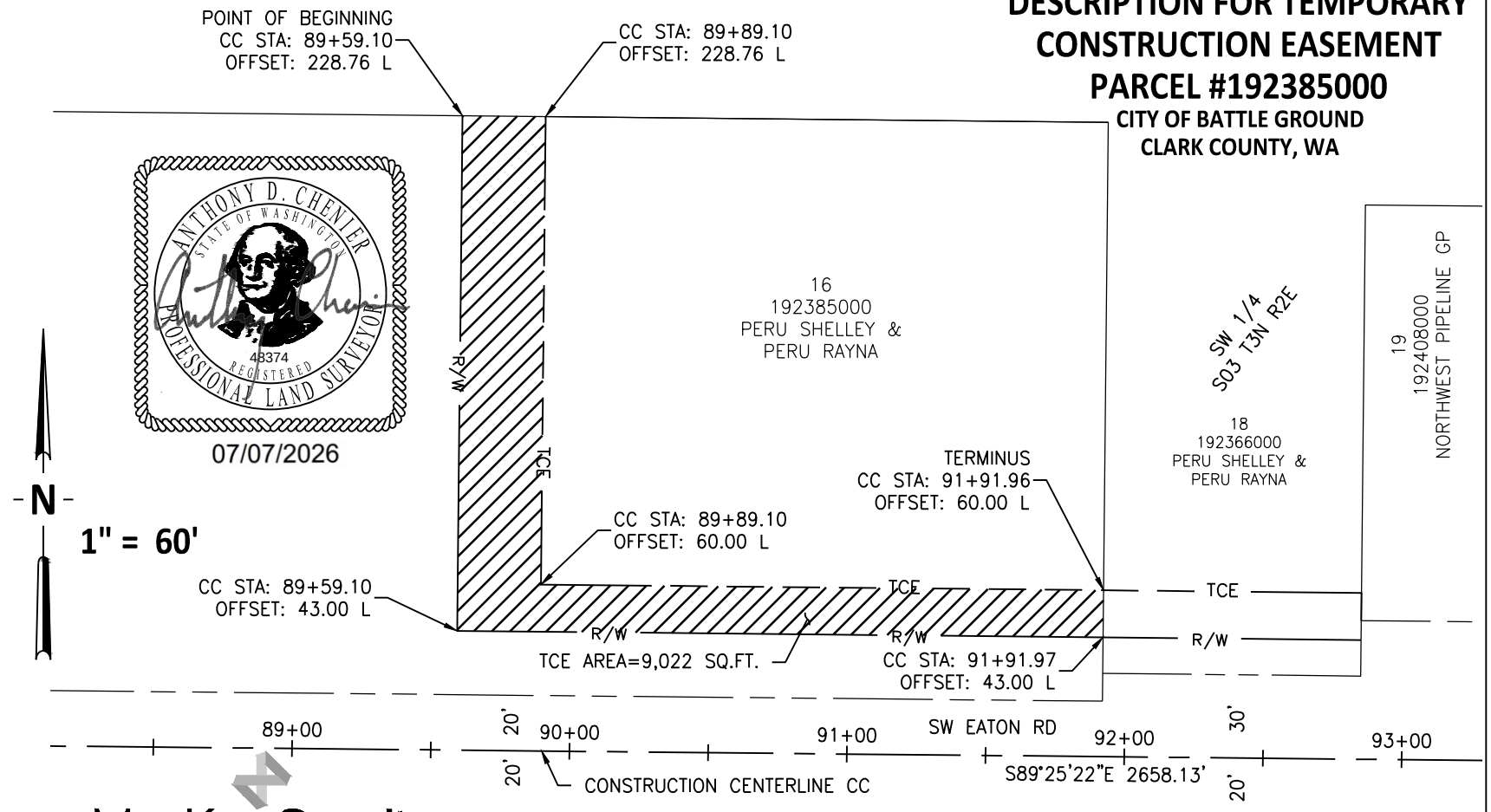
BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




07/07/2026

# EXHIBIT "C"
## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192385000
**CITY OF BATTLE GROUND**
**CLARK COUNTY, WA**





MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

17499LD1_DED-18
07/07/2026
GAH

# LEGAL DESCRIPTION
## RIGHT-OF-WAY ACQUISITION
## PARCEL #192366000
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN QUITCLAIM DEED TO SHELLEY AND RAYNA PERU, RECORDED UNDER AUDITOR'S FILE NO. 3665632, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT LYING 43.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 91+91.97, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT LYING 43.00 FEET LEFT OF CC STATION 92+84.91 AND THE TERMINUS THEREOF.

TOGETHER WITH
A PORTION OF SAID PARCEL LYING SOUTHERLY AND EASTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT LYING 50.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 97+15.00, WHEN MEASURED AT RIGHT ANGLES TO THE CENTERLINE OF SW EATON ROAD, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE NORTHERLY TO A POINT LYING 170.08 FEET LEFT OF CC STATION 97+15.00;

THENCE EASTERLY TO A POINT LYING ON THE WESTERLY RIGHT-OF-WAY LINE OF SR 503 (NE 122ND AVENUE), SAID POINT LYING 80.54 FEET LEFT OF THE CONSTRUCTION CENTERLINE SR503 STATION 767+70.13, AS DESCRIBED IN EXHIBIT "B", ATTACHED AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD AND SR 503 (NE 122ND AVENUE).
CONTAINS 23,420 SQUARE FEET, MORE OR LESS.




07/07/2026

MacKay Sposito

17499LD1_CENTERLINES
07/07/2026
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

SE EATON ROAD CONSTRUCTION CENTERLINE CC
CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

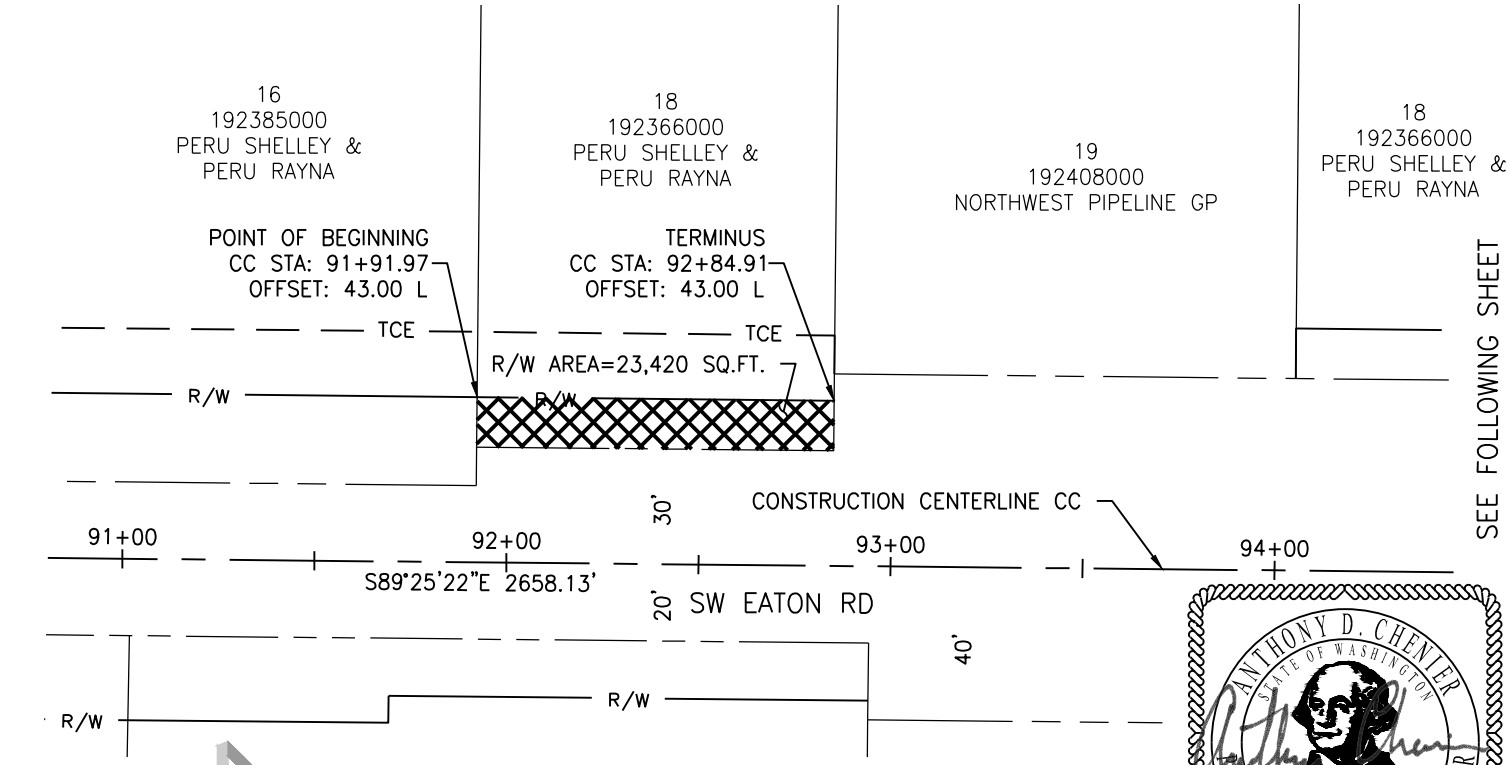
THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




07/07/2026

# EXHIBIT "C"
## SKETCH TO ACCOMPANY LEGAL DESCRIPTION
## FOR RIGHT-OF-WAY ACQUISITION
## PARCEL #192366000
**CITY OF BATTLE GROUND, CLARK COUNTY, WA**

N 1" = 50'





MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411


ANTHONY D. CHENIER
STATE OF WASHINGTON
48374
REGISTERED
PROFESSIONAL LAND SURVEYOR

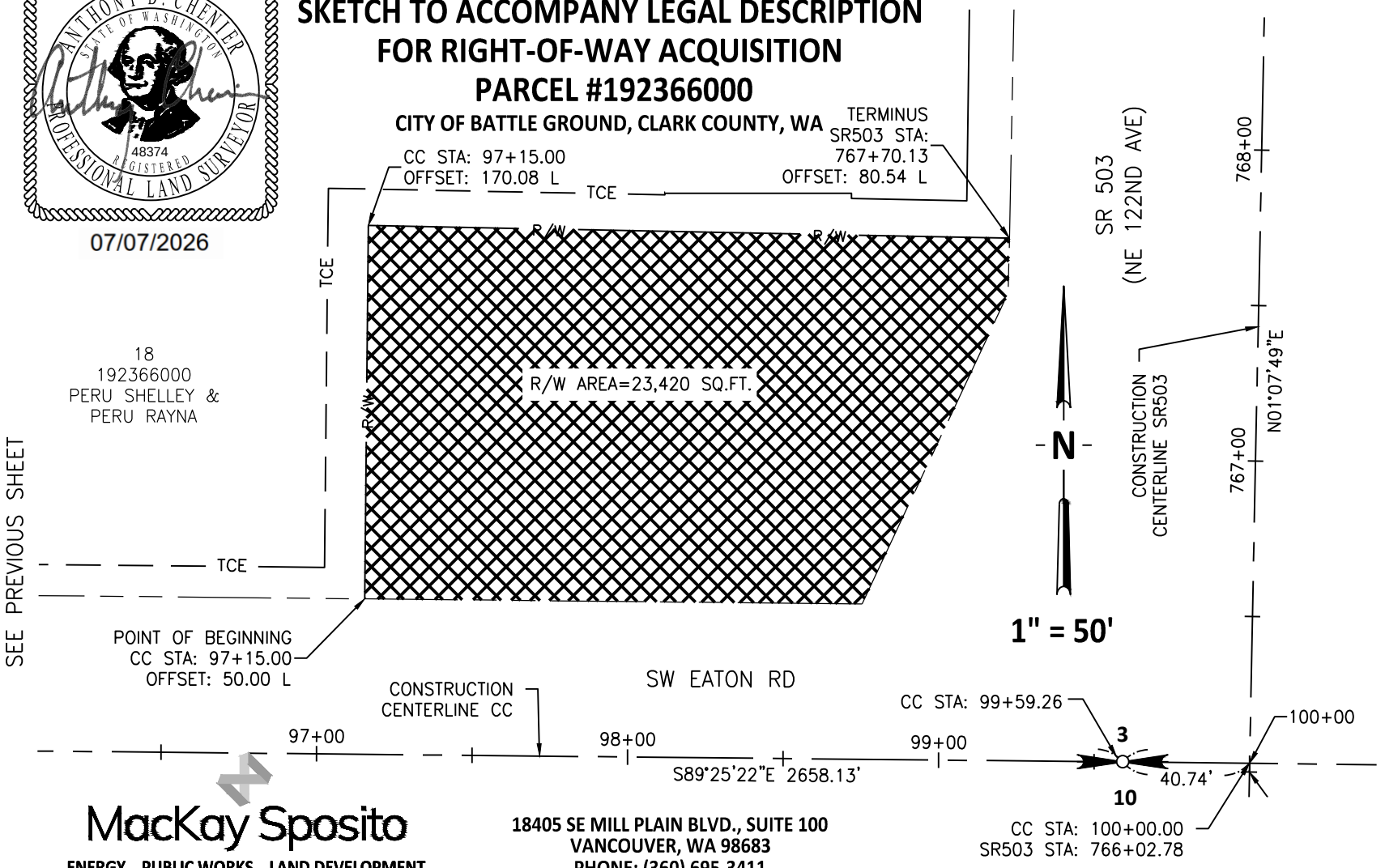
07/07/2026

# EXHIBIT "C"

## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR RIGHT-OF-WAY ACQUISITION PARCEL #192366000

**CITY OF BATTLE GROUND, CLARK COUNTY, WA**

ANTHONY D. CHENIER
STATE OF WASHINGTON
48374
REGISTERED
PROFESSIONAL LAND SURVEYOR
07/07/2026





MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

MacKay Sposito

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

17499LD1_TCE-18
07/07/2026
GAH

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
PARCEL #192366000
CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN QUITCLAIM DEED TO SHELLEY AND RAYNA PERU, RECORDED UNDER AUDITOR'S FILE NO. 3665632, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY LINE OF SAID PARCEL, SAID POINT BEING 60.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 91+91.96 WHEN MEASURED AT RIGHT ANGLES TO, SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT ON THE WESTERLY LINE OF THAT PARCEL DESCRIBED IN QUITCLAIM DEED TO NORTHWEST NATURAL GAS COMPANY, RECORDED UNDER AUDITOR'S FILE NO. 3467889, RECORDS OF CLARK COUNTY, WASHINGTON, SAID POINT BEING 60.00 FEET LEFT OF CC STATION 92+84.91 AND THE TERMINUS THEREOF.

TOGETHER WITH
A PORTION OF SAID PARCEL LYING SOUTHERLY AND EASTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE EASTERLY LINE OF THAT PARCEL DESCRIBED IN QUITCLAIM DEED TO NORTHWEST NATURAL GAS COMPANY, RECORDED UNDER AUDITOR'S FILE NO. 3467889, RECORDS OF CLARK COUNTY, WASHINGTON, SAID POINT BEING 60.00 FEET LEFT OF CONSTRUCTION CENTERLINE CC STATION 95+75.02, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT LYING 60.00 FEET LEFT OF CC STATION 97+01.99;

THENCE NORTHERLY TO A POINT LYING 181.93 FEET LEFT OF CC STATION 97+01.99;

THENCE EASTERLY TO A POINT LYING 180.89 FEET LEFT OF CC STATION 98+10.20;

THENCE NORTHERLY TO A POINT LYING 181.43 FEET LEFT OF CC STATION 98+10.20;

THENCE EASTERLY TO A POINT LYING 182.03 FEET LEFT OF CC STATION 98+70.20;

THENCE SOUTHERLY TO A POINT LYING 180.31 FEET LEFT OF CC STATION 98+70.20;

THENCE EASTERLY TO A POINT LYING 179.95 FEET LEFT OF CC STATION 99+07.23;

THENCE NORTHERLY TO A POINT LYING 95.00 FEET LEFT OF CONSTRUCTION CENTERLINE SR503 STATION 768+72.83, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE EASTERLY TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF SR 503 (NE 122ND AVENUE), SAID POINT BEING 80.50 FEET LEFT OF SR 503 STATION 768+72.83 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SW EATON ROAD AND SR 503 (NE 122ND AVENUE).

CONTAINS 8,344 SQUARE FEET, MORE OR LESS.




07/07/2026

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

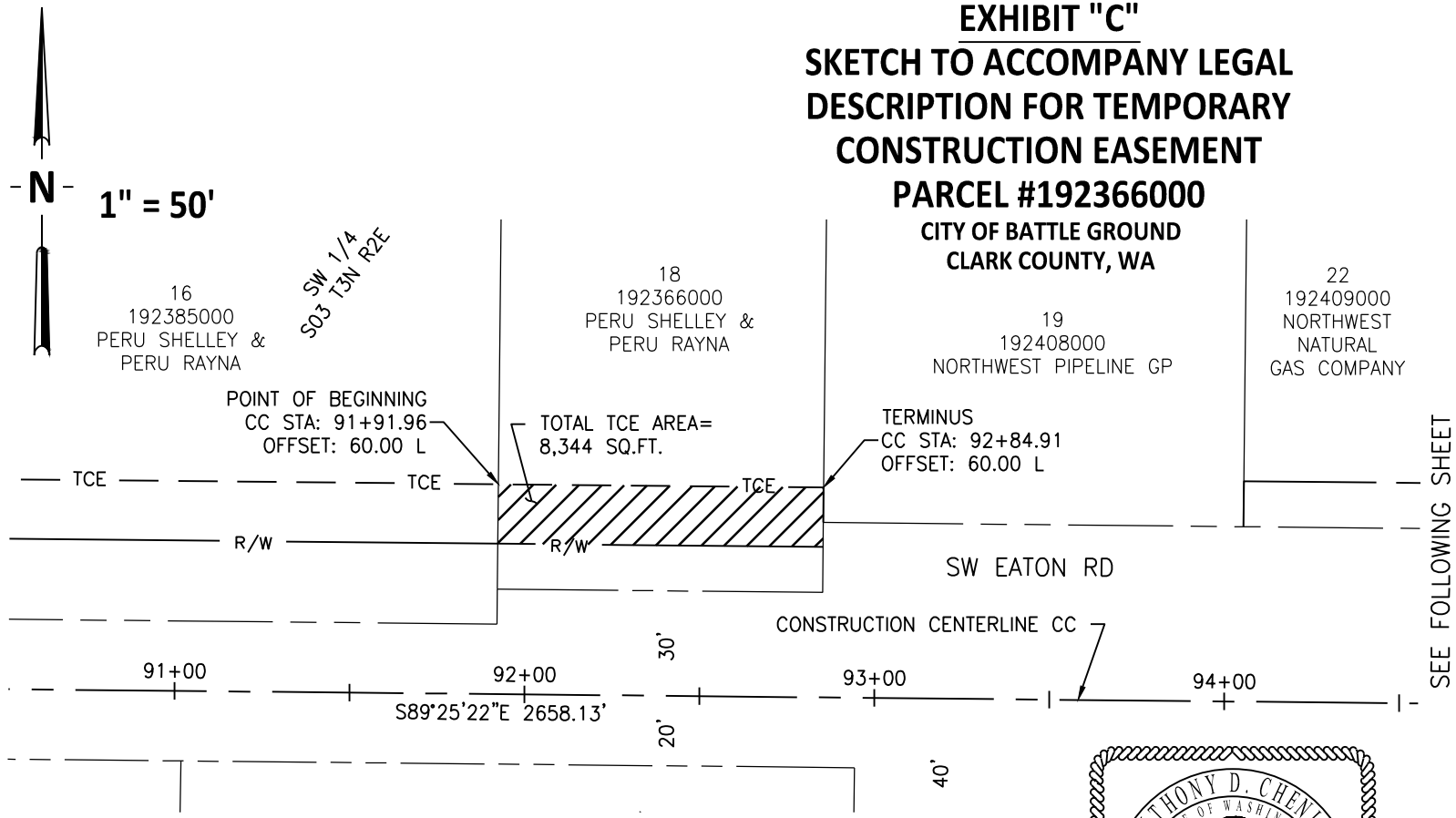
BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




07/07/2026

# EXHIBIT "C"
## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR TEMPORARY CONSTRUCTION EASEMENT
## PARCEL #192366000
**CITY OF BATTLE GROUND**
**CLARK COUNTY, WA**





MacKay Sposito
ENERGY PUBLIC WORKS LAND DEVELOPMENT
www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411


ANTHONY D. CHENIER
STATE OF WASHINGTON
48374
REGISTERED
PROFESSIONAL LAND SURVEYOR

07/07/2026

MacKay Sposito

17499LD1_TCE-37
07/07/2026
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
PARCEL #192378000
CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A PORTION OF THAT CERTAIN PARCEL DESCRIBED IN QUIT CLAIM DEED TO SHELLEY AND RAYNA PERU, RECORDED UNDER AUDITOR'S FILE NO. 5625148, RECORDS OF CLARK COUNTY, WASHINGTON, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING ALL THAT PORTION OF SAID PARCEL LYING EASTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF SR503 (NE 122ND AVENUE), SAID POINT BEING 80.42 FEET LEFT OF CONSTRUCTION CENTERLINE SR503 STATION 771+14.70, WHEN MEASURED AT RIGHT ANGLES TO SAID CONSTRUCTION CENTERLINE, AS DESCRIBED IN EXHIBIT "B", ATTACHED;

THENCE WESTERLY TO A POINT LYING 95.00 FEET LEFT OF SR503 STATION 771+14.70;

THENCE NORTHERLY TO A POINT LYING 95.00 FEET LEFT OF SR503 STATION 771+74.91;

THENCE EASTERLY TO A POINT ON SAID RIGHT-OF-WAY LINE, SAID POINT BEING 80.40 FEET LEFT OF SR503 STATION 771+74.91 AND THE TERMINUS THEREOF.

EXCEPT ANY PORTION THEREOF LYING WITHIN THE EXISTING RIGHT-OF-WAY OF SR 503 (NE 122ND AVENUE).

CONTAINS 879 SQUARE FEET, MORE OR LESS.




07/07/2026

MacKay Sposito

17499LD1_CENTERLINES
11/26/2025
GAH

18405 SE Mill Plain Boulevard, Suite 100, Vancouver, WA 98683
360.695.3411 | www.mackaysposito.com

# EXHIBIT "B"

## ENGINEER'S CENTERLINE DESCRIPTION

## SE EATON ROAD CONSTRUCTION CENTERLINE CC
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKED BY A 2 INCH BRASS DISK IN CONCRETE ON THE NORTH LINE OF SAID SECTION 10 AND THE CENTERLINE OF SE 199TH STREET, SAID POINT BEING AT CONSTRUCTION CENTERLINE CC STATION 68+62.00;

THENCE ALONG SAID NORTH LINE SOUTH 89°23'22" EAST A DISTANCE OF 439.13 FEET TO THE NORTHWEST CORNER OF SAID SECTION, SAID CORNER MARKED BY A 2-1/2 INCH BRASS DISK IN A MONUMENT CASE, AS DESCRIBED IN LAND CORNER RECORD BOOK 3, PAGE 81, RECORDS OF SAID COUNTY, SAID POINT ALSO MARKING THE INTERSECTION OF SE 199TH AVENUE, SW EATON ROAD, NE 112TH AVENUE AND SW 20TH AVENUE, SAID POINT ALSO BEING AT CC STATION 73+01.13;

THENCE ALONG SAID NORTH LINE OF SECTION 10 AND CENTERLINE OF SAID SW EATON ROAD SOUTH 89°25'22" EAST A DISTANCE OF 2658.13 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 10, AS SHOWN ON THAT RECORD OF SURVEY, RECORDED UNDER BOOK 52, PAGE 25, SURVEY RECORDS OF SAID COUNTY, SAID POINT BEING AT CC STA 99+59.26;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 40.74 FEET TO A POINT MARKING THE INTERSECTION OF SW EATON ROAD AND STATE ROUTE 503, SAID POINT BEING AT CC STATION 100+00.00;

THENCE CONTINUING ALONG SAID SECTION LINE AND CENTERLINE SOUTH 89°22'58" EAST A DISTANCE OF 905.00 FEET TO CC STATION 109+05.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## SW 20TH AVENUE CONSTRUCTION CENTERLINE CC 20TH
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE LOCATED IN THE SOUTH HALF OF SECTIONS 3 AND 4 AND THE NORTH HALF OF SECTIONS 9 AND 10 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT SOUTH 00°54'29" WEST OF CC STA:73+01.13, SAID POINT BEING AT CC 20TH STATION 5+50.00;

THENCE NORTH 00°54'29" EAST A DISTANCE OF 450.00 FEET TO CC 20TH STATION 10+00.00 AND CC STA: 73+01.13;

THENCE NORTH 00°28'33" EAST A DISTANCE OF 500.00 FEET TO CC 20TH STATION 15+00.00 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.

## ENGINEER'S CENTERLINE DESCRIPTION
## STATE ROUTE 503 CONSTRUCTION CENTERLINE CC SR 503
## CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON

A CONSTRUCTION CENTERLINE, LOCATED IN THE SOUTH HALF OF SECTION 3 OF TOWNSHIP 3 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN IN THE CITY OF BATTLE GROUND, CLARK COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CC STATION 100+00.00, SAID POINT BEING AT SR503 STATION 766+02.78;

THENCE NORTHERLY FROM SAID POINT NORTH 01°07'49" EAST A DISTANCE OF 500.00 FEET TO CC SR503 STATION 771+02.78 AND THE TERMINUS OF SAID CONSTRUCTION CENTERLINE.




07/07/2026

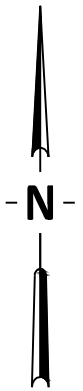
# EXHIBIT "C"

## SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR TEMPORARY CONSTRUCTION EASEMENT PARCEL #192378000

**CITY OF BATTLE GROUND, CLARK COUNTY, WA**




07/07/2026




1" = 50'

SW 1/4
S3 T3N R2E

37
192378000
PERU SHELLEY J &
PERU RAYNA O

18
192366000
PERU SHELLEY & PERU RAYNA

SR503 STA:
771+74.91
OFFSET: 95.00 L

TCE

R/W AREA=879 SQ.FT.

SR503 STA:
771+14.70
OFFSET: 95.00 L

POINT OF BEGINNING
SR503 STA:
771+14.70
OFFSET: 80.42 L

TERMINUS
SR503 STA:
771+74.91
OFFSET: 80.40 L

SR 503
(NE 122ND AVE)

CONSTRUCTION CENTERLINE SR503

772+00

N01°07'49"E

771+00

770+00

CC STA
100+00.00
SR503 STA:
766+02.78

CC STA: 99+59.26

CONSTRUCTION
CENTERLINE CC

SW EATON RD

3

10

40.74'

MacKay Sposito

ENERGY PUBLIC WORKS LAND DEVELOPMENT

www.mackaysposito.com

18405 SE MILL PLAIN BLVD., SUITE 100
VANCOUVER, WA 98683
PHONE: (360) 695-3411

# CITY OF BATTLE GROUND
# STAFF REPORT

| | |
|---|---|
| To: | City Council |
| From: | Kristin Lehto, Community Development Director |
| Date: | September 21, 2026 |
| Proceeding Type: | Presentation |
| Subject: | Mobile Home Parks Summary |

| **Legislative History:** | |
|---|---|
| • Presentation | September 21, 2026 |

## Staff Report Summary

Receive this presentation on existing mobile home parks within city limits and provide policy direction for staff.

## Background

At prior meetings, the City Council requested that staff bring back information regarding mobile home parks and potential options for preventing redevelopment.

The City of Battle Ground has (3) existing mobile home parks located within city limits:




**1. Battle Ground Mobile Home Park**

- Located @ 300 SW 7th Ave (East of SR 503, south of Main ST)
- 180 units (approx.. 25 acres)
- Established in the early 70s
- Zoning is Regional Center (**RC**)




**2. Whispering Poplars**

- Located @ 410 NE Fairgrounds Ave
- 25 sites (approx.. 2.4 acres)
- Zoning is High Density Residential (**R20**)

**3. El Shabral Mobile Villa**

- Located @ 305 NE Fairgrounds Ave
- 15 sites (approx.. 1.8 acres)
- Zoning is High Density Residential (**R20**)

*Existing Regulations*

Mobile and manufactured home parks are regulated under BGMC 17.135.100. Under the City's current zoning regulations, manufactured home parks are allowed in the R20 zone through the conditional use permit process. They are not an allowed use in commercial zoning districts, including the RC zone.

The Battle Ground Mobile Home Park community is located in the RC zone and is therefore considered a 'nonconforming use'. This means the existing mobile home park use does not conform to the current zoning regulations but may continue to operate. However, future development or redevelopment of the property would be subject to the City's current zoning requirements.

*State Regulations*

In addition to local zoning regulations, mobile home parks are subject to state regulations governing rental agreements and the rights and responsibilities of park owners and residents. These requirements are established by state law and are outside the City's regulatory authority. Key provisions include:

- **Rent Increases:** RCW 59.20.370 limits annual rent increases to 5%.
- **Park Closure:** RCW 59.20.080 requires park owners to provide residents with two years' notice prior to closure.
- **Tenant Opportunity to Purchase (TOPO):** Recent legislation provides tenants with notice and an opportunity to organize and negotiate the purchase of the park (RCW 59.20.305 and .325).

*Local Initiatives*

City of Vancouver recently enacted a Manufactured Home Development zoning district. Clark County passed a moratorium on Mobile Home Park (MHP) redevelopment in August 2025 and is proposing a MHP overlay zone and updated standards as part of their 2025 Comprehensive Plan adoption process.

*Options for consideration*
The options below are presented for Council consideration and represent varying approaches to addressing the future of existing manufactured home parks, including potential preservation measures and continued monitoring of existing conditions

**Alternative ownership models** – The City could explore opportunities to support alternative ownership arrangements for manufactured home parks. Potential actions could include identifying available financial resources, advocating for additional state funding, connecting park owners and residents with organizations experienced in park acquisitions or conversions, and facilitating communication among residents, property owners, and other interested parties.

**Overlay zone –** Establish an overlay zone for existing manufactured home parks that could include additional zoning provisions addressing their continued use and potential redevelopment.

**Rezone and/or Upzone** – Identify areas within the city that could accommodate higher-density residential development while allowing manufactured home parks as a permitted use. This approach could include associated zoning code and map amendments, as well as updated development standards.

**Monitor** – Continue to monitor existing manufactured home parks and changes in ownership or development activity.

**Staff Recommendation**

Receive this presentation on mobile home parks and provide direction for staff.

**Legal Review**

N/A