



## AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

January 25, 2022 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings will now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

- A. City Commission Meeting Minutes – 1.11.22
- B. City Commission Work Session Minutes – 1.11.22
- C. Police Department Monthly Report – November 2021
- D. Police Department Monthly Report – December 2021
- E. Police Department 2021 Statistics Review

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

4. COMMISSIONER REPORTS

5. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us), no later than 5:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** – None

7. **BUSINESS ITEMS**

A. Consideration of Resolution No. 2619; Adoption of Official City Manager Recruitment Documents

8. **DISCUSSION ITEMS**

A. Pacific Power Lights – E. Harbor Drive

B. Fire Department Equipment Levy

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

11. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES  
 Warrenton City Commission  
 January 11, 2022  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:07 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Mark Baldwin, Tom Dyer (Zoom), Gerald Poe, and Rick Newton

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, Planning Director Scott Hazelton, and City Recorder Dawne Shaw

SELECTION OF MAYOR PRO TEM

Per City Charter, the Mayor Pro Tem is selected by ballot by the Commission at its first meeting each calendar year. City Recorder Dawne Shaw read aloud the cast ballots.

Mayor Balensifer voted for Commissioner Baldwin  
 Commissioner Poe voted for Commissioner Baldwin  
 Commissioner Baldwin voted for Commissioner Baldwin  
 Commissioner Dyer voted for Commissioner Baldwin  
 Commissioner Newton voted for Commissioner Dyer

**By majority vote, Commissioner Baldwin was elected Mayor Pro Tem for calendar year 2022.**

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 12.14.21
- B. System Development Charges Annual Report – FYE June 30, 2021
- C. Parks Advisory Board Meeting Minutes – 10.11.21
- D. Parks Advisory Board Meeting Minutes – 11.08.21
- E. Library Advisory Board Meeting Minutes – 9.08.21
- F. Monthly Finance Report – November 2021

**Commissioner Baldwin made the motion to approve the consent calendar. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

COMMISSIONER REPORTS - None

PUBLIC COMMENT

Scott Widdicombe spoke regarding the vegetation overgrowth at the viewing platform at Tansy Point. Mayor Balensifer clarified his request to cut vegetation on the water side of the levy.

PUBLIC HEARINGS - None

BUSINESS ITEMS

City Manager Linda Engbretson noted an addition to the agenda - a report on flooding issues.

**Commissioner Newton made the motion to add item 8.A to the agenda. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

Paul Nielson of Isler CPA (Zoom) reviewed a slide presentation regarding the financial statements and audit results for Fiscal Year ending June 30, 2021. Brief discussion followed about the general fund. Mr. Nielson stated transient room tax was up this year across the board.

Mayor Balensifer noted several resolutions authorizing appointments and set terms of office.

**Commissioner Baldwin made the motion to adopt Resolution No. 2614; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

**Commissioner Newton made the motion to adopt Resolution No. 2615; Authorizing Appointments to Fill Positions on the Parks Advisory Board and Setting Terms of Office. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

**Commissioner Newton made the motion to approve Resolution No. 2616; Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

MINUTES

Warrenton City Commission

Regular Meeting – 1.11.22

Page: 2



**Commissioner Newton made the motion to adopt Resolution No. 2617; Authorizing Appointments to Fill Positions on the Community Library Board and Setting Terms of Office. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

**Commissioner Newton made the motion to adopt Resolution No. 2618; Setting Terms of Office on the Warrenton Community Center Advisory Board. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye**

DISCUSSION ITEMS

Mayor Balensifer thanked public works, city staff, the fire department, Oregon Office of Emergency Management (OEM), and police for their work during the recent flooding event.

Public Works Director Collin Stelzig presented a report on the recent flooding. He noted Tansy Point was near a 700-year flood event. He discussed preventative action. He would like to hear about elevations people saw so it can be recorded and requested people take note of high-water points on their property for future surveys. He noted Alder Creek’s elevations could pan out to a 200–300-year storm event. He noted grants they have applied for a flood study and mitigation. He noted his recommendations and an update on the stormwater and grading ordinances.

Mayor Balensifer feels Alder Creek was the crux of the problem and asked for recommendations for infrastructure improvements as they go into budget season. Mr. Stelzig recommended increasing capacity of stormwater pump stations at Alder Creek and 4<sup>th</sup> Street. Discussion continued. Mayor Balensifer reiterated what a great job everyone did, especially public works.

GOOD OF THE ORDER

Commissioner Newton noted Kiwanis approached him again about a splash pad. Brief discussion followed on if it is in the parks master plan.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:45 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

MINUTES  
Warrenton City Commission  
Work Session – January 11, 2022  
5:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:00 p.m.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer (Zoom), Mark Baldwin, Rick Newton, and Gerald Poe

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig (Zoom), Planning Director Scott Hazelton, Police Chief Mathew Workman, and City Recorder Dawne Shaw

Mayor Balensifer stated he is participating in this work session as he will not be applying for the City Manager position.

Erik Jensen (Zoom) and Amelia Wallace (Zoom), of Jensen Strategies reviewed the City Manager candidate profile and hiring procedures. Mr. Jensen noted ORS 192 requires the profile and procedures be adopted after holding a public review, which they have had, in order to hold executive sessions to discuss candidates. Mr. Jensen explained the profile development process through a series of interviews with 4 commissioners and 6 staff. He also noted 16 staff members and 22 community members participated in the online survey, and there were 5 participants in the virtual public input meeting. He reviewed the position profile (Appendix A).

Mayor Balensifer noted there are multiple state highways that run throughout the city, in addition to Hwy 101, as well as Ridge Road, which is a county road. Brief discussion continued about working with other jurisdictions.

Commissioner Baldwin feels the profile is too extensive and could exclude potential candidates. Discussion followed. Mayor Balensifer asked what the market looks like for city managers. Mr. Jensen noted the profile is the ideal candidate; no one will have all of these qualities – but some will have most. He stated they typically get 2 dozen applicants with 10 semifinalists. He noted the pool is getting a little diluted right now. Discussion followed on the salary and what would attract candidates. Mayor Balensifer asked several questions about the review process.

Mr. Jensen reviewed the hiring procedures (Appendix B). Mayor Balensifer discussed the importance of an Oregon Government Ethics Commission check. Mr. Jensen agreed and continued explaining the hiring procedures. He reviewed the schedule which includes adoption of the candidate profile and hiring procedures at the January 25 meeting.

Mr. Jensen discussed the potential issues with the salary, noting it is much more competitive. He discussed their evaluation. He noted the average city manager salary in today's dollars is \$123,377 based on 2018 numbers for cities with populations 3,000-10,000. North Coast cities averaged out at \$101,000 in today's dollars. He noted the salaries of comparable cities averaged out at \$136,500. He noted a 2001 study by HR Compensation Consultants that looked at salaries from 13 cities and 2 counties in Oregon; the mid-point salary is \$122,500. He noted Warrenton is lower than the averages and recommended advertising at a range of \$110,000 – \$140,000. Brief discussion continued about staff compensation and budget. The Commission agreed on the recommended salary range.

There being no further business, Mayor Balensifer adjourned the work session at 6:02 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder



# WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission  
 FROM: Chief Mathew Workman  
 DATE: December 28, 2021  
 RE: November 2021 Report

### Upcoming Dates:

- December 11<sup>th</sup>; Shop-With-A-Cop, Walmart

### Month in Brief:

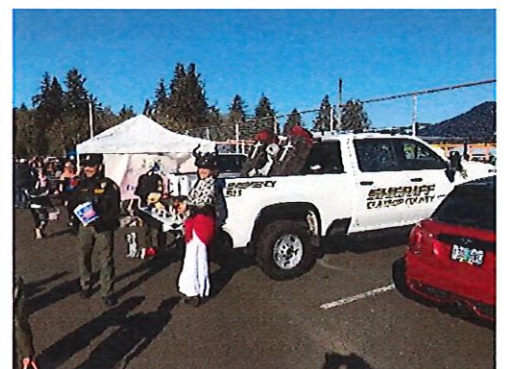
- November 1<sup>st</sup>: Chief Workman participated in a State/Federal Oregon roundtable discussion on current school threats.
- November 2<sup>nd</sup>: Chief Workman took 720lbs of medications to Covanta Energy in Brooks, OR for incineration.
- November 5<sup>th</sup>: Monthly CERT meeting. Reviewed participation in the Fall Festival, other events for 2022, and membership drive.
- November 8<sup>th</sup>: Katherine Stephen's 1<sup>st</sup> day as Police/Property Evidence Clerk replacing Kathi Smith
- November 9<sup>th</sup>: the 5<sup>th</sup> and last old patrol vehicle was decommissioned at Crossover Stereo. All that is left is to remove the graphics and then post them on govdeal.com to auction them off.
- November 18<sup>th</sup> & December 2<sup>nd</sup>: all officers will be getting annual hearing tests.
- November 1<sup>st</sup> to 21<sup>st</sup>: Ofc. Trujillo has completed 4-weeks at DPSST and is doing well.
- Sgt. Pierce continues his background investigations on the top two applicants. Going slow but well so far.

### Challenges/Obstacles:

- Continue to be short-handed with one open position, one officer at the academy, and others being gone for training, vacations, etc.
- 2019 Charger needs a heater core replacement. Not an easy fix and difficulties in getting it scheduled and the parts.
- Still no new patrol vehicles yet as they are both in-production or believed to be.

### Successes:

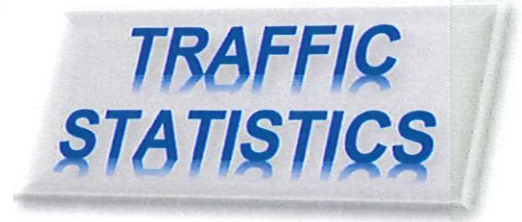
- Quick replacement of Kathi with Kat Stephens and the fact that she is very experienced and was the evidence tech by APD!
- The Fall Festival (10/30) was a huge success and the WPD and CERT enjoyed participating!





### Traffic Statistic Highlights:

- Two (2) DUII Arrests – (2) Alcohol, (0) Drugs
- Seventeen (17) Driving While Suspended Citations/Arrests
- Two (2) Reckless/Careless Driving Citations/Arrests
- Two (2) Hit & Run Citations/Arrests
- Four (4) Speeding Citations
- Fourteen (14) Insurance Citations
- Two (2) Interlock Device Citations
- Three (3) Driver's License Citations
- Seventy (70) other Citations and Warnings



### Overall Statistics:

November Statistics (% changes are compared to 2020)							
Category	2021	2020	% Chg	2019	% Chg	2018	% Chg
Calls for Service	483	640	-25%	709	-32%	824	-41%
Incident Reports	167	203	-18%	203	-18%	213	-22%
Arrests/Citations	160	158	1%	179	-11%	164	-2%
Traffic Stops/ Events	109	154	-29%	173	-37%	240	-55%
DUII's	2	2	0%	1	100%	2	0%
Traffic Accidents	15	21	-29%	17	-12%	24	-38%
Property Crimes	79	115	-31%	125	-37%	115	-31%
Person Crimes	43	62	-31%	61	-30%	76	-43%
Drug/Narcotics Calls	0	3	-100%	8	-100%	6	-100%
Animal Calls	10	20	-50%	21	-52%	23	-57%
Officer O.T.	119.8	122.7	-2%	333.2	-64%	136	-12%
Reserve Hours	0	0	0%	11	-100%	32.5	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	682	626	772	776	736	783	868	834	695
Incident Reports	218	218	224	222	208	191	205	207	188
Arrests/Citations	214	196	181	188	143	169	167	160	149
Traffic Stops/ Events	107	107	142	208	153	167	173	159	106
DUII's	1	1	6	2	1	4	4	4	2
Traffic Accidents	17	17	9	17	11	15	17	22	7
Property Crimes	111	111	96	93	107	106	112	115	110
Person Crimes	109	78	80	84	68	97	112	91	88
Drug/Narcotics Calls	9	10	2	1	3	3	4	1	2
Animal Calls	19	17	22	21	14	27	28	31	25
Officer O.T.	19.5	72.25	63.25	69.25	79.5	272.64	129	169.5	152
Reserve Hours	0	0	0	0	0	0	0	0	0

Oct	Nov	Dec	2021 YTD	2021Estimate	2020	2021v 2020	2019	2021v. 2019	2018	2021v. 2018
694	483		7949	8672	7955	9%	9270	-6%	9819	-12%
194	167		2242	2446	2442	0%	2469	-1%	2608	-6%
166	160		1893	2065	1891	9%	2095	-1%	1731	19%
116	109		1547	1688	2000	-16%	2489	-32%	2627	-36%
2	2		29	32	27	17%	36	-12%	33	-4%
18	15		165	180	228	-21%	246	-27%	275	-35%
106	79		1146	1250	1191	5%	1230	2%	1094	14%
53	43		903	985	830	19%	863	14%	849	16%
3	0		38	41	58	-29%	86	-52%	117	-65%
23	10		237	259	207	25%	289	-11%	271	-5%
175.5	119.75		1322.1	1442	2075.4	-31%	2194.5	-34%	1731.7	-17%
0	0		0	0	12.5	-100%	259.5	-100%	359.5	-100%

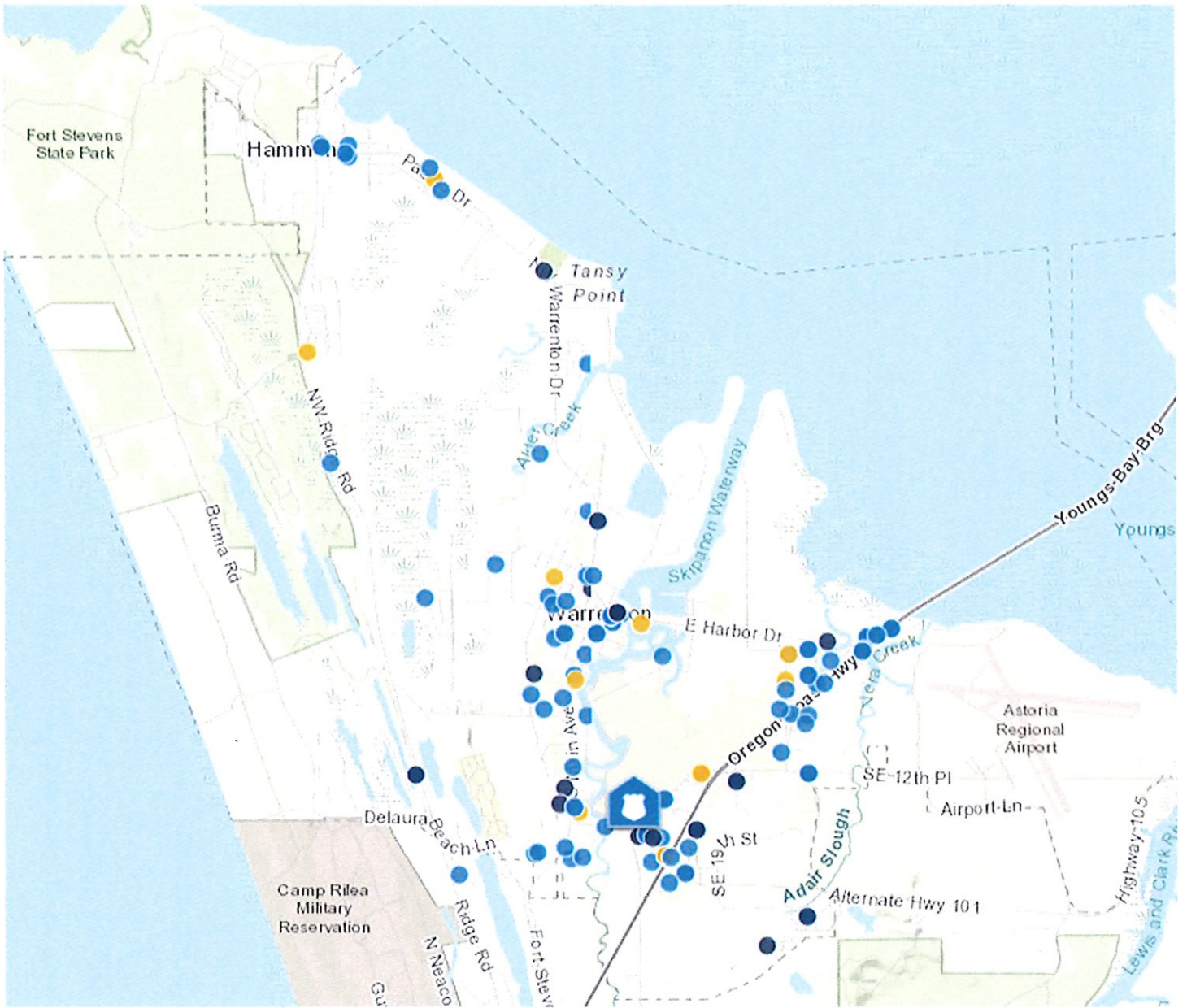
Homeless Incidents	2021	2020
Code 40 (Normal)	27	19
Code 41 (Aggressive)	2	1

Elk Incidents	2021
Interaction:	0
Traffic Accidents:	1
Traffic Complaints:	1
<b>Total:</b>	<b>2</b>

The following is a graphic representation of statistics for **November 2021** using our **CityProject** membership (formerly [CrimeReports.com](https://www.crimereports.com)). The "Dots" represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- Assault
- Assault
- Assault with Deadly Weapon
- Sexual Offense
- Sexual Assault
- Sexual Offense
- Other Sexual Offense
- Other Violent Offense
- Homicide
- Kidnapping
- Robbery
- Property & Theft
- Property Crime
- Breaking & Entering
- Property Crime Commercial
- Property Crime Residential
- Other Property Crime
- Theft
- Theft from Vehicle
- Theft of Vehicle
- Other Theft
- Disorder/Disturbance
- Disorder
- Disorder
- Drugs
- Drugs
- Liquor
- Liquor
- Quality of Life
- Quality of Life
- 911 or Other
- Community Events
- Community Policing
- Proactive Policing
- Emergency
- Emergency
- Fire
- Fire
- Police Calls









# WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission  
 FROM: Chief Mathew Workman  
 DATE: January 25, 2021  
 RE: December 2021 Report

### Upcoming Dates:

- February 7<sup>th</sup>, Warrenton/Hammond CERT Meeting
- February 14<sup>th</sup>-18<sup>th</sup> Carpet replacement City Hall

### Month in Brief:

- December 1<sup>st</sup>: 911 Subscriber Board Meeting in Astoria.
- December 3<sup>rd</sup>: Ofc. Yelton's last day with the WPD. He accepted a position with the Sheriff's Office.
- December 11<sup>th</sup>: Shop With A Cop at Walmart. 19 students and public safety officials participated. Six students could not make it due to extended power outage.
- December 18<sup>th</sup>: Shop With A Cop Part 2. Five students who missed the week before shopped with Chief Workman, Sgt. Pierce, and Ofc. Wirt at Walmart.
- December 22<sup>nd</sup>: Chief Workman gave \$200 gift card to the mother of the last student who could not make it to Shop With A Cop.
- December 1<sup>st</sup> to 31<sup>st</sup>: Ofc. Trujillo has completed 9-weeks at DPSST and is doing well.
- Sgt. Pierce continues his background investigations on applicants.

### Challenges/Obstacles:

- Continue to be short-handed with two open positions, one officer at the academy, and others being gone for training, vacations, etc.
- Top two candidates did not move on from the background investigations, the third candidate withdrew and is staying with his current employment. We are on to the next candidates on the list.
- We are down another vehicle after the 2016 Tahoe was damaged in a crash and is awaiting repairs.
- Still no new patrol vehicles yet. The Durango is in production and Ford cancelled the F150 order due to several issues. Order will be converted to a 2022 but no timeline on production.

### Successes:

- Shop With A Cop of course.
- Officers were able to complete several annual training requirements for the 2021 year.





### Traffic Statistic Highlights:

- One (1) DUI Arrests – (1) Alcohol, (0) Drugs
- Eight (8) Driving While Suspended Citations/Arrests
- Two (2) Reckless/Careless Driving Citations/Arrests
- Two (2) Speeding Citations
- Four (4) Following Too Close Citations (all on accidents)
- Six (6) Insurance Citations
- Two (2) Driver's License Citations
- Ninety (90) other Citations and Warnings
- Twenty-Two (22) Accident Investigations



### Overall Statistics:

December Statistics (% changes are compared to 2020)							
Category	2021	2020	% Chg	2019	% Chg	2018	% Chg
Calls for Service	582	649	-10%	716	-19%	806	-28%
Incident Reports	219	203	8%	232	-6%	242	-10%
Arrests/Citations	127	185	-31%	145	-12%	218	-42%
Traffic Stops/ Events	115	140	-18%	161	-29%	207	-44%
DUI's	1	3	-67%	5	-80%	5	-80%
Traffic Accidents	22	19	16%	23	-4%	20	10%
Property Crimes	93	89	4%	102	-9%	109	-15%
Person Crimes	61	75	-19%	61	0%	68	-10%
Drug/Narcotics Calls	2	11	-82%	5	-60%	15	-87%
Animal Calls	16	14	14%	20	-20%	18	-11%
Officer O.T.	181	166	9%	323.2	-44%	164.8	10%
Reserve Hours	0	0	0%	12	-100%	79.5	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	682	626	772	776	736	783	868	834	695
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Arrests/Citations	214	196	181	188	143	169	167	160	149
Traffic Stops/ Events	107	107	142	208	153	167	173	159	106
DUI's	1	1	6	2	1	4	4	4	2
Traffic Accidents	17	17	9	17	11	15	17	22	7
Property Crimes	111	111	96	93	107	106	112	115	110
Person Crimes	109	78	80	84	68	97	112	91	88
Drug/Narcotics Calls	9	10	2	1	3	3	4	1	2
Animal Calls	19	17	22	21	14	27	28	31	25
Officer O.T.	19.5	72.25	63.25	69.25	79.5	272.64	129	169.5	152
Reserve Hours	0	0	0	0	0	0	0	0	0



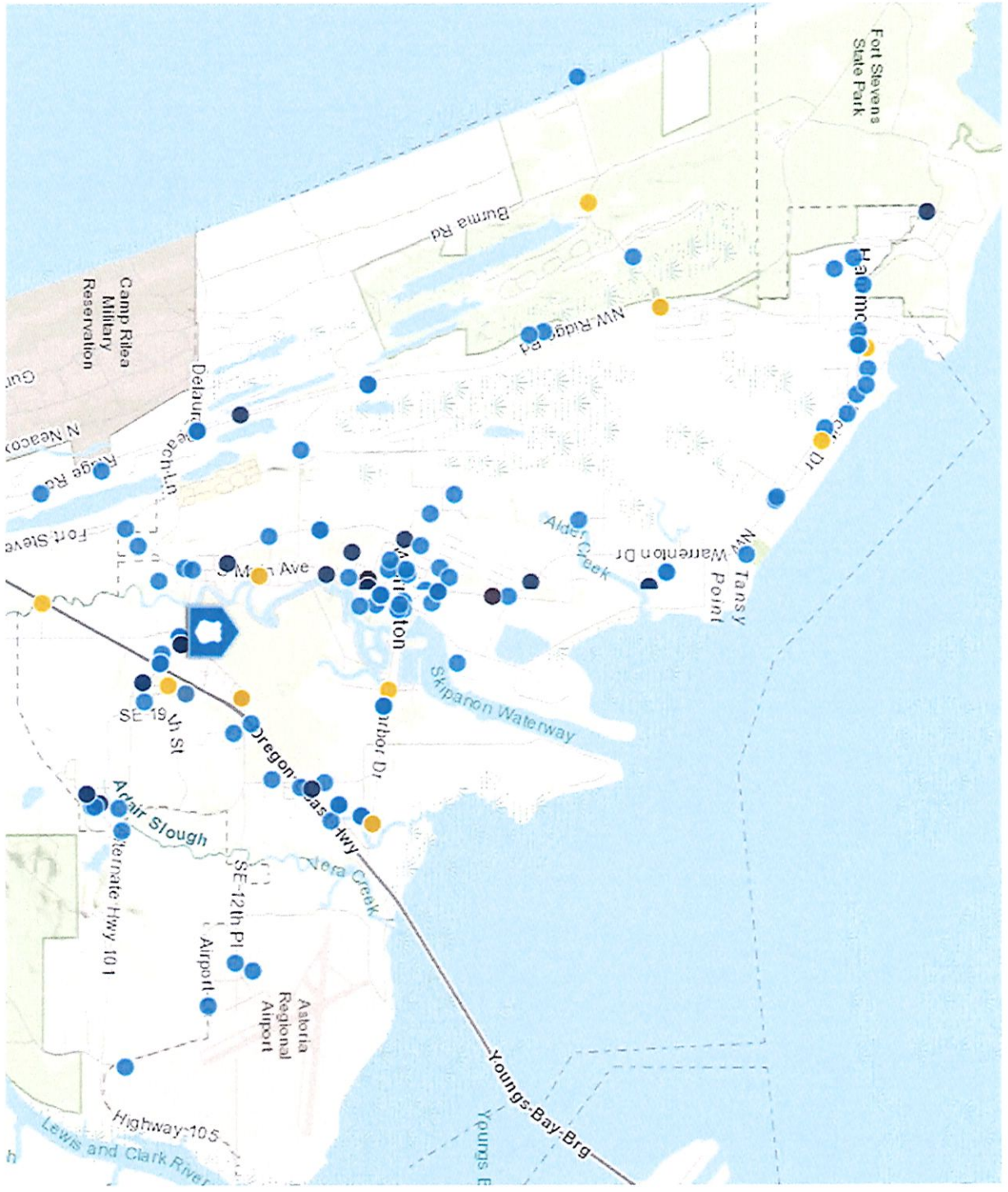
Oct	Nov	Dec	2021 YTD	2021Estimate	2020	2021v.2020	2019	2021v.2019	2018	2021v.2018
694	483	582	8531	8531	7955	7%	9270	-8%	9819	-13%
194	167	219	2461	2461	2442	1%	2469	0%	2608	-6%
166	160	127	2020	2020	1891	7%	2095	-4%	1731	17%
116	109	115	1662	1662	2000	-17%	2489	-33%	2627	-37%
2	2	1	30	30	27	11%	36	-17%	33	-9%
18	15	22	187	187	228	-18%	246	-24%	275	-32%
106	79	93	1239	1239	1191	4%	1230	1%	1094	13%
53	43	61	964	964	830	16%	863	12%	849	14%
3	0	2	40	40	58	-31%	86	-53%	117	-66%
23	10	16	253	253	207	22%	289	-12%	271	-7%
175.5	119.75	181	1503	1503	2075.4	-28%	2194.5	-32%	1731.7	-13%
0	0	0	0	0	12.5	-100%	259.5	-100%	359.5	-100%

Homeless Incidents	2021	2020
Code 40 (Normal)	30	30
Code 41 (Aggressive)	4	1

Elk Incidents	2021
Interaction:	0
Traffic Accidents:	2
Traffic Complaints:	0
<b>Total:</b>	<b>2</b>

The following is a graphic representation of statistics for **December 2021** using our **CityProject** membership (formerly [CrimeReports.com](https://www.cityproject.com/)). The "Dots" represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- Assault
- Assault with Deadly Weapon
- Sexual Offense
- Sexual Assault
- Sexual Offense
- Other Sexual Offense
- Other Violent Offense
- Homicide
- Kidnapping
- Robbery
- Property & Theft
- Property Crime
- Breaking & Entering
- Property Crime Commercial
- Property Crime Residential
- Other Property Crime
- Theft
- Theft from Vehicle
- Theft of Vehicle
- Other Theft
- Disorder/Disturbance
- Disorder
- Disorder
- Drugs
- Drugs
- Liquor
- Liquor
- Quality of Life
- Quality of Life
- 911 or Other
- Community Events
- Community Policing
- Proactive Policing
- Emergency
- Emergency
- Fire
- Fire
- Police Calls





2021

# WPD STATISTICS REVIEW



Chief Mathew Workman  
Chief of Police  
January 25, 2022



# WARRENTON POLICE DEPARTMENT

## 2021 STATISTICS REVIEW

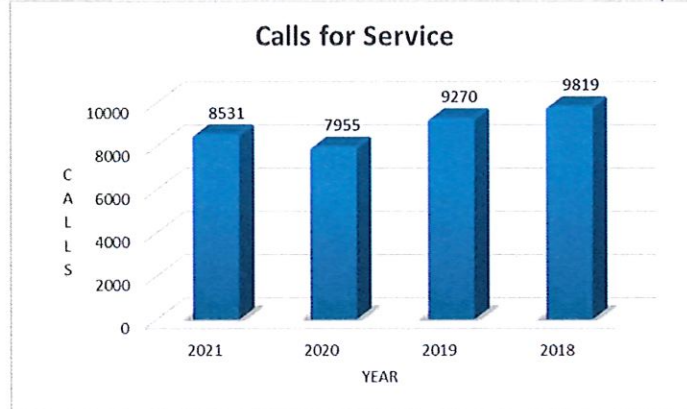
JANUARY 25, 2022



The following is a 4-year statistical comparison for the WPD (2018, 2019, 2020, 2021).

Some statistics of note are as follows:

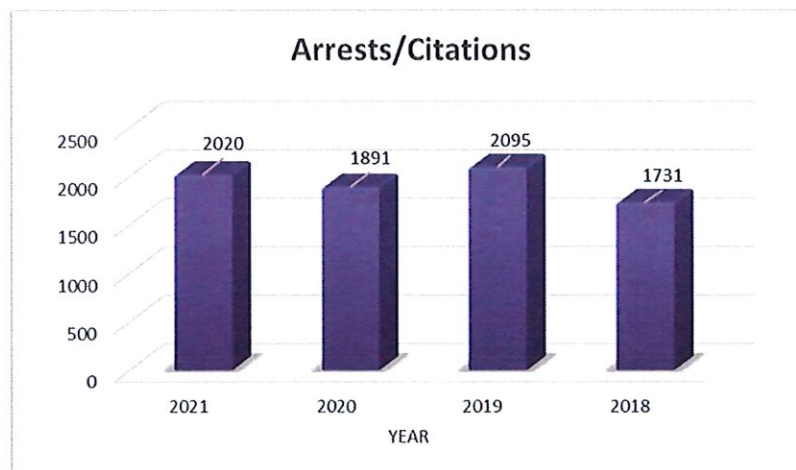
- Overall Calls for service were at 8,531, a 7% increase over 2020 (7,955).



- Incident reports increased 1% from 2,442 to 2,461.

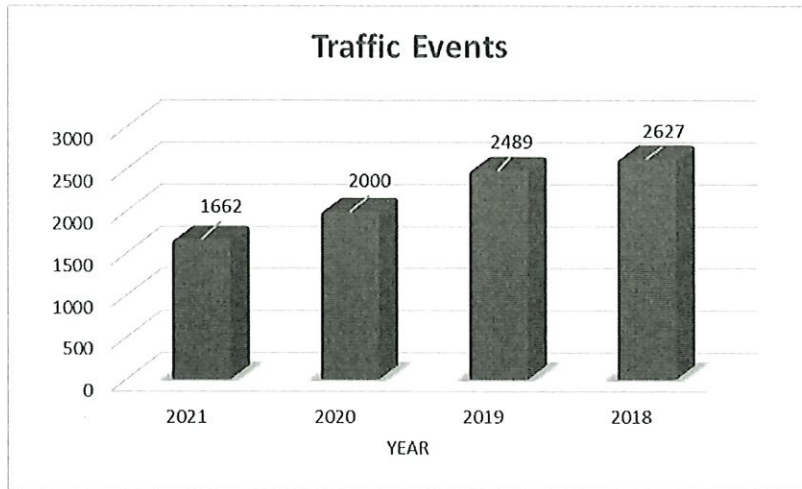


- Arrests/Citations showed an increase of 7% from 1,891 to 2,020.



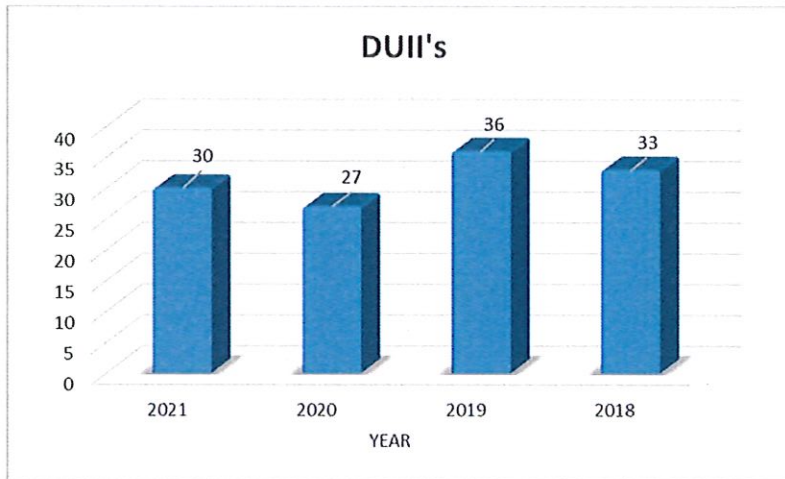


- Traffic Events had again had a decrease going from 2,000 to 1,662, down 17%.

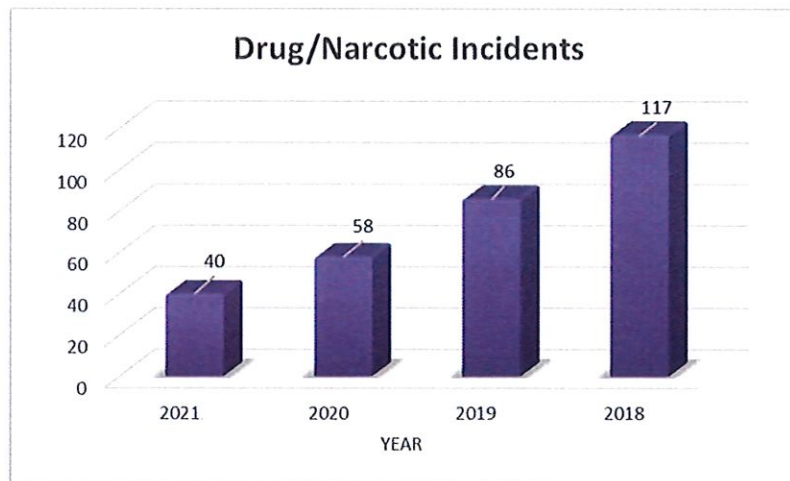


This has been affected by the continued moratoriums on expired plates, etc. and being shorthanded on patrol so there are fewer traffic stops.

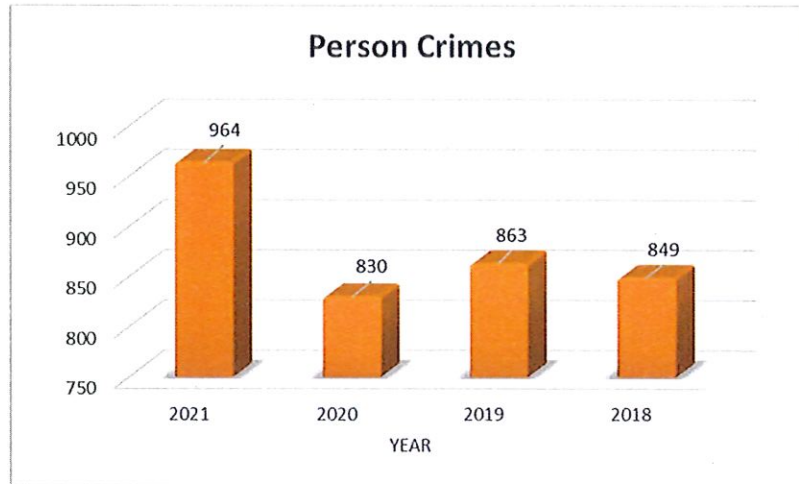
- DUII events increased by 11%, 27 to 30....



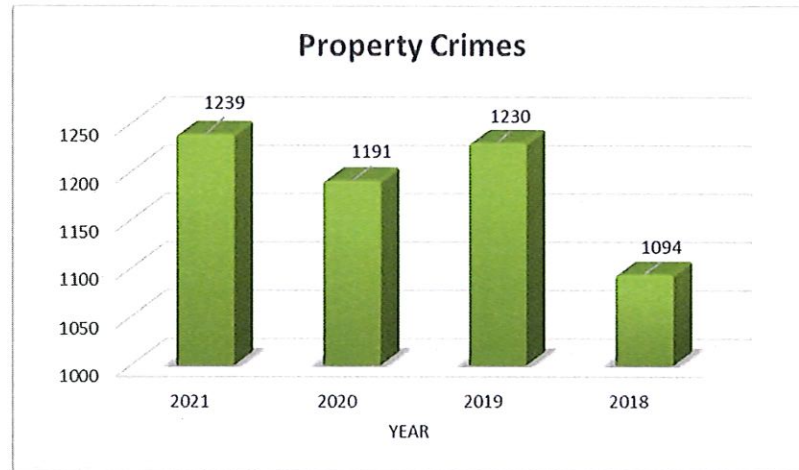
- Drug/Narcotics Incidents were down 31% going from 58 to 40... These numbers continued to fall with SB 110 going into effect which decriminalizes many drug possession crimes.



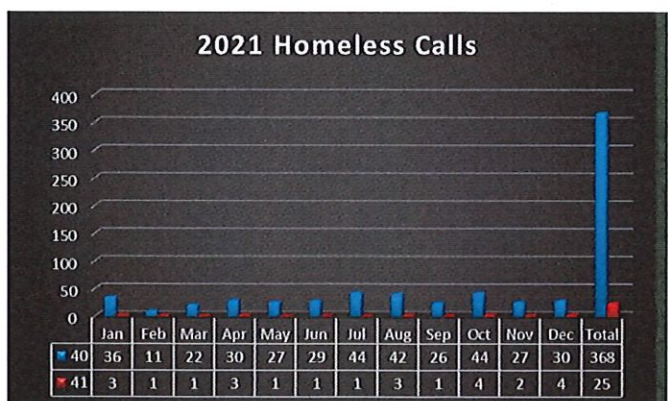
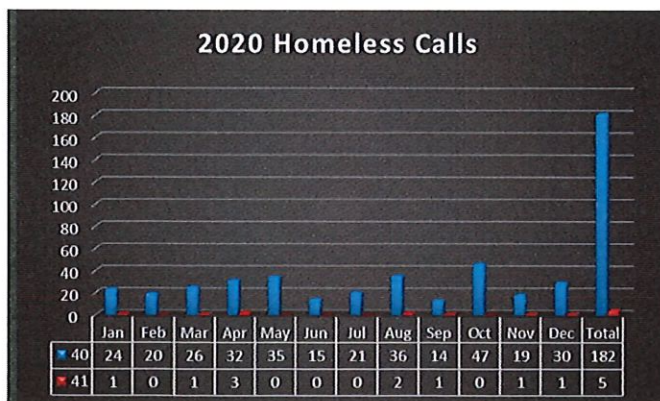
- Person Crimes (formerly disturbances) increased substantially over last year showing a 16% rise (830 to 964).



- Property Crimes increased 4% (1,191 to 1,239). This was driven by continues thefts at our shopping centers and an increase in property crimes from vehicles.



- Calls with the Homeless showed a substantial increase in 2021. "Code 40" if a normal contact and "Code 41" if the contact is "aggressive" (verbally or physically). There was a 102% increase (182 to 368) in normal contacts and a 400% increase (5 to 25) in aggressive contacts.



Overall statistics saw the following trends:

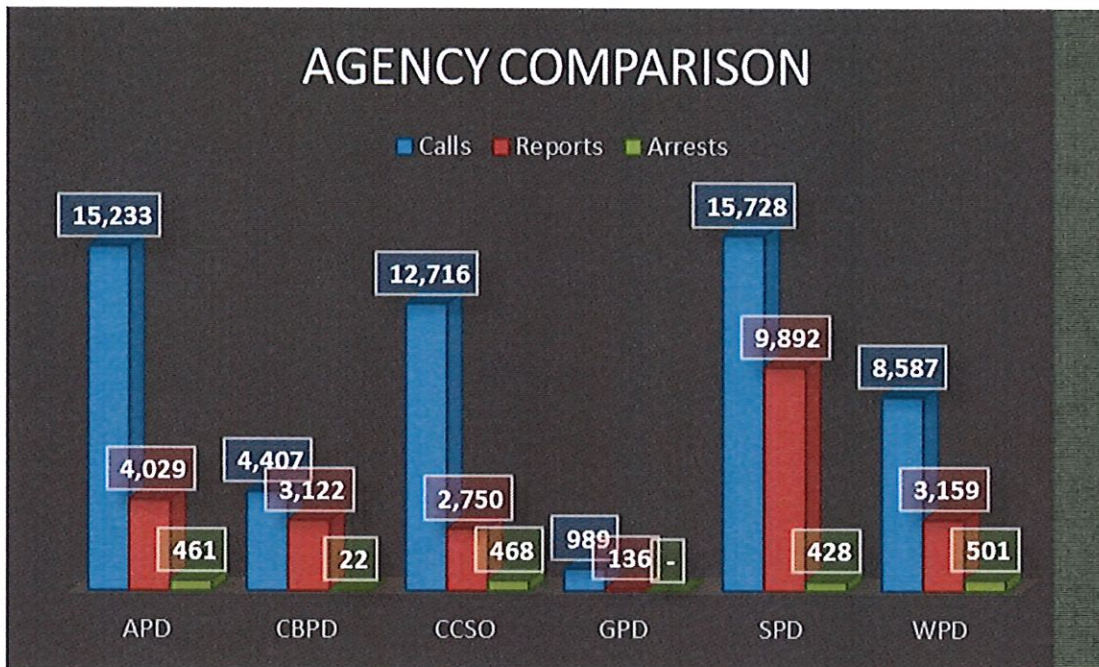
- 3.32% increase in 2021 over 2020
- 8.84% decrease in 2021 over 2019
- 10.49% decrease in 2021 over 2018



Last year I was asked to add a brief agency comparison using the other law enforcement agencies in Clatsop County. I used a report built into the CAD system for total "Calls" and ran it for each agency. I then did a search of the Records Management System for issued "Report Numbers" for each agency to obtain the total number of "Reports."

**NOTE:**

- Each agency may have a different method or procedure for taking a "report number" or what constitutes a "report".
- "Arrests" were determined by counting all incidents that are coded with a "Disposition" of "A=Arrest". Cannon Beach PD does not utilize the "Disposition" field in the system, thus the zero for arrests.
- Also, there is only one (1) Disposition allowed per incident but, there may have been multiple arrests on an incident.











## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: January 25, 2022

SUBJ: Adoption of City Manager Recruitment Documents

### SUMMARY

After discussion and input from the City Commission at the January 11 work session, Jensen Strategies has prepared the official City Manager recruitment documents, which include the Position Profile and the Hiring Procedures. Per Oregon law, these documents are required to be adopted to hold an executive session for the purpose of considering the employment of a new City Manager. Resolution No. 2619 has also been prepared with the necessary exhibits for your review and adoption.

### RECOMMENDATION/SUGGESTED MOTION

I move to adopt Resolution No. 2619; a Resolution Adopting Standards, Criteria, and Policy Directives for Hiring a City Manager for the City of Warrenton and Repealing all Resolution in Conflict.

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engelson", is written over a horizontal line. The signature is contained within a rectangular box.

# WARRENTON CITY MANAGER RECRUITMENT 2022

## Adoption of Official Position Documents

Official adoption of certain documents is required under Oregon law in order for a City Commission to hold an executive session for the purpose of considering the employment of a new City Manager (per ORS 192.660(2)(a) and ORS 192.660(7)(d)). These documents include:

- Position Profile (containing Hiring Standards, Criteria, and Policy Directives)
- Hiring Procedures

The City of Warrenton recruitment consultant, Jensen Strategies, LLC, gathered input through one-on-one interviews, staff and community surveys, and a public input session, which was used to prepare a draft position profile and hiring procedures for the City's 2022 City Manager Recruitment. These documents are attached hereto as Appendices A and B, respectively. The documents will be reviewed, considered, and if deemed appropriate, approved at a meeting of the Warrenton City Commission that affords an opportunity for public comment.

## **APPENDIX A**

### **WARRENTON CITY MANAGER RECRUITMENT**

### **CITY MANAGER PROFILE**

#### **Required Minimum Education / Experience**

The City Manager position requires a bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level local government management experience.

#### **Preferred Education / Experience**

The City prefers a candidate with an advanced degree in public administration or related field (e.g., Master of Public Administration), and at least five years of increasingly responsible experience. Experience and/or training in public finance, planning or urban renewal, human resources, and union relations is highly desired.

#### **Desired Skills / Attributes**

##### **Leadership and Management**

The City Manager should be an experienced administrator and leader with an ability to provide clear direction, manage multiple departments, balance priority initiatives, and develop and inspire staff to foster a responsive organization that meets contemporary service delivery needs and efficiencies. As a leader, an ability to provide professional guidance to effectively help the organization envision and plan for long-term growth and other challenges is essential. The City Manager should value and practice teamwork, collaboration, transparency, and inclusivity. The Manager should be supportive of staff as their primary representative with the City Commission and community while promoting a culture of accountability and excellent work. A management style that is highly organized, ethical, approachable, humble, team-oriented, respectful of all viewpoints, objective, patient, and friendly is important.

##### **Public Finance**

The City desires a City Manager with strong budgeting and finance abilities to take a comprehensive financial planning approach that plans for the City's long-term service needs and utilizes a broad spectrum of revenue approaches to meet Commission goals. An ability to strategically balance the financial needs of multiple important operations and projects, creatively seek new resources and integrate the City's vision, goals, and policy direction into financial planning is important. Experience with Oregon budget law and requirements, as well as Urban Renewal District finance management, is helpful.

### **Public Infrastructure Management and Improvement**

The City Manager is expected to have a strong understanding of public infrastructure project management (particularly water, wastewater, stormwater, and flood mitigation), maintenance, construction, and funding. The City Manager will be expected to continue the current projects and financing work for the City's infrastructure improvement and maintenance as part of planning for residential and commercial/industrial growth. An ability to work and engage with the County, regulatory agencies, inter-governmental partners, and other entities on key infrastructure project planning and implementation is necessary.

### **Communication**

It is imperative the City Manager possess strong communication skills to effectively engage and inform multiple City audiences, including but not limited to the City Commission, staff, local government officials, businesses, nonprofits, community groups, and citizens. In this context, the City Manager should be committed to being accessible, transparent, and timely when communicating with all individuals or groups. The City Manager is expected to have a respectful personal communication style that encourages productive two-way dialogue. Communication, both verbally and written, should be offered with clarity, substance, and conciseness.

### **Commission Relations**

City Commission expects the City Manager to be responsive, accessible, inclusive, and collaborative with them as the City's policy making body. The Manager should be proactive in communicating and addressing policy or other issues important to the Commission. Warrenton's City Manager should maintain collaborative and neutral relationships with all Commission members through regular communication. It is also the City Manager's responsibility to be actively aware of the City's operations and legal obligations and provide expertise to help City Commission fulfill their role as the governing body and serve as an effective representative of the community.

### **Economic Development and Urban Renewal**

The City Manager should have experience managing urban renewal agencies to continue effective fiscal management of funds and implementation of multiple initiatives currently underway. Experience in planning and implementing successful long-term initiatives to build local economies and plan for growth is important. Understanding of Oregon land use planning is also helpful.

### **Human Resources**

The City Manager should possess strong human resource planning and management experience to provide and sustain effective City workforce levels in a fiscally responsible manner. An ability to foster and maintain contemporary personnel policies and initiatives that promote an attractive and efficient workplace environment. Experience in labor negotiations and working with unions is important.

### **Intergovernmental Relations**

Warrenton places a high value on maintaining and strengthening partnerships with regional partners. The ability to continue and expand effective working relationships with local governments, the County, the State, and other agencies through cost effective and clear agreements, transparency, collaboration, and accountability is important.

### **Community Engagement**

The citizens of Warrenton take pride in their city and expect to be proactively informed and engaged in City activities and decisions that may impact them. As such, on an individual level, the City Manager should be engaged and visible in the community. The City Manager must be open-minded, listen, and employ an objective approach to differing views and interests. The City Manager is expected to maintain, strengthen, and expand community involvement approaches to facilitate and encourage citizen engagement in City decision-making, to uphold the principles of transparency, inclusion, and public participation.

### **Transportation Infrastructure**

The City Manager should have knowledge and experience funding and managing transportation improvement projects in coordination with external partners. This experience includes street maintenance and safety improvements, traffic management, and beautification. An ability to facilitate constructive and innovative multi-agency approaches to transportation system maintenance, improvements, and funding is beneficial.

### **Appreciation for Warrenton**

The City Manager role is a high-profile local leader who should appreciate the unique attributes that make Warrenton a welcoming town with a strong sense of community. The next City Manager should appreciate Warrenton's character and be willing to integrate themselves into the City and community.

### **Understanding of City Government Roles**

The City Manager should have a thorough understanding of the Council-Manager form of government and the proper roles of bodies and individuals within such governments. The City Manager will be expected to help ensure the City Commission, staff, and advisory bodies are all operating 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:

### Long-term Strategic Financial Planning and Fund Management

Due to state property tax limitations, the City of Warrenton faces a persistent low tax revenue despite growth and increased demand for services. To address service and infrastructure needs, the City has undertaken multiple funding approaches for both capital and service provision. These financial tools include an Urban Renewal District (URD) as well as a numerous federal grants (including \$1.274 million in American Rescue Plan Act funds) to support a variety of infrastructure projects. In addition, the renewal processes for Fire and Police public safety levies will be coming up soon and an assessment of rates will be needed for each. The next City Manager will be expected to take a comprehensive financial view of these existing and potential revenues and align them with City services and infrastructure needs in the context of long-term growth impacts.

### Public Infrastructure Improvements

To accommodate growth and manage Warrenton's unique geographic location, the City is undertaking a number of major infrastructure projects including but not limited to, water, wastewater, stormwater, and flood mitigation systems that need of varying levels of additional planning, financing, and implementation. Water infrastructure improvements are underway with the construction of a \$2.6 million-dollar new water line. The Wastewater Treatment Plant (WWTP), is undergoing expansion and updating. Warrenton's stormwater system is also in need of repair and capacity improvements. Flood mitigation work consists of approximately \$20 million in levy and dike recertification management in the next five years and planning for potential insurance and other impacts of FEMA flood map updates underway. The next City Manager will be expected to lead the diverse aspects of these projects including rate assessment, ordinance development, and capacity planning. Additionally, the next City Manager will be responsible for reviewing and negotiating existing intergovernmental agreements with other local government partners for water and wastewater services while retaining sufficient capacity for the City.

### Community & Economic Development

Warrenton takes pride in its community and has undertaken a number of efforts to foster local economic development and enhance the attractiveness of the community. To support this work, the City implemented an Urban Renewal District that was highly successful and overperformed by \$4 million dollars, necessitating rapid development and implementation of appropriate and strategic urban renewal projects. Continued local economic development as well as work to provide affordable housing options for the local workforce are anticipated. The next City Manager is expected to continue these initiatives and facilitate a vision in the context of the community's growth.



### **City Facilities and Workforce Planning**

The Municipal Building/Center is 20 years old and in good condition however lacks sufficient space for all City staff to function effectively or support increased service demands from a growing population. Additionally, the building's current site is vulnerable to natural disaster impacts risking the City's ability to provide continuity of service in an emergency. The next City Manager will need to perform long term analysis to plan for future level of service needs in the context of growth and limited revenues, to seek options, and to build consensus around potential solutions to address these issues. While seeking long term solutions, the next City Manager will need to utilize creative planning, financing, and human resource skills to ensure City has sufficient staff and space in its current operating capacity to meet existing responsibilities.

### **Street and Traffic Management**

Warrenton has several state highways and routes within the City that are managed by the Oregon Department of Transportation (ODOT). To provide proper maintenance, appropriate street design features, as well as the opportunity implement desired beautification measures, the City of Warrenton wants to increase its role and participation in decisions related to maintenance, funding, and improvements of these roadways with ODOT. The City Manager will be expected to facilitate this relationship and advocate for measures to appropriately manage traffic and other impacts generated by the high volume of daily nonlocal visitors and shoppers that come to the area.

## **APPENDIX B**

### **WARRENTON CITY MANAGER RECRUITMENT**

### **HIRING PROCEDURES**

#### **Phase 1: Position Advertisement**

- 1.1 Recruitment Brochure Development:** The consultant will develop a professional, comprehensive recruitment brochure designed to attract the highest 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 added, including a description of the community with quality-of-life details. 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.
  
- 1.2 Position Advertisement:** The consultant will execute a comprehensive position advertisement process designed to attract a diverse pool of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. The consultant will also leverage an extensive professional network to directly contact qualified managers and inform them of the opening.

#### **Phase 2: Screening of Candidates**

- 2.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a supplementary application form. The consultant will review applications and any supplemental question submissions against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.
  
- 2.2 Preliminary Interviews:** The consultant will conduct preliminary interviews via Zoom with the candidates who best fit the candidate profile, as well as with any veterans who meet the position's minimum qualifications (as required by Oregon law).

**2.3 Recommendation of Finalists:** The consultant, in a City Commission executive session, will present the results of the initial review process and provide recommendations of up to four finalists. For transparency purposes, the consultant will provide information on other candidates interviewed but not recommended as finalists. The consultant will facilitate a discussion to assist the Commission in reaching consensus on the finalists they want to be interviewed. Subsequently, the Commission will announce the finalists in a regular business meeting after candidates are notified and permission is received for public disclosure of their candidacy.

**2.4 Formal Commission Designation of Finalists:** In accordance with Oregon public meetings law, the City Commission will formally designate the finalists at a regular business meeting open to the public.

**2.5 Background Checks on Finalists:** The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:

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

In addition, the consultant will contact the Oregon Ethics Commission to identify and review any past or pending complaints for each finalist.

**2.6 Reference Checks on Finalists:** The consultant will take the necessary time to thoroughly discuss the candidates with references they provide, as well as other knowledgeable contacts, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the city.

- 2.7 Finalist Receptions:** Prior to the final interviews, two receptions will be held by Zoom or in-person, to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will have an opportunity to provide feedback concerning their impressions of the finalists to help inform the final selection process.
- 2.8 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Commission, (2) local government managers or administrators from other jurisdictions, and (3) a panel of community members. Interviewers will receive an informational packet containing interview questions and comprehensive information on each finalist. After panel interviews have been completed, the Commission, in an executive session, will be presented with feedback from the panels, the staff and community receptions, and results of background and reference checks. The consultant will facilitate the Commission in reaching consensus on its preferred candidate.
- 2.9 Formal Commission Designation of Preferred Candidate:** In accordance with Oregon public meetings law, the City Commission will formally designate its preferred candidate at a regular business meeting open to the public.

RESOLUTION NO. 2619

Introduced by All Commissioners

A RESOLUTION ADOPTING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR  
HIRING A CITY MANAGER FOR THE CITY OF WARRENTON AND REPEALING ALL  
RESOLUTIONS IN CONFLICT

WHEREAS, under Section 21 of the City Charter, the City Commission is responsible for appointing the City Manager; and

WHEREAS, it is desirable for the City Commission to adopt standards, criteria, and policy directives for the selection and appointment of a City Manager; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The standards, criteria, and policy directives the City will use as a guideline in recruiting and considering City Manager candidates during the selection process will be the City Manager Job Description as set out in Exhibit A, the City Manager Profile as set out in Exhibit B, and Hiring Procedures as set out in Exhibit C.

Section 2. When the Commission is engaged in the steps that involve the discussion and selection for further consideration of individual candidates and the interviewing of candidates, the Commission may elect to conduct discussions and interviews in executive session, subject to the provisions of the Oregon Open Meetings Law. However, final action on hiring a City Manager will be taken in an open meeting.

Section 3. All previous resolutions related to the hiring of a City Manager are hereby repealed.

Section 4. This resolution shall take effect immediately upon its passage.

Adopted by the City Commission of the City of Warrenton this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

## EXHIBIT A

### CITY OF WARRENTON CLASS SPECIFICATION

#### CITY MANAGER

##### **DEFINITION**

Under the general direction of the City Commission, directs and coordinates the activities of all City departments and implements policy as established by the City Commission.

##### **DISTINGUISHING CHARACTERISTICS**

The position of City Manager is established by City Charter and is the administrative head of the City.

##### **EXAMPLES OF DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those duties which are least likely to be essential functions for any single position in this class.

1. Meets with the City Commission in regular and special meetings, gives information and transmits special or regular reports covering the affairs and needs of the City and its varied issues of municipal operations; and advises Commission members in their deliberations on policy or legislative matters.
2. Meets with the public to provide information and assistance regarding City ordinances and policies; receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
3. Directs staff in the administration of all ordinances and the provisions of all franchises, leases, contracts, permits, and privileges granted by the City.
4. Appoints and removes all City officers and employees except as otherwise provided by the City Charter; directly and through subordinate supervisors, directs and controls the work of City staff and City departments; assigns and transfers employees as necessary to obtain efficiency in City operations.
5. Administers the City personnel system including recruitment and selection, performance appraisals, collective bargaining, labor contract administration, grievance resolution and employee terminations.

6. Supervises and participates in the preparation of the annual City budget as the Budget Officer; reviews and approves departmental budget requests for submission to the Commission as appropriate, submits the estimates of revenues and expenditures to the Budget Committee; prepares or directs the preparation of such special reports as the Budget Committee or City Commission may require.
7. Seeks out financial resources available to the City such as revenue sharing, economic development grants; supervises the preparation of special grant requests.
8. Meets with representatives of other cities, the county and other governmental agencies on varied problems involved in the coordination of City services and agreements with those of other governmental units; attends meetings of various bodies directly involved in the City's operation such as the Planning Commission and provides staff assistance where requested; corresponds with other governmental agencies, private groups, and individuals on varied aspects of City business.
9. Supervises the operation of all public utilities owned and operated by the City.
10. Serves as purchasing agent, approving purchase orders and payments.
11. Exercises general supervision over all City property.
12. Confers with City staff and others on varied operating and administrative problems, proposed and reviews departments plans, programs and procedures and suggests new innovations or methods to improve the standard of services rendered by the City.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### Knowledge of:

1. Municipal government organization, powers, functions and relationships with other governmental jurisdictions.
2. Principles and practices of public administration as applied to the management of diversified municipal government services.
3. Principles and practices of public budgeting, financial management, personnel management, and records management.

4. Principles and methods used in employee-management negotiations, procurements, public works contract bidding and administration, and other aspects of municipal government operations.

Ability to:

1. Establish and maintain cooperative and harmonious working relationship with City legislative and administrative officials and employees, representatives of business and government organizations and the general public.
2. Develop and prepare effective and complete correspondence and administrative reports.
3. Make effective presentations to various groups.
4. Analyze complex problems and complete research in solving them.
5. Plan, assign, direct and review the work of others.
6. Analyze and implement municipal public service projects and programs.
7. Analyze public policy and present and apply finding.

**Experience and Training**

The knowledge, ability and skill listed above may be gained through various types of education, training and experience. A typical way to acquire the required knowledge, ability and skill is listed below.

Seven years of experience in municipal government management preferably as a city manager or assistant city manager. Graduation from a four-year college or university with major course work in public administration or related field.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Deadlines and shifting priorities are frequently part of the daily routine. Interruptions are frequent from various City staff, telephone calls, and office visitors. Some travel by car is required to attend meetings and training sessions. Availability and transportation is required to attend meetings outside of normal business hours.

Physical demands include sitting for prolonged periods; occasional lifting of files, stacks of paper, reference and other materials; moving from place to place between and within the office, as well as in outdoor locations to inspect



development sites; some reaching for items above and below desk level. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

## EXHIBIT B

# WARRENTON CITY MANAGER RECRUITMENT CITY MANAGER PROFILE

### Required Minimum Education / Experience

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### Community & Economic Development

Warrenton takes pride in its community and has undertaken a number of efforts to foster local economic development and enhance the attractiveness of the community. To support this work, the City implemented an Urban Renewal District that was highly successful and overperformed by \$4 million dollars, necessitating rapid development and implementation of appropriate and strategic urban renewal projects. Continued local economic development as well as work to provide affordable housing options for the local workforce are anticipated. The next City Manager is expected to continue these initiatives and facilitate a vision in the context of the community's growth.

### **City Facilities and Workforce Planning**

The Municipal Building/Center is 20 years old and in good condition however lacks sufficient space for all City staff to function effectively or support increased service demands from a growing population. Additionally, the building's current site is vulnerable to natural disaster impacts risking the City's ability to provide continuity of service in an emergency. The next City Manager will need to perform long term analysis to plan for future level of service needs in the context of growth and limited revenues, to seek options, and to build consensus around potential solutions to address these issues. While seeking long term solutions, the next City Manager will need to utilize creative planning, financing, and human resource skills to ensure City has sufficient staff and space in its current operating capacity to meet existing responsibilities.

### **Street and Traffic Management**

Warrenton has several state highways and routes within the City that are managed by the Oregon Department of Transportation (ODOT). To provide proper maintenance, appropriate street design features, as well as the opportunity implement desired beautification measures, the City of Warrenton wants to increase its role and participation in decisions related to maintenance, funding, and improvements of these roadways with ODOT. The City Manager will be expected to facilitate this relationship and advocate for measures to appropriately manage traffic and other impacts generated by the high volume of daily nonlocal visitors and shoppers that come to the area.



## EXHIBIT C

# WARRENTON CITY MANAGER RECRUITMENT HIRING PROCEDURES

### Phase 1: Position Advertisement

- 1.1 **Recruitment Brochure Development:** The consultant will develop a professional, comprehensive recruitment brochure designed to attract the highest 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 added, including a description of the community with quality-of-life details. 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.
- 1.2 **Position Advertisement:** The consultant will execute a comprehensive position advertisement process designed to attract a diverse pool of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. The consultant will also leverage an extensive professional network to directly contact qualified managers and inform them of the opening.

### Phase 2: Screening of Candidates

- 2.1 **Initial Application Screening:** Candidates will provide a resume, a cover letter, and a supplementary application form. The consultant will review applications and any supplemental question submissions against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.
- 2.2 **Preliminary Interviews:** The consultant will conduct preliminary interviews via Zoom with the candidates who best fit the candidate profile, as well as with any veterans who meet the position's minimum qualifications (as required by Oregon law).

**2.3 Recommendation of Finalists:** The consultant, in a City Commission executive session, will present the results of the initial review process and provide recommendations of up to four finalists. For transparency purposes, the consultant will provide information on other candidates interviewed but not recommended as finalists. The consultant will facilitate a discussion to assist the Commission in reaching consensus on the finalists they want to be interviewed. Subsequently, the Commission will announce the finalists in a regular business meeting after candidates are notified and permission is received for public disclosure of their candidacy.

**2.4 Formal Commission Designation of Finalists:** In accordance with Oregon public meetings law, the City Commission will formally designate the finalists at a regular business meeting open to the public.

**2.5 Background Checks on Finalists:** The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:

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

In addition, the consultant will contact the Oregon Ethics Commission to identify and review any past or pending complaints for each finalist.

**2.6 Reference Checks on Finalists:** The consultant will take the necessary time to thoroughly discuss the candidates with references they provide, as well as other knowledgeable contacts, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the city.

- 2.7 Finalist Receptions:** Prior to the final interviews, two receptions will be held by Zoom or in-person, to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will have an opportunity to provide feedback concerning their impressions of the finalists to help inform the final selection process.
- 2.8 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Commission, (2) local government managers or administrators from other jurisdictions, and (3) a panel of community members. Interviewers will receive an informational packet containing interview questions and comprehensive information on each finalist. After panel interviews have been completed, the Commission, in an executive session, will be presented with feedback from the panels, the staff and community receptions, and results of background and reference checks. The consultant will facilitate the Commission in reaching consensus on its preferred candidate.
- 2.9 Formal Commission Designation of Preferred Candidate:** In accordance with Oregon public meetings law, the City Commission will formally designate its preferred candidate at a regular business meeting open to the public.



## Recruitment Schedule

Week of	Actions
October 7 <sup>th</sup>	Start-up meeting with City to finalize scope and timeline
December 6 <sup>th</sup>	Stakeholder interviews Staff online survey or input meeting
December 13 <sup>th</sup>	Stakeholder interviews (continued) Virtual public input meeting- December 15 <sup>th</sup> Staff online survey or input meeting
December 20 <sup>th</sup>	Initial candidate profile draft and finalization
January 10 <sup>th</sup>	City Commission work session on draft candidate profile/hiring process – January 11 <sup>th</sup>
January 24 <sup>th</sup>	Commission official adoption of candidate profile/hiring process- January 25 <sup>th</sup> meeting
January 24 <sup>th</sup>	Recruitment brochure development
February 3 <sup>rd</sup> – March 3 <sup>rd</sup>	Position advertisement
March 7 <sup>th</sup>	Initial application screening
March 14 <sup>th</sup>	Preliminary interviews by Zoom
March 21 <sup>st</sup>	Recommendation and selection of finalists Executive Session- March 22 <sup>nd</sup>
March 28 <sup>th</sup>	Background/reference checks on finalists
April 4 <sup>th</sup>	Finalist virtual receptions, interviews, and selection