Battle Ground University



City Administration

City Council

City Manager

City Clerk

Administrative Support

September 1, 2026
Class #1

Welcome
& Introductions



Rob Ferrier, Deputy City Manager

Administrative Staff

BGU Students

BGU – Overview & Program Purpose

- Provide participants an opportunity to better connect with their elected representatives and municipal staff.
- Increase the community's knowledge of "how" the City of Battle Ground is organized and operates.
- Gain a stronger appreciation for "why" the City provides certain services, as well as legal and financial constraints.
- Promote avenues of engagement with local government; connect a "face with a name" and remove the mystery of city government.



BGU Sessions At-a-Glance

- **Session 1 – City Administration -** *Tuesday, September 1st, City Hall*
- **Session 2 – Finance -** *Tuesday, September 15th, City Hall*
- **Session 3 – Public Works -** *Tuesday, September 29th, City Hall*
- **Session 4 – Community Development -** *Tuesday, October 13th, City Hall*
- **Session 5 – Public Safety -** *Tuesday, October 27th, Battle Ground Police Station*
- **Graduation -** *Monday, November 2nd, City Hall*







Session 1 – City Administration Preview

- Battle Ground Community Profile – *"Who We Are"*
- Municipal Governance – *"How We're Organized"*
- City Council and Administration – *"What We Do"*
- *Q&A Session and sneak peek of Session #2*

Battle Ground Community Profile

"Who We Are"

Battle Ground – Community Profile

- Incorporated 1951
- Code City with a Council/Manager form of governance *(Since1997)*
- As noted in the Community Action Plan and Vision Report:

"The community of Battle Ground…has emerged as a fast-growing, outer-ring suburb in the Vancouver/Portland area."

"Population is increasing at a faster rate in Battle Ground compared to Clark County and statewide…and the expectation is that our rate of growth will likely continue into the future."

Battle Ground – Community Profile

Core Services:

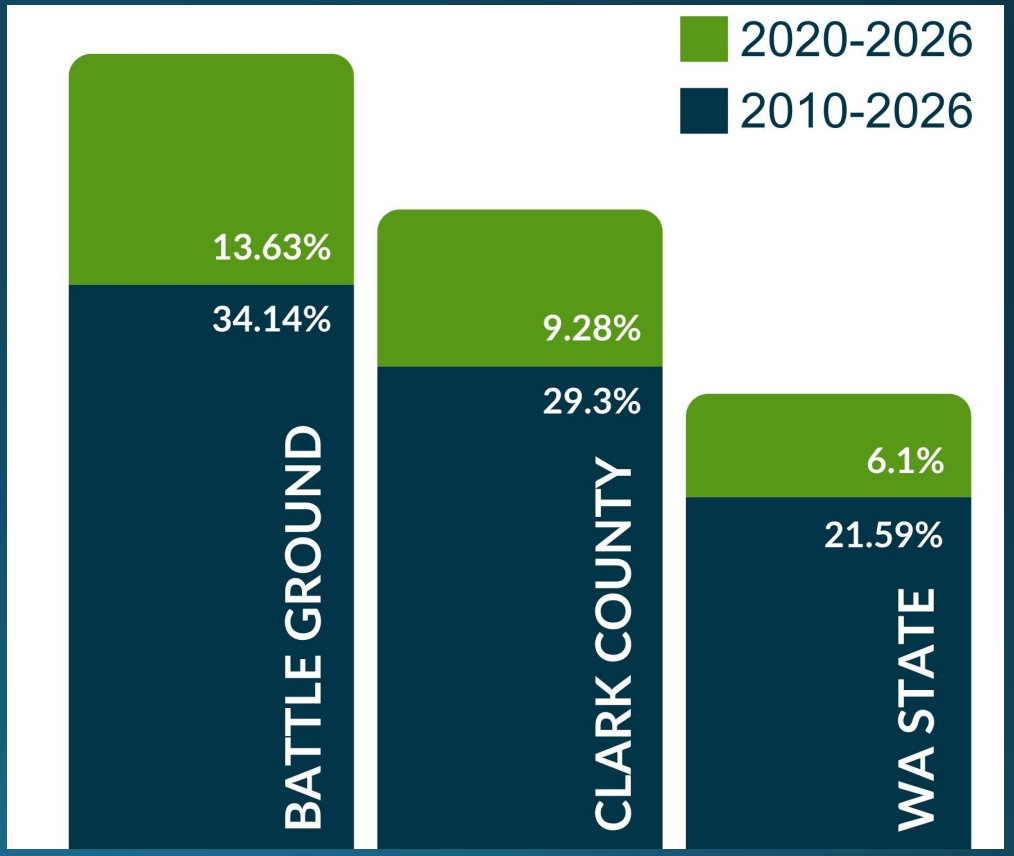
- Police/Municipal Court
- Planning & Development
- Engineering & Public Works
- Parks & Recreation
- Transportation
- Utilities *(Water/Sewer)*

City Financials	City of Battle Ground
General Fund Budget (2026)	$36.6 million
Capital Funds Budget (2026)	$29.9 million
All Funds Budget (2026) (includes General, Street, Parks, and Utility Funds)	$102.9 million
Number of Employees	Approx 100 FTEs, plus seasonal staff

The City's adopted 2026 General Fund budget is balanced and consistent with the City Council's ongoing priorities of providing a high level of community safety, long-term fiscal sustainability, maintenance of City assets and infrastructure, and policies that sustain and enhance public service levels.

Battle Ground – Community Profile

Population (Year)	City of Battle Ground	Clark County	Washington
2026 – WA OFM	**23,570**	550,000	8,176,300
2020 – US Census	**20,743**	503,311	7,706,310
2010 – US Census	**17,571**	425,363	6,724,540
Population Growth 2020-2025	**13.63%**	9.28%	6.10%
Population Growth 2010-2026	**34.14%**	29.30%	21.59%



Battle Ground – Community Profile

Race and Ethnicity	City of Battle Ground	Clark County	Washington
White (non-Hispanic)	**77.14%**	43.68%	40.69%
Multiracial	**11.21%**	44.29%	41.20%
Hispanic/Latino	**8.09%**	6.76%	8.4%
Asian	**1.81%**	2.79%	5.79%
African-American	**0.86%**	1.31%	2.44%
American Indian/Native Alaskan	**0.57%**	0.56%	0.96%
Native Hawaiian/Pacific Islander	**0.32%**	0.61%	0.51%

Age Distribution	City of Battle Ground	Clark County	Washington
Over 65 Years	**12.7**	17.4	17.3
Median Age	**33.9**	39.6	38.7

Battle Ground – Community Profile

Income and Poverty	City of Battle Ground	Clark County	Washington
Median Household Income (2024)	$104,977	$99,638	$99,389
Poverty (2024)	5.9%	7.3%	9.9%

Household Data	City of Battle Ground
Household Count	
2024	**7,641**
2015	**6,506**
Household Types	
Owner-occupied	72.9%
Renter-occupied	27.1%
Average Household Size	3.41 people

Battle Ground – Community Profile

Recent New Construction (Year)	Single Family Homes	Multi Family Homes	Commercial/Industrial SF
2022	277	21	13,684
2023	183	72	14,724
2024	161	108	81,801
2025	180	34	63,282
2026 (through 6/30/2026)	164	0	10,097

Note: The totals above include completed construction only.

Battle Ground Assessed Valuation (AV)	Amount
2022 AV	$3,682,560,108
2023 AV	$4,051,531,743
2024 AV	$4,303,409,422
2025 AV	$4,778,732,286
2026 AV (Est)	$4,947,908,026

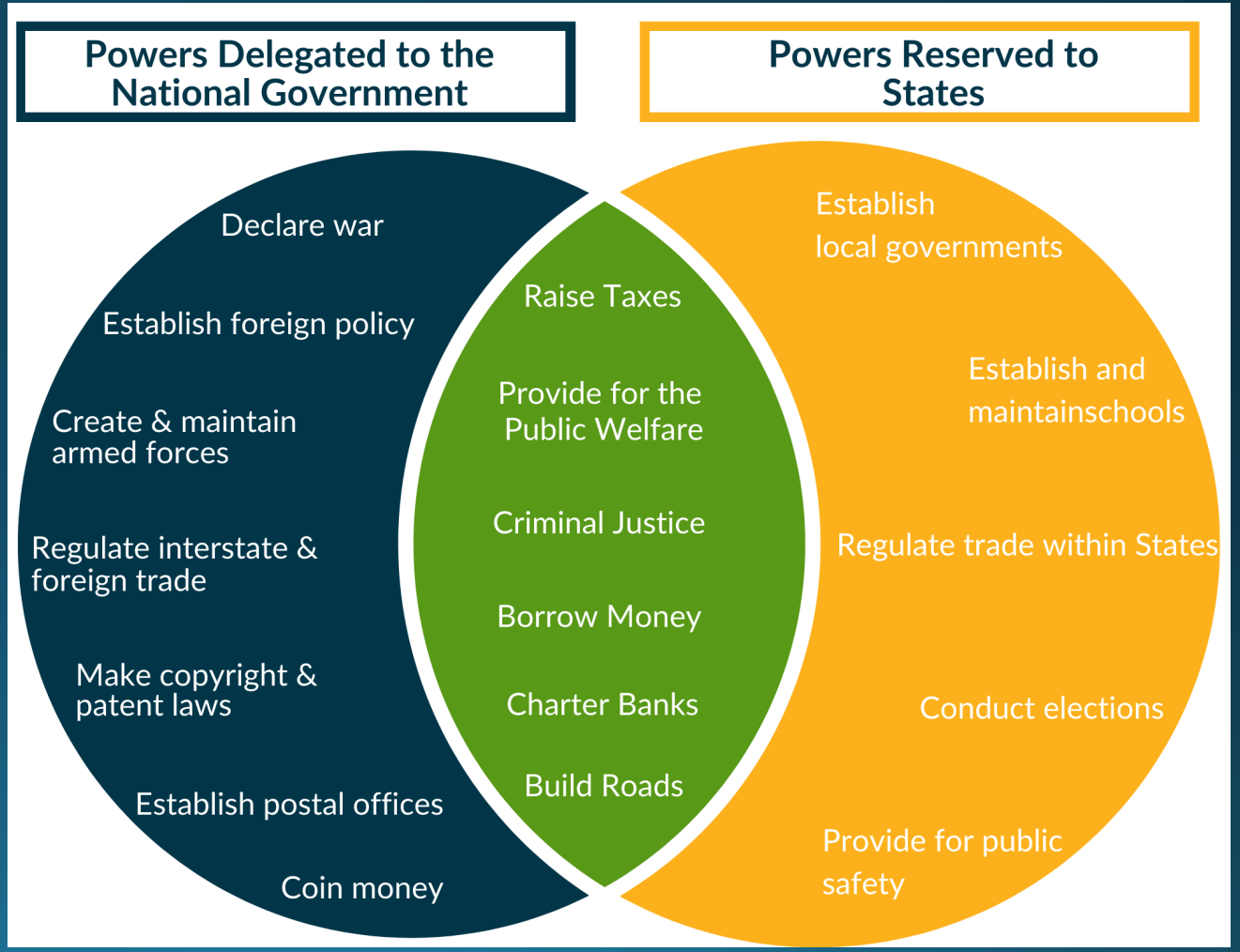
Battle Ground Municipal Governance

"How We're Organized"

Municipal Governance – Division of Power

Federalism in American History

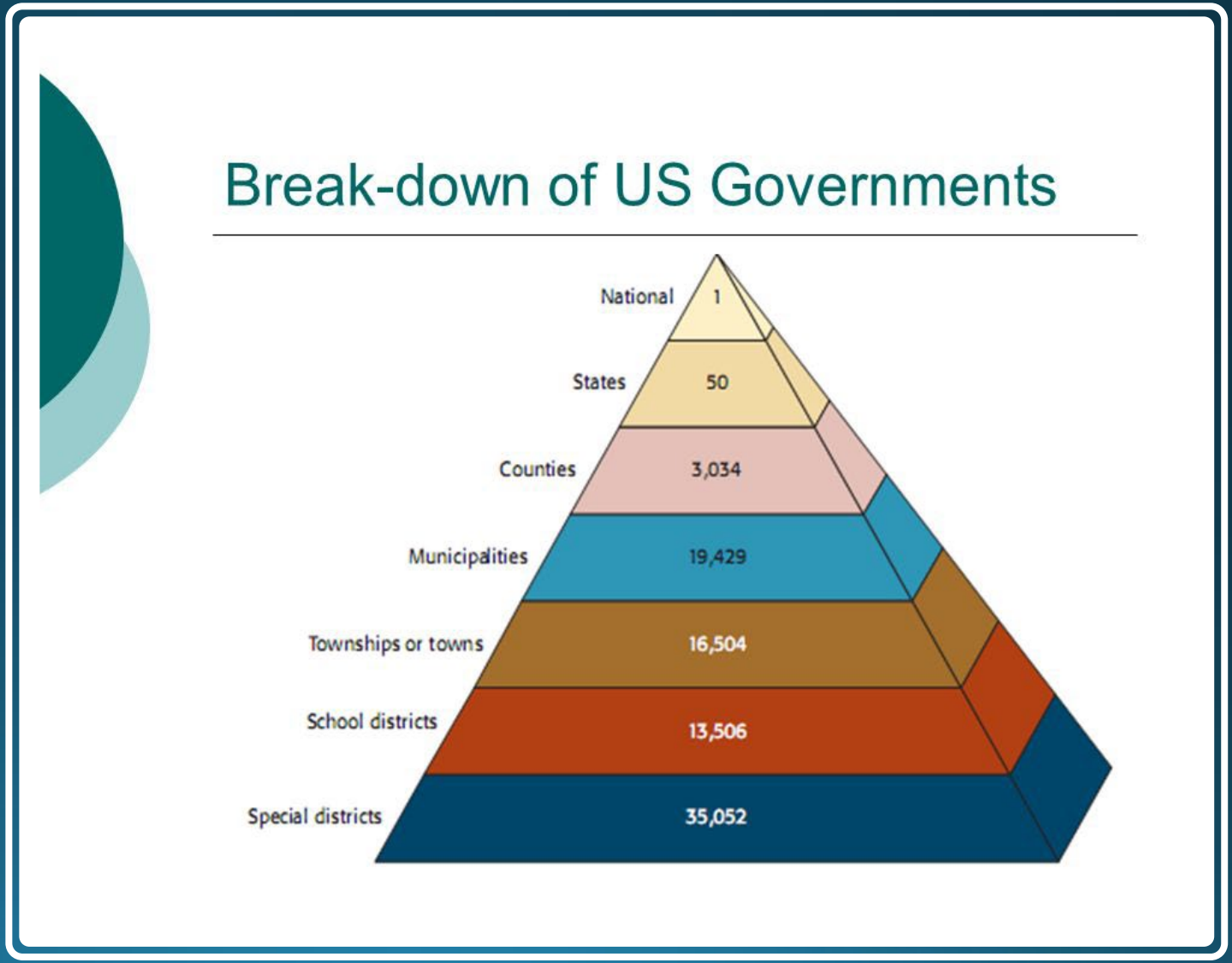
- The *division of power* between governments in the United States.
- Provides decision-making power at *different levels of government*.
- A political compromise that attempts to solve the problems associated with Articles of Confederation that existed at the founding of our republic.
- Balances political independence at the state level with elements of unity and continuity at the national level of governance.



Municipal Governance – Who, What, Where?

There are more than 87,000 government agencies in the United States, including counties, municipalities, towns/townships, school districts, and special districts.

Every government agency has its own method of operations and is part of the fragmented governmental landscape in the United States.



Governance Models



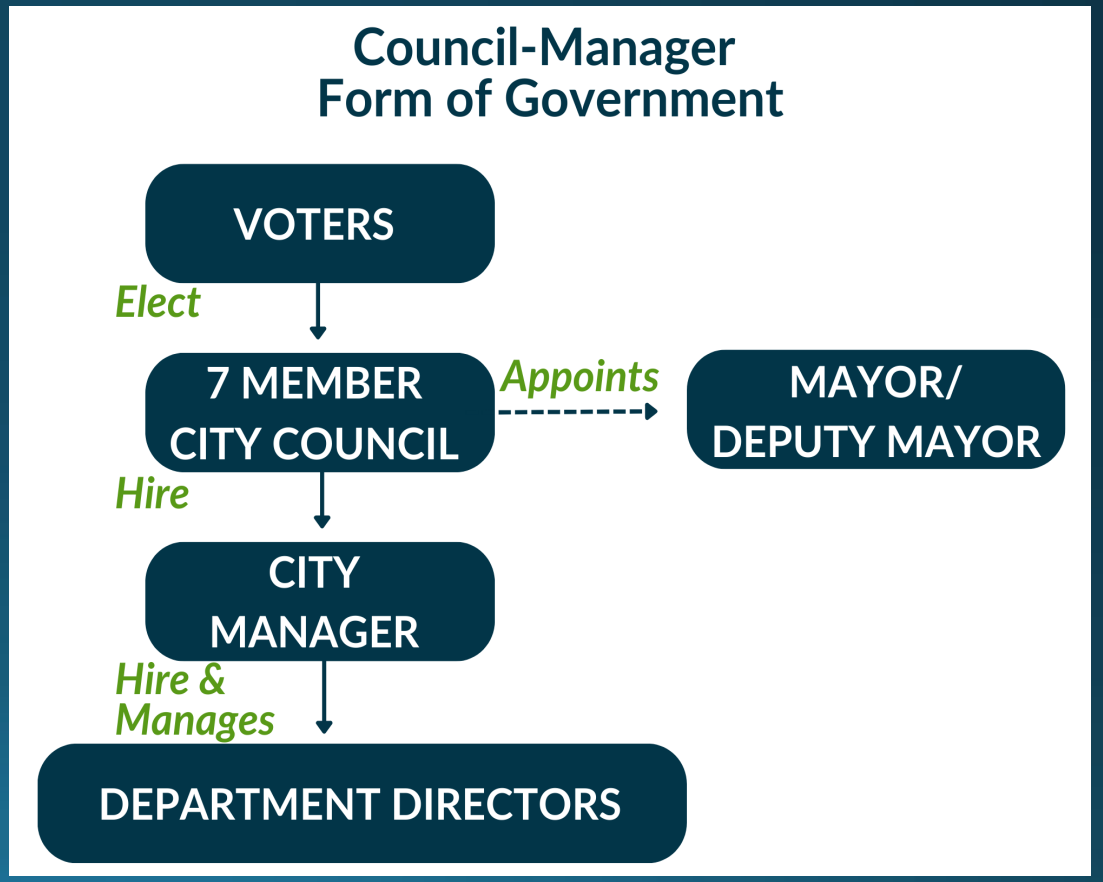
Both forms of government are codified in RCW (Chapter 35A.12 for Mayor/Council and Chapter 35A.13 for Council/Manager)

Differences Between Mayor/Council and Council/Manager Governance

	Mayor/Council	Council/Manager
Legislative authority	*Council*	*Council; ceremonial mayor is part of council*
Executive authority	*Elected mayor*	*Appointed manager*
Selection of Executive	*Popularly elected*	*Appointed by council*
Removal of Executive	*Recall election*	*Removed by majority vote of the council*
Tenure of executive	*4-year term*	*Indefinite*
Tenure of council	*4-year term*	*4-year term*
Appointment/Removal of department heads	*Mayor (with council confirmation if provided)*	*Manager (no council confirmation)*
Policy development	*Mayor or Council*	*Manager can recommend for council approval*
Policy implementation	*Mayor*	*Manager*
Underlying principles	*Separation of powers; Strong or weak central executive; politics can play a role in day-to-day governance and municipal operations*	*Separation of politics from administration; Promotes economy and efficiency through professional management; Stronger central executive; Follows business model*

Council/Manager Government *vs.* Corporate Business Model

- City of Battle Ground = *our company*
- Voters = *company stockholders*
- City Council = *Board of Directors (works for voters)*
- City Manager = *company CEO (works for the City Council)*
- City Staff = *company managers, supervisors, and front-line employees (work for the City Manager)*



City of Battle Ground Organization Chart



Voters

City Council

City Manager

Administration

- City Clerk
- Communications/ Public Information
- Human Resources
- Risk Management
- Parks & Recreation
- Municipal Court

Tonight

Finance & Information Services

- Budgeting and Accounting
- Dog Licensing
- Financial Reporting
- Information Technologies
- Utilities

September 15

Public Works

- Drainage
- Engineering
- Facilities/Fleet
- Parks
- Sewer
- Streets
- Water

September 29

Community Development

- Building
- Business Licensing
- Economic Development
- Planning

October 13

Police

- Code/Parking
- Detectives
- Patrol
- Property & Evidence
- Records
- SRO Program

October 27

City Council & Administration

"What We Do"

Battle Ground City Council



Eric Overholser
Mayor



Aimee Vaile
Deputy Mayor



Shane Bowman
Councilmember



Victoria Ferrer
Councilmember



Jeanie Kuypers
Councilmember



Troy McCoy
Councilmember



Brian Munson
Councilmember

City Council

- Meets the 1st and 3rd Monday of each month.
- Councilmembers serve four-year terms.
- Mayor and Deputy Mayor selected by his/her city council colleagues to serve a two-year term.
- Salaries of the City Council set by the Battle Ground Salary Commission (BGMC 2.86)



City Council

- All legislative and policy-making powers for the City of Battle Ground are vested in the City Council.
- Each City Council sets its own rules of procedure, including the agenda-setting process or parliamentary procedures.
- Our City Council adopted their guiding principles in 2019 which was largely influenced by the priorities set forth in the City's Community Vision and Action Plan.

"Battle Ground is a vibrant, growing city that offers an unsurpassed quality of life for all residents, embracing its history, traditions, and diversity."



City Council

Common types of City Council legislative acts:

- Ordinances – binding laws and/or rules of conduct, assembled as the Battle Ground Municipal Code (BGMC).
- Resolutions – less formal actions that define the Council's position on a matter.
- Motions – similar to resolutions, which direct the Council or City Manager to take a certain action.

Consistent with state law, City Council meetings and legislative actions require a quorum in order for formal action to be taken.

Meetings must be noticed and open to the public.

City Administration

City Manager

- Legislative Affairs: Serves as the chief advisor to the City Council, recommending measures he/she shall deem necessary or expedient.
- Administration: Implements City Council policies and prepares reports as may be required by the City Council.
- Budget Management: Prepare and submit an annual budget and keep the City Council fully advised of the City's financial condition.
- Direct Report to City Council: Perform such other duties as the City Council may determine by ordinance or resolution.
- Day-to-Day Operations: Ensure City services are performed to the highest standard in accordance with City Council directives and all applicable laws.

On August 17, 2026, the Battle Ground City Council provided direction to staff to begin the process of identify a consultant to assist in the recruitment of the next City Manager.



Robert Ferrier

Deputy City Manager

- Provide administrative support to the City Manager
  - Act as the department's liaison on projects.
  - Oversight of the City Administration staff and programs
  - Develop/implement strategies that foster strong interdepartmental communication/cooperation and which can enhance community responsiveness.
- Monitor and evaluate city services and programs and advise on delivery methods and proposed changes.
- Administer the City's Risk Management program
- Develop and sustain relationships with other government partner agencies, local business groups, and civic organizations.
- Parks and Community Engagement Advisory Board Coordinator
- Serve as Acting City Manager in his/her absence



Elizabeth Halili

City Clerk

- Oversees records management for the City
- Prepares City Council meeting agendas, official documents, and notices
- Keeps official minutes of City Council meetings
- Codifying and publishing City ordinances
- Serves as the City's Public Records Officer
- Oversees the Title VI and Civil Rights Program
- Serves as the point of contact for claims and insurance needs
- Workplace Safety Coordinator



Tamara Gunter

Human Resources

- Recruitment and Retention
- Serves as Civil Service Examiner - Secretary
- Policy Development and Maintenance
- Employee and Labor Relations
  - Classification and Compensation support
  - Workforce Planning and Organizational Development
  - Benefits Administration
  - Performance Management
  - Training and Development
  - Promoting Safety and Wellness Programs
- Ensuring Compliance with Federal/State
- Workers Compensation/ Injured Worker Coordinator
- Employment Laws



Alisha Smith

Communications & Public Information

- Provides support to each City department regarding public information and community engagement.
- Serves as the City's official spokesperson with news media representatives.
- Manages the City website and social media platforms.
- Prepares press releases and maintains open lines of communication with media and the public.
- Develops and distributes informational/marketing materials including periodic newsletters, brochures, pamphlets, surveys, etc.



Kelly Jensen

Executive Assistant

- Performs administrative support for the Executive Department.
- Serves as back-up to the City Clerk during City Council meetings.
- Assists with public records requests and departmental records management.
- Responds to citizen inquiries and requests for assistance from internal/external clients.
- Manages and reconciles department purchases and invoice processing.
- Coordinates special event permit processing.



Joanna Martin

Parks & Recreation

- Manages the operation and use of the Battle Ground Event Center and Senior Center.
- Plans and coordinates a variety of annual community events including Park Appreciation Day, Summer Playground Program, Boo Bash, Early Bird Holiday Bazaar, Holiday Tree Lighting, and more!
- Coordinates community recreation activities such as day camps and classes through community partnerships.



Carol Landwehr

Municipal Court

- Court of limited jurisdiction; hearing misdemeanor criminal cases, as well as traffic, non-traffic, and parking infractions. Community Court instituted in 2025.
- Battle Ground Municipal Court serves the communities of Battle Ground, La Center, and Ridgefield.
- Court in session each Thursday (excluding holidays) at Battle Ground City Hall.

City Administration

- ***Questions and Answers***

- ***Session 2 Preview (September 15th at City Hall)***
  - "*An Inside Look at Finance*"
    - What services are provided by the Finance Department?
    - Revenues and Expenditures: "Everything You Wanted to Know About City Finances, but Were Afraid to Ask"
      - Where does the City's revenue come from?
      - What programs and services does the City support?
    - How does the City prepare its annual budget?
    - How does the City prioritize funding allocation strategies?
    - How does the City review and set utility rates?

Thank You!

Robert Ferrier

Deputy City Manager

City of Battle Ground

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