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GARIBALDI CITY COUNCIL REGULAR MEETING

Via Zoom	https://us02web.zoom.us/j/87903886445	Meeting ID:	879 0388 6445
Via Phone	253-215-8782	Password:	649143

AUDIENCE PARTICIPATION

Comments must be limited to city business topics that are NOT on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to city@garibaldi.gov), or in person to city staff**

MONDAY, AUGUST 17, 2026: 5:30 PM

A. CONVENING OF MEETING

B. PRESENTATIONS

1. RCAC – Water Rate Study
2. Garibaldi Emergency Volunteers

C. ITEMS TO BE ADDED TO THE AGENDA

D. PUBLIC HEARINGS

E. CONSENT CALENDAR

1. City Council Meeting Minutes
 - a. July 13, 2026, City Council Work Session Meeting
 - b. July 20, 2026, Regular City Council Meeting
2. Checks Issued
3. Financial Report
4. LGIP Statement

F. PUBLIC COMMENTS ON AGENDA ITEMS – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items; if you wish to speak, please sign up on the provided roster.

G. OLD BUSINESS

1. Audit Status Update

2. Garibaldi Wayfinding Project Update
3. City Manager Recruitment Update
4. City Hall Project Update

H. NEW BUSINESS

1. Consideration of Intergovernmental Agreement Renewal with Garibaldi Rural Fire Protection District
2. Consideration of the League of Oregon Cities (LOC) 2027-2028 Legislative Priorities

I. ITEMS REMOVED FROM CONSENT AGENDA

J. CITY MANAGER'S REPORT

K. DEPARTMENT HEAD MATTERS

L. AFFILIATED ORGANIZATION REPORTS

M. COUNCIL REPORTS AND COMMENTS

N. ADJOURNMENT

Garibaldi City Council Workshop Minutes **Monday, July 13, 2026 – 4:00 p.m.**

Convening of Meeting

Mayor Bade called the July City Workshop to order at 4:03 PM. In attendance were Mayor Bade, Council President Cheryl Gierga, Vice President Bud Shattuck, Councilor Connye Corey by zoom, and Councilor Tom Porter. Staff in attendance were City Manager Pro Tem/Finance Officer Becca Harth.

She noted that this was a workshop session and not a formal business meeting. Mayor Bade announced that the order of the agenda would be adjusted so that representatives from the Port present on Garibaldi Days matters could be heard first, followed by the parking permit item for 408 Garibaldi Avenue, allowing those guests to be released before the remaining items were addressed.

Old Business

Finalize City Manager Hiring Process

Mayor Bade shared insights from her research on the city manager hiring process, having consulted with a CIS representative who advised engaging a headhunting firm for more effective recruitment, highlighting Garibaldi's appeal to attract qualified candidates. She expressed interest in developing a strategic plan and financial plan, believing support from the council, with a new city manager involved from the onset.

The CIS contact endorsed this plan, suggesting job posts highlight the city's collaborative intent. Discussing salary, Bade shifted from \$100,000-\$120,000 to \$120,000-\$135,000, considering mentoring for less experienced candidates. Emphasizing stronger council collaboration. Bade aims to draft targeted interview questions with CIS help. She seeks quotes from three headhunting firms, drawing comparisons from Manzanita's search. No rush for next Monday's meeting agenda; updates will follow at the next workshop.

Councilor Porter underscored the need for external aid in selections. He queried public perceptions of Finance Director Becca Harth's Pro Tem role.

Mayor Bade cited positive town hall feedback on Facebook, valued as recognition of staff efforts. Bade also noted progress in public engagement efforts and stressed positivity for ongoing success. Harth acknowledged challenges but appreciated council backing.

Accounting Software Implementation Plan

There was no discussion of this agenda item during the meeting.

Discussion Regarding Chickens/Roosters

Councilor Gierga highlighted that chickens have long been part of Garibaldi and observed that concerns were primarily with a specific poorly maintained property.

Mayor Linda Bade noted the issues were more about roosters than chickens, and that having too many fowl on small lots could invite issues like rats.

Councilor Gierga mentioned that other jurisdictions base the number of chickens on lot size, which she recommended as a sensible approach for any new ordinance, and Mayor Bade agreed.

Harth cited an existing ordinance dealing with nuisances that wouldn't need to be duplicated but rather focused on type and number of fowl allowed.

Councilor Gierga raised the growing problem of pigeons, calling for residents to stop feeding them and questioning if pigeons should be regulated similarly to fowl. She also suggested a blanket fowl limit per lot size for simplicity and emphasized banning roosters citywide.

Councilor Porter proposed focusing on defining nuisance behaviors, noting a single chicken could also be a nuisance. Mayor Bade acknowledged that nuisance definition and fowl limits must both be addressed.

Concerns like containment and potential regulations on trailers and boats as nuisances were also mentioned. It was decided that Harth would revise the draft involving a rooster ban, fowl limits by lot size, and address grandfathering issues, to be reviewed in a future workshop.

New Business

Parking Permit For 408 Garibaldi Ave

Tim Goddard discussed renewing a parking permit for 408 Garibaldi Avenue, the only home in that area without a driveway affected by the Highway 101 two-hour parking rule. The original permit, issued after researching similar cases in other cities, allowed for two \$5.00 transferable permits yearly, provided they are visible on the windshield and void if the property becomes commercial. Goddard's brother, now living there, faced issues renewing the permit due to missing records, prompting Goddard's council appearance. The council planned to formalize the permit renewal during a future business meeting. There were no enforcement actions or parking tickets on record for the address, and discussions about updating the permit's vehicle regulations, focusing on registered, operational vehicles were suggested but noted as unnecessary due to no past issues. The permit ensures equity as the only residential property there with no driveway, allowing for necessary adjustments should the property change hands.

Garibaldi Day's Discussion

Mayor Bade welcomed Mike Saindon and Jessi Coon from the Port of Garibaldi to provide a Garibaldi Days update. Saindon explained loss of the previous Garibaldi Days Committee led to events management being primarily executed by the city and port, which has faced challenges in recent years due to the city's reduced participation. He cited the need for robust coordination between the city and port, given the events growth and its safety requirements.

Jessi Coon outlined event highlights like compelled vendor participation for all days, family activities, tribute bands, and a Coast Guard appreciation. Challenges such as the absence of the car show were acknowledged. Safety concerns around vendor placement at corners were stressed. To manage logistics, agreements on security valued at \$7,500 were discussed. Applications for parade participation were ongoing, with extended deadlines.

Going forward, Saindon advocated for an organized committee involving various stakeholders, starting early sponsor outreach, and accurately recording the event's true costs, aiming for sponsorships to cover more expenses. Enhancing community and economic benefits, efforts to reconnect to the event's school reunion origins were noted. Support from Councilor Porter and a collaborative approach was welcomed by Mayor Bade.

Employee Payroll Cost

There was no discussion of this agenda item during the meeting.

Adjournment

Mayor Bade adjourned the meeting at 5:07 PM, noting the council would reconvene the following Monday for the regular business meeting.

ATTEST:

Linda Bade, Mayor

Becca Harth, City Manager Pro Tem/Finance Director

Garibaldi City Council Regular Meeting Minutes Monday, July 20, 2026 – 5:30 p.m.

CONVENING OF MEETING

Mayor Bade called the meeting to order at 5:30 p.m. In attendance were Mayor Linda Bade, Council President Cheryl Gierga, Vice President Bud Shattuck, Councilor Connye Corey, and Councilor Tom Porter. Staff in attendance were City Manager Pro Tem/Finance Officer Becca Harth, Fire Chief Tad Pedersen, and Public Works Superintendent Nick Theoharis.

PRESENTATIONS

Emergency Management Volunteer Coordinator Shannon Whipple presented an update on the organization's activities. The primary focus was participation in the upcoming Garibaldi Days event, including a presence in the parade and a shared booth with the fire department. The organization will conduct a raffle to raise funds toward the goal of electrifying and storing the emergency management container. Raffle ticket pricing was outlined as follows: gift card tickets at \$1.00 each or 6 for \$5.00; fishing trip tickets at \$5.00 each or 3 for \$10.00; and an Oregon Coast season pass ticket at \$10.00 per entry.

ITEMS TO BE ADDED TO THE AGENDA

Mayor Bade noted two additions: a non-agenda public comment period to be placed above public comments on agenda items, and a standing monthly presentation slot for the Emergency Management Volunteers, which had inadvertently been omitted.

PUBLIC HEARINGS

No public hearings were held.

CONSENT CALENDAR

Prior to approval, several corrections to the meeting minutes were identified and some clarifying questions on the checks issued register were addressed.

A motion was made to approve the Consent Calendar

- **Moved by: Councilor Tom Porter**
- **Seconded by: Vice President Norman Shattuck**
- **Motion Passed unanimously**

PUBLIC COMMENTS ON AGENDA ITEMS

Judith Parker addressed the Council regarding the monthly \$10.00 street utility fee. She stated her belief that the fee is illegal, having been established by resolution rather than ordinance, and noted she had not paid it since October. She challenged the Council to identify other rural Tillamook County municipalities charging a comparable fee and cautioned that any shutoff of water service for non-payment would prompt public action.

Non-Agenda Public Comment

Brian Demmings and Margaret Middleton both raised concerns regarding stormwater drainage and erosion on their properties, attributing the worsening conditions to increased hillside development. Middleton noted she had spent thousands of dollars raising the corner of her home due to erosion.

Ann Richards described the engineering and retaining wall work her household undertook during their own development and advocated for mandatory stormwater mitigation requirements for future development projects.

Heidi Parker provided an update that the Planning Commission is anticipated to begin meeting in September, delayed from August, pending DLCD training for commissioners and Council. She also requested clarification on Planning Commission member terms and positions.

Judith Parker expressed concern regarding the Council's appointment of Nathan to the Planning Commission, alleging a conflict of interest in the mayor's deciding vote given a landlord-tenant relationship, and stating that work she had contributed during a prior term had not been advanced.

Mark Connely identified himself as the property owner who had cleared timber on a lot in the affected drainage area. He stated his site plan had been approved twice by the city planner and expressed willingness to work collaboratively with neighbors.

Tim Goddard was present regarding the parking permit item and was advised his matter was already on the agenda.

Mayor Bade acknowledged the drainage concerns, committed to engaging City Planner Scott on a comprehensive review of the area, and asked Harth to assist Mr. Demmings in identifying property owners. Harth agreed to coordinate a group meeting with the planner the following week.

OLD BUSINESS

Audit Update

Harth reported that the draft audit for fiscal year 2023–2024 had been expected from the auditor the prior Thursday but had not yet been received. She confirmed it is in draft phase and indicated she would follow up with the auditor the following day. The Mayor noted that draft figures are generally reliable. It was anticipated that the fiscal year 2024–2025 audit would require approximately four months of work and could be completed by year-end, which would leave only the current mandated audit cycle outstanding.

Update on Garibaldi Wayfinding

Harth reported no new update, noting that a community meeting is scheduled for August 5, 2026, at 4:00 PM at City Hall, at which signage design options will be presented for community input. The wayfinding plan document is available on the city's website.

City Manager Pro Tem Contract

Mayor Bade explained that the Council's prior motion on this item had been insufficiently specific and required re-adoption. The contract title was amended from "interim" to "City Manager Pro Tem" to bring the city into compliance and align with the charter. The duties and responsibilities remain governed by the Garibaldi Municipal Code, Oregon law, city personnel policies, and Council direction.

A motion was made to consider and adopt the corrected Pro Tem City Manager contract as amended.

- **Moved by: Councilor Tom Porter**
- **Seconded by: Vice President Norman Shattuck**
- **Motion Passed unanimously**

Parking Permit 408 Garibaldi Ave

Tim Goddard addressed the Council on behalf of the property at 408 Garibaldi Avenue, the only residential property on Highway 101 without off-street parking. He noted the permit system had been in place historically and requested its renewal. The Council confirmed the permit authorizes up to two transferable permits at a fee of \$5.00 per permit, exempting permit holders from the two-hour parking limit on Highway 101. A question arose regarding whether ODOT's jurisdiction over the highway required their approval. The Council agreed to proceed with approving the permit while directing staff to confirm with ODOT that the city may issue such exemptions on the state highway corridor.

A motion was made to approve the parking permit for two vehicles at 408 Garibaldi Avenue.

- **Moved by: Councilor Cheryl Gierga**
- **Seconded by Councilor Tom Porter**
- **Motion Passed unanimously**

Accounting Software

Harth presented an implementation timeline provided by the prospective software vendor, outlining a phased onboarding process beginning with utility billing, followed by payroll, and culminating in a full system to go live. The estimated implementation period is up to nine months, during which the city would continue operating on the current system until it goes live. The new system would integrate utility billing, accounting, business licenses, short-term rental tracking, payroll, and reporting into a single platform, replacing both the existing accounting software and the separate utility billing system.

The Mayor and Council noted that the current accounting system has contributed to longstanding financial reporting problems, including the inability to produce reliable cash-on-hand figures, skewed budget-to-actual percentages, and a prior failed attempt to integrate the billing and finance systems. The Mayor confirmed that three software vendors were evaluated. Harth confirmed the selected vendor (Caselle) is customizing the system to Garibaldi's specific needs and that the city would not pay for modules it does not require.

A motion was made to approve the new accounting software.

- **Moved by: Councilor Shattuck**
- **Seconded by Councilor Gierga**
- **Motion Passed unanimously**

NEW BUSINESS

Adopt the Transportation Utility Fee Plan

Public Works Superintendent Nick Theoharis presented the draft Transportation Utility Fee Plan as a framework document. The Mayor noted that while the plan provides a sound structural outline consistent with the requirements of the governing ordinance—including that the public works director develop and maintain street maintenance programs and that funds be used solely for streets identified in the plan—it does not yet contain the specific street-by-street condition assessments anticipated as the plan's operational core. Superintendent Theoharis confirmed the document is intended as the foundational framework, with detailed evaluations of individual streets, signs, pavement markings, and infrastructure conditions to follow. Councilor Porter affirmed that adopting the framework first is the appropriate sequence, as it establishes the categories and methodology that will guide the subsequent field evaluations. A public comment from Judith Parker questioned whether the title "Transportation Utility Fee Plan" was appropriate given its broader scope; Council discussed the matter and determined that the title should remain consistent with the language already adopted by the Budget Committee to avoid introducing further confusion.

A motion was made to adopt the draft Transportation Utility Fee Plan as written.

- **Moved by: Councilor Porter**
- **Seconded by Councilor Gierga**
- **Motion Passed unanimously**

.Resolution 2026-07 Revise the Established Street Fee

Harth explained that the street utility fee was originally established by resolution at \$19.00 per month. In the prior fiscal year, a transfer from the Transient Room Tax (TRT) fund was used to offset the fee, reducing the resident-facing charge to \$10.00 per month. In the current fiscal year budget, no equivalent TRT transfer was made. This resolution formally revises the established fee rate to \$10.00 per month so that the amount billed to residents reflects the budgeted rate.

A motion was made to pass Resolution 2026-07 to revise the established street fee to \$10.00 per month.

- **Moved by: Councilor Gierga**
- **Seconded by Councilor Corey**
- **Motion Passed unanimously**

Resolution 2026-08 Spending Authority

Harth explained that the prior spending authority resolution was assigned to the City Manager position. With the appointment of a City Manager Pro Tem, a new resolution was required to assign purchasing authority to the correct title. The resolution was drafted to reference both "Pro Tem" and "Interim" designations to remain effective through any future charter amendments. The spending authority limit was set at \$50,000, primarily to accommodate an imminent project to repair a manhole at Driftwood and Highway 101, for which a quote has been received but where costs may increase once work commences. Harth noted that a minimum of \$45,000 in authority was needed for that specific project.

A motion to adopt Resolution 2026-08 establishing purchasing authority and spending limits for City of Garibaldi staff.

- **Moved by: Councilor Porter**
- **Seconded by Councilor Shattuck**
- **Motion Passed unanimously**

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Calendar for separate discussion.

CITY MANAGER'S REPORT

City Manager Pro Tem Becca Harth reported on the following: fiscal year 2025–2026 closeout work is underway; several public complaints have been resolved, including three property owner notices regarding tall grass violations; the fee schedule is being updated; the lower level of City Hall has been tested for asbestos with results pending; Public Works has ordered one-way signs for Acacia and Third and Acacia and Fourth, along with pavement arrow materials; the FY 2023–2024 audit draft is anticipated imminently; a significant amount of staff time has been directed to personnel matters; software issues continue to be addressed by staff; Harth attended Garibaldi Days planning sessions at the port; and the strategic planning workshop previously scheduled has been postponed to September, with Harth and the Mayor to attend a virtual strategic planning workshop.

DEPARTMENT HEAD MATTERS

Fire Chief Tad Pedersen reported 9 medical calls, 4 motor vehicle crashes with 4 patients, and 1 fire call during the reporting period, with 56 total responder instances across those calls and 13 hours of training conducted in 5 sessions. The department's pumper stationed in Miami had a turbocharger failure and is being replaced by a reserve engine while repairs are being arranged. The department is actively preparing for Garibaldi Days. Two grant-funded seasonal employees are working through September 30. The department currently has 12 total members. A county-wide burn ban has been in effect since July 1, suspending all burn permits within city limits except for cooking fires.

Public Works Superintendent Nick Theoharis was available for questions. Councilor Corey commended the educational content included in his written report. Mayor Bade invited Council members to take a tour of the water treatment and wastewater treatment facilities.

AFFILIATED ORGANIZATION REPORTS

The Tillamook County Library report for June was included in the packet. Mayor Bade noted that city staff have been covering Monday lunch service for the community meal program, with the library covering Wednesday and Friday sessions.

COUNCIL REPORTS AND COMMENTS

Council President Gierga offered no formal report but urged all residents and staff to remain safe during Garibaldi Days weekend, noting 67 regular vendors, 9 food vendors, and over 60 parade entries.

Vice President Shattuck noted increased crosswalk activity with the summer weather, resulting in significant traffic backup on Highway 101, and encouraged preparedness for elevated traffic volumes through the weekend.

Councilor Corey raised the question of adjusting the Council meeting start time from 5:30 PM to 6:30 PM. Following brief discussion, Council members expressed varying preferences. Harth noted that 5:30 PM works well for staff, particularly given the addition of workshops and Planning Commission meetings. No formal action was taken; the start time remains at 5:30 PM.

Councilor Porter offered no formal report.

Mayor Bade reported on attendance at the final Garibaldi Days operational planning meeting at the port and commended the port board's thoroughness. Mayor Bade noted weather forecasts suggest possible rain on Saturday and encouraged everyone to be prepared. Mayor Bade also spoke about the long term strategic planning vision for the city, including completing outstanding audits, developing a five year spending plan, engaging residents through town halls on strategic priorities, and pursuing charter updates with community participation.

ADJOURNMENT

Mayor Bade adjourned the meeting at 7:18 PM.

ATTEST:

Linda Bade, Mayor

Becca Harth, City Manager Pro Tem/Finance Director

General Fund Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
Resources						
4000	Available Cash on Hand	0.00	0.00	250,000.00	250,000.00	0.00%
4240	Business Licenses & Permits	8,379.00	8,379.00	10,500.00	2,121.00	79.80%
4570	DLCD Planning Staff Grants	0.00	0.00	500.00	500.00	0.00%
4110	FD Levy - Current Year	659.11	659.11	194,834.00	194,174.89	0.34%
4180	Fines & Forfeitures	0.00	0.00	50.00	50.00	0.00%
4230	Franchise Fees	7,930.89	7,930.89	84,550.00	76,619.11	9.38%
4740	From TRT to Gen.Fund	0.00	0.00	78,717.00	78,717.00	0.00%
4770	From WasteWater to Gen. Fund	0.00	0.00	27,812.00	27,812.00	0.00%
4760	From Water to Gen. Fund	0.00	0.00	27,812.00	27,812.00	0.00%
4550	Grants	0.00	0.00	100.00	100.00	0.00%
4750	Grants - Fire Dep	0.00	0.00	35,000.00	35,000.00	0.00%
4370	GURA Contract	0.00	0.00	28,684.00	28,684.00	0.00%
4420	Hall Rent	0.00	0.00	100.00	100.00	0.00%
4465	Homelessness Support	0.00	0.00	55,000.00	55,000.00	0.00%
4470	Interest	777.35	777.35	20,000.00	19,222.65	3.89%
4440	Misc. Revenues	819.00	819.00	500.00	(319.00)	163.80%
4005	OSFM Recievables	0.00	0.00	30,000.00	30,000.00	0.00%
4220	Planning Fees	500.00	500.00	6,750.00	6,250.00	7.41%
4100	Property Taxes - Current Year	1,095.15	1,095.15	311,062.00	309,966.85	0.35%
4120	Property Taxes - Prior Years	572.84	572.84	8,154.00	7,581.16	7.03%
4380	Rural Fire District Contract	0.00	0.00	209,602.00	209,602.00	0.00%
4300	State Cigarette Tax Share	39.85	39.85	480.00	440.15	8.30%
4310	State Liquor Revenue Share	1,315.66	1,315.66	13,500.00	12,184.34	9.75%
4350	State Marijuana Tax Share	0.00	0.00	1,300.00	1,300.00	0.00%
4320	State Revenue Sharing	0.00	0.00	9,450.00	9,450.00	0.00%
Revenue		\$22,088.85	\$22,088.85	\$1,404,457.00	\$1,382,368.15	
Gross Profit		\$22,088.85	\$22,088.85	\$1,404,457.00	\$0.00	
Expenses						
Administrative						
6240	Auditing & Accounting Services	0.00	0.00	15,000.00	15,000.00	0.00%
6250	Bank Charges & Fees	942.83	942.83	11,250.00	10,307.17	8.38%
6060	City Manager	1,750.00	1,750.00	33,800.00	32,050.00	5.18%
6025	City Recorder/Clerk	680.20	680.20	8,410.00	7,729.80	8.09%

General Fund
Statement of Revenue and Expenditures

		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Account Number						
6310	Council Expense	0.00	0.00	6,000.00	6,000.00	0.00%
6320	Dues, Licenses & Subscriptions	1,509.58	1,509.58	7,000.00	5,490.42	21.57%
6070	Finance Director/Assn. Manager	3,859.07	3,859.07	27,255.00	23,395.93	14.16%
6220	Homelessness Support	0.00	0.00	55,000.00	55,000.00	0.00%
6390	Insurance	10,500.00	10,500.00	10,500.00	0.00	100.00%
6400	IT Services	1,045.50	1,045.50	20,750.00	19,704.50	5.04%
6455	Janitorial Services	0.00	0.00	20,400.00	20,400.00	0.00%
6410	Legal Services	0.00	0.00	30,000.00	30,000.00	0.00%
6460	Meeting Expense/Admin Supplies	0.00	0.00	1,500.00	1,500.00	0.00%
6470	Minor Equipment	764.81	764.81	9,000.00	8,235.19	8.50%
6490	Office Equipment Repair	0.00	0.00	2,000.00	2,000.00	0.00%
6760	Office Equipment/Software	0.00	0.00	2,500.00	2,500.00	0.00%
6500	Office Supplies	97.73	97.73	6,500.00	6,402.27	1.50%
6010	Personnel Costs	6,967.28	6,967.28	56,888.00	49,920.72	12.25%
6510	Postage & Shipping Costs	0.00	0.00	1,330.00	1,330.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	1,875.00	1,875.00	0.00%
6630	Telephone/VOIP	38.26	38.26	1,000.00	961.74	3.83%
6650	Travel & Training	0.00	0.00	7,500.00	7,500.00	0.00%
6200	Workers Comp	472.29	472.29	2,181.00	1,708.71	21.65%
Fire & Rescue						
6260	Building & Grounds Maint.	0.00	0.00	3,500.00	3,500.00	0.00%
6035	Conflag Reimbursed Payroll	0.00	0.00	30,000.00	30,000.00	0.00%
6300	Contracted Services	722.10	722.10	25,000.00	24,277.90	2.89%
6205	Division Chief-Training	5,000.00	5,000.00	65,000.00	60,000.00	7.69%
6320	Dues, Licenses & Subscriptions	4,322.54	4,322.54	9,250.00	4,927.46	46.73%
6685	Emergency Response Supplies	99.96	99.96	2,500.00	2,400.04	4.00%
6330	Equipment Repair	3,251.03	3,251.03	20,000.00	16,748.97	16.26%
6080	Fire Chief	8,400.00	8,400.00	103,824.00	95,424.00	8.09%
6090	Fire Department - Call Persons	2,122.00	2,122.00	15,000.00	12,878.00	14.15%
6395	Fire District Formation Fees	0.00	0.00	150.00	150.00	0.00%
6380	Fuel & Oil	281.07	281.07	12,000.00	11,718.93	2.34%
6390	Insurance	20,460.00	20,460.00	20,460.00	0.00	100.00%
6400	IT Services	566.00	566.00	7,000.00	6,434.00	8.09%
6470	Minor Equipment	120.16	120.16	9,200.00	9,079.84	1.31%
6010	Personnel Costs	12,022.02	12,022.02	159,945.00	147,922.98	7.52%
6520	Printing, Advertising & Notice	212.34	212.34	250.00	37.66	84.94%
6550	Protective Clothing	90.65	90.65	20,000.00	19,909.35	0.45%
6610	Supplies & Services	164.14	164.14	11,000.00	10,835.86	1.49%

General Fund Statement of Revenue and Expenditures

		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Account Number						
6630	Telephone/VOIP	425.01	425.01	3,500.00	3,074.99	12.14%
6235	Temporary Summer Firefighter	9,592.00	9,592.00	35,000.00	25,408.00	27.41%
6650	Travel & Training	0.00	0.00	9,500.00	9,500.00	0.00%
6200	Workers Comp	472.31	472.31	5,180.00	4,707.69	9.12%
Non Departmental						
9000	Contingency	0.00	0.00	25,000.00	25,000.00	0.00%
8155	To PL for Admin.	0.00	0.00	2,500.00	2,500.00	0.00%
8080	To PSE Fund for Police Vehicle	0.00	0.00	10,000.00	10,000.00	0.00%
8140	To Street Fund	0.00	0.00	59,000.00	59,000.00	0.00%
Planning						
6240	Auditing & Accounting Services	0.00	0.00	1,500.00	1,500.00	0.00%
6060	City Manager	700.00	700.00	13,520.00	12,820.00	5.18%
6025	City Recorder/Clerk	340.10	340.10	4,205.00	3,864.90	8.09%
6305	Contracted Services PLANNER	0.00	0.00	60,000.00	60,000.00	0.00%
6325	Engineering Services	0.00	0.00	750.00	750.00	0.00%
6070	Finance Director/Assn. Manager	1,543.63	1,543.63	10,898.00	9,354.37	14.16%
6390	Insurance	6,990.00	6,990.00	6,990.00	0.00	100.00%
6420	Licenses, Dues & Subscriptions	0.00	0.00	150.00	150.00	0.00%
6470	Minor Equipment	0.00	0.00	150.00	150.00	0.00%
6010	Personnel Costs	1,279.40	1,279.40	26,486.00	25,206.60	4.83%
6520	Printing, Advertising & Notice	0.00	0.00	1,500.00	1,500.00	0.00%
6610	Supplies & Services	0.00	0.00	250.00	250.00	0.00%
6200	Workers Comp	472.29	472.29	897.00	424.71	52.65%
Property						
6260	Building & Grounds Maint.	2,484.24	2,484.24	115,000.00	112,515.76	2.16%
6335	Contracted Services PROPERTY	191.07	191.07	2,750.00	2,558.93	6.95%
6330	Equipment Repair	0.00	0.00	2,000.00	2,000.00	0.00%
6390	Insurance	8,702.86	8,702.86	4,757.00	(3,945.86)	182.95%
6470	Minor Equipment	0.00	0.00	250.00	250.00	0.00%
6010	Personnel Costs	1,586.46	1,586.46	26,486.00	24,899.54	5.99%
6150	Public Works Director	1,374.30	1,374.30	16,987.00	15,612.70	8.09%
6610	Supplies & Services	136.20	136.20	500.00	363.80	27.24%
6680	Utilities	0.00	0.00	15,500.00	15,500.00	0.00%
6190	Utility Worker II /Lead Worker	1,565.70	1,565.70	11,230.00	9,664.30	13.94%
6200	Workers Comp	472.29	472.29	920.00	447.71	51.34%
Expenses		\$124,789.42	\$124,789.42	\$1,325,074.00	\$1,200,284.58	
Revenue Less Expenditures		(\$102,700.57)	(\$102,700.57)	\$79,383.00	\$0.00	

General Fund Statement of Revenue and Expenditures

Account Number	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
	Jul 2026 Jul 2026 Actual	Jul 2026 Jul 2026 Actual	Jul 2026 Jun 2027	Jul 2026 Jun 2027 Variance	Jun 2027 Percent of Budget
Net Change in Fund Balance	(\$102,700.57)	(\$102,700.57)	\$79,383.00	\$0.00	

Fund Balances

Beginning Fund Balance	(279,423.36)	(279,423.36)	0.00	0.00	0.00%
Net Change in Fund Balance	(102,700.57)	(102,700.57)	79,383.00	0.00	0.00%
Ending Fund Balance	(382,123.93)	(382,123.93)	0.00	0.00	0.00%

Report Options

Fund: General Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: GENERAL FUND MASTER, GF - Admin

Sewer Discount Program Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	13,721.00	13,721.00	0.00%
4430	Donations	65.47	65.47	1,080.00	1,014.53	6.06%
4470	Interest	97.17	97.17	1,425.00	1,327.83	6.82%
	Revenue	\$162.64	\$162.64	\$16,226.00	\$16,063.36	
	Gross Profit	\$162.64	\$162.64	\$16,226.00	\$0.00	
Expenses						
9008	Restricted to Sewer Discount	0.00	0.00	13,226.00	13,226.00	0.00%
8150	To Wastewater Fund	0.00	0.00	1,500.00	1,500.00	0.00%
8175	To Water Fund	0.00	0.00	1,500.00	1,500.00	0.00%
	Expenses	\$0.00	\$0.00	\$16,226.00	\$16,226.00	
	Revenue Less Expenditures	\$162.64	\$162.64	\$0.00	\$0.00	
	Net Change in Fund Balance	\$162.64	\$162.64	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	15,625.36	15,625.36	0.00	0.00	0.00%
	Net Change in Fund Balance	162.64	162.64	0.00	0.00	0.00%
	Ending Fund Balance	15,788.00	15,788.00	0.00	0.00	0.00%

Report Options

Fund: Sewer Discount Program

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Sewer Discount

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
Total Receipts						
4000	Available Cash on Hand	0.00	0.00	32,630.00	32,630.00	0.00%
4470	Interest	291.51	291.51	3,240.00	2,948.49	9.00%
4440	Misc. Revenues	0.00	0.00	500.00	500.00	0.00%
4490	ODOT Grant Income	0.00	0.00	125,000.00	125,000.00	0.00%
4330	State Highway Fund Rev. Share	5,761.90	5,761.90	68,983.00	63,221.10	8.35%
Transfers In						
4670	From Gen Fund to Street	0.00	0.00	59,000.00	59,000.00	0.00%
4650	From TRT to Street Cap. Imp.	0.00	0.00	113,110.00	113,110.00	0.00%
Revenue		\$6,053.41	\$6,053.41	\$402,463.00	\$396,409.59	
Gross Profit		\$6,053.41	\$6,053.41	\$402,463.00	\$0.00	
Expenses						
Salaries & Personal Expenses						
6060	City Manager	700.00	700.00	13,520.00	12,820.00	5.18%
6025	City Recorder/Clerk	340.10	340.10	4,205.00	3,864.90	8.09%
6070	Finance Director/Assn. Manager	1,543.63	1,543.63	10,898.00	9,354.37	14.16%
6010	Personnel Costs	3,686.40	3,686.40	62,619.00	58,932.60	5.89%
6150	Public Works Director	1,832.40	1,832.40	22,649.00	20,816.60	8.09%
6190	Utility Worker II /Lead Worker	2,688.01	2,688.01	22,459.00	19,770.99	11.97%
6200	Workers Comp	472.29	472.29	2,337.00	1,864.71	20.21%
Materials & Services						
6240	Auditing & Accounting Services	0.00	0.00	14,472.00	14,472.00	0.00%
6300	Contracted Services	0.00	0.00	3,500.00	3,500.00	0.00%
6320	Dues, Licenses & Subscriptions	221.99	221.99	1,000.00	778.01	22.20%
6330	Equipment Repair	55.30	55.30	3,500.00	3,444.70	1.58%
6380	Fuel & Oil	0.00	0.00	3,500.00	3,500.00	0.00%
6390	Insurance	9,872.00	9,872.00	9,872.00	0.00	100.00%
6400	IT Services	417.20	417.20	3,700.00	3,282.80	11.28%
6410	Legal Services	0.00	0.00	1,000.00	1,000.00	0.00%
6470	Minor Equipment	120.16	120.16	3,500.00	3,379.84	3.43%
6500	Office Supplies	0.00	0.00	500.00	500.00	0.00%
6510	Postage & Shipping Costs	0.00	0.00	500.00	500.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	300.00	300.00	0.00%
6590	Street Lighting	0.00	0.00	10,000.00	10,000.00	0.00%

Street Fund Statement of Revenue and Expenditures

		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Account Number						
6610	Supplies & Services	787.80	787.80	3,000.00	2,212.20	26.26%
6620	System Maintenance & Repair	5,643.62	5,643.62	10,000.00	4,356.38	56.44%
6630	Telephone/VOIP	46.49	46.49	1,000.00	953.51	4.65%
6650	Travel & Training	0.00	0.00	2,000.00	2,000.00	0.00%
6680	Utilities	0.00	0.00	2,500.00	2,500.00	0.00%
Components of Ending Fund Balance						
9002	Unassigned/Unappropriated	0.00	0.00	48,243.00	48,243.00	0.00%
Capital Outlay						
6755	Engineering	0.00	0.00	3,500.00	3,500.00	0.00%
6750	Grants Expenses	4,426.25	4,426.25	125,000.00	120,573.75	3.54%
Interfund Transfer Expense						
8135	To Payroll Liabilities Fund	0.00	0.00	2,500.00	2,500.00	0.00%
8065	To Trails & Paths from Street	0.00	0.00	689.00	689.00	0.00%
Contingencies						
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
Expenses		\$32,853.64	\$32,853.64	\$402,463.00	\$369,609.36	
Revenue Less Expenditures		(\$26,800.23)	(\$26,800.23)	\$0.00	\$0.00	
Net Change in Fund Balance		(\$26,800.23)	(\$26,800.23)	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	157,352.32	157,352.32	0.00	0.00	0.00%
	Net Change in Fund Balance	(26,800.23)	(26,800.23)	0.00	0.00	0.00%
	Ending Fund Balance	130,552.09	130,552.09	0.00	0.00	0.00%

Report Options

Fund: Street Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: Yes

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Street Budget

Wastewater Fund Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026 Jul 2026 Actual	Jul 2026 Jul 2026 Actual	Jul 2026 Jun 2027	Jul 2026 Jun 2027 Variance	Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4500	Finance/Late Fees	25.79	25.79	3,400.00	3,374.21	0.76%
4730	From Sewer Discoun Fund To WW	0.00	0.00	1,500.00	1,500.00	0.00%
4780	From TRT to WW	0.00	0.00	5,000.00	5,000.00	0.00%
4550	Grants	0.00	0.00	100,000.00	100,000.00	0.00%
4470	Interest	971.69	971.69	10,800.00	9,828.31	9.00%
4440	Misc. Revenues	0.00	0.00	500.00	500.00	0.00%
4260	System Charges	48,833.65	48,833.65	763,867.00	715,033.35	6.39%
Revenue		\$49,831.13	\$49,831.13	\$885,067.00	\$835,235.87	
Gross Profit		\$49,831.13	\$49,831.13	\$885,067.00	\$0.00	
Expenses						
6240	Auditing & Accounting Services	0.00	0.00	22,500.00	22,500.00	0.00%
6250	Bank Charges & Fees	209.57	209.57	1,500.00	1,290.43	13.97%
6260	Building & Grounds Maint.	0.00	0.00	2,500.00	2,500.00	0.00%
6060	City Manager	1,400.00	1,400.00	27,040.00	25,640.00	5.18%
6025	City Recorder/Clerk	2,040.60	2,040.60	25,230.00	23,189.40	8.09%
9011	Committed to USDA Loan Reserve	0.00	0.00	76,943.00	76,943.00	0.00%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	0.00	4,000.00	4,000.00	0.00%
6320	Dues, Licenses & Subscriptions	2,329.89	2,329.89	12,000.00	9,670.11	19.42%
6330	Equipment Repair	55.29	55.29	8,000.00	7,944.71	0.69%
6070	Finance Director/Assn. Manager	3,087.25	3,087.25	21,797.00	18,709.75	14.16%
6380	Fuel & Oil	0.00	0.00	6,000.00	6,000.00	0.00%
6750	Grants Expenses	0.00	0.00	100,000.00	100,000.00	0.00%
6820	Inflow/Infiltration Control	0.00	0.00	30,000.00	30,000.00	0.00%
6390	Insurance	28,178.00	28,178.00	28,178.00	0.00	100.00%
6400	IT Services	519.50	519.50	19,000.00	18,480.50	2.73%
6410	Legal Services	0.00	0.00	3,500.00	3,500.00	0.00%
6470	Minor Equipment	120.16	120.16	10,500.00	10,379.84	1.14%
6760	Office Equipment/Software	0.00	0.00	5,000.00	5,000.00	0.00%
6500	Office Supplies	40.48	40.48	700.00	659.52	5.78%
6245	Overtime/Vacation Payout	0.00	0.00	2,500.00	2,500.00	0.00%
6010	Personnel Costs	9,391.66	9,391.66	154,760.00	145,368.34	6.07%
6510	Postage & Shipping Costs	0.00	0.00	3,500.00	3,500.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	500.00	500.00	0.00%
6150	Public Works Director	3,206.70	3,206.70	39,636.00	36,429.30	8.09%

Wastewater Fund Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Jul 2026	Jul 2026	Jun 2027	Jun 2027	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6600	Sewer Discount	0.00	0.00	1,500.00	1,500.00	0.00%
6610	Supplies & Services	227.32	227.32	2,000.00	1,772.68	11.37%
6780	System Improvements	2,027.01	2,027.01	50,000.00	47,972.99	4.05%
6620	System Maintenance & Repair	0.00	0.00	20,000.00	20,000.00	0.00%
6865	System Repair/Replace	0.00	0.00	20,000.00	20,000.00	0.00%
6630	Telephone/VOIP	46.49	46.49	2,500.00	2,453.51	1.86%
6640	Testing & Sampling	6,227.74	6,227.74	20,000.00	13,772.26	31.14%
8045	To Gen.Fund	0.00	0.00	27,812.00	27,812.00	0.00%
8135	To Payroll Liabilities Fund	0.00	0.00	2,500.00	2,500.00	0.00%
8145	To PWE Reserve Fund	0.00	0.00	5,000.00	5,000.00	0.00%
6650	Travel & Training	0.00	0.00	7,500.00	7,500.00	0.00%
6660	Treatment Chemicals	2,900.46	2,900.46	18,500.00	15,599.54	15.68%
9002	Unassigned/Unappropriated	0.00	0.00	315,156.00	315,156.00	0.00%
6680	Utilities	0.00	0.00	29,000.00	29,000.00	0.00%
6190	Utility Worker II /Lead Worker	6,481.22	6,481.22	68,378.00	61,896.78	9.48%
6200	Workers Comp	472.29	472.29	5,706.00	5,233.71	8.28%
7100	WWTP-USDA -- Interest	0.00	0.00	42,698.00	42,698.00	0.00%
7110	WWTP-USDA -- Principal	0.00	0.00	34,246.00	34,246.00	0.00%
Expenses		\$68,961.63	\$68,961.63	\$1,287,780.00	\$1,218,818.37	
Revenue Less Expenditures		(\$19,130.50)	(\$19,130.50)	(\$402,713.00)	\$0.00	
Net Change in Fund Balance		(\$19,130.50)	(\$19,130.50)	(\$402,713.00)	\$0.00	

Fund Balances

Beginning Fund Balance	701,667.76	701,667.76	0.00	0.00	0.00%
Net Change in Fund Balance	(19,130.50)	(19,130.50)	(402,713.00)	0.00	0.00%
Ending Fund Balance	682,537.26	682,537.26	0.00	0.00	0.00%

Report Options

Fund: Wastewater Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Budget

Water Fund Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026 Jul 2026 Actual	Jul 2026 Jul 2026 Actual	Jul 2026 Jun 2027	Jul 2026 Jun 2027 Variance	Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	312,187.00	312,187.00	0.00%
4581	Contract Services - WB	0.00	0.00	19,500.00	19,500.00	0.00%
4020	Debt Mgmt - Watseco Barview	0.00	0.00	6,675.00	6,675.00	0.00%
4500	Finance/Late Fees	1,079.92	1,079.92	3,100.00	2,020.08	34.84%
4790	From TRT To Water	0.00	0.00	5,000.00	5,000.00	0.00%
4550	Grants	0.00	0.00	50,000.00	50,000.00	0.00%
4470	Interest	971.69	971.69	10,800.00	9,828.31	9.00%
4440	Misc. Revenues	0.00	0.00	2,000.00	2,000.00	0.00%
4280	Shutff/Turn-on Fees	0.00	0.00	1,200.00	1,200.00	0.00%
4260	System Charges	61,322.68	61,322.68	633,233.00	571,910.32	9.68%
4725	Utility Discount Fund to Water	0.00	0.00	1,500.00	1,500.00	0.00%
Revenue		\$63,374.29	\$63,374.29	\$1,045,195.00	\$981,820.71	
Gross Profit		\$63,374.29	\$63,374.29	\$1,045,195.00	\$0.00	
Expenses						
6240	Auditing & Accounting Services	0.00	0.00	22,500.00	22,500.00	0.00%
6250	Bank Charges & Fees	209.57	209.57	1,500.00	1,290.43	13.97%
6260	Building & Grounds Maint.	0.00	0.00	3,000.00	3,000.00	0.00%
6060	City Manager	1,400.00	1,400.00	27,040.00	25,640.00	5.18%
6025	City Recorder/Clerk	2,040.60	2,040.60	25,230.00	23,189.40	8.09%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	0.00	4,500.00	4,500.00	0.00%
6320	Dues, Licenses & Subscriptions	3,697.83	3,697.83	15,000.00	11,302.17	24.65%
6755	Engineering	0.00	0.00	5,000.00	5,000.00	0.00%
6330	Equipment Repair	55.30	55.30	4,500.00	4,444.70	1.23%
6070	Finance Director/Assn. Manager	3,087.25	3,087.25	21,797.00	18,709.75	14.16%
6380	Fuel & Oil	0.00	0.00	6,500.00	6,500.00	0.00%
6705	Grants	0.00	0.00	50,000.00	50,000.00	0.00%
6990	IFA Loan - Principal	0.00	0.00	5,477.00	5,477.00	0.00%
6980	IFA-Loan Interest	0.00	0.00	1,198.00	1,198.00	0.00%
6390	Insurance	15,888.00	15,888.00	15,888.00	0.00	100.00%
6400	IT Services	519.50	519.50	19,000.00	18,480.50	2.73%
6410	Legal Services	0.00	0.00	3,500.00	3,500.00	0.00%
6470	Minor Equipment	120.16	120.16	5,650.00	5,529.84	2.13%
6760	Office Equipment/Software	0.00	0.00	2,500.00	2,500.00	0.00%
6500	Office Supplies	40.99	40.99	500.00	459.01	8.20%

Water Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Jul 2026	Jul 2026	Jun 2027	Jun 2027	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6245	Overtime/Vacation Payout	0.00	0.00	5,000.00	5,000.00	0.00%
6010	Personnel Costs	10,124.17	10,124.17	180,407.00	170,282.83	5.61%
6510	Postage & Shipping Costs	0.00	0.00	3,500.00	3,500.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	250.00	250.00	0.00%
6150	Public Works Director	2,748.60	2,748.60	33,974.00	31,225.40	8.09%
6600	Sewer Discount	0.00	0.00	1,500.00	1,500.00	0.00%
6610	Supplies & Services	227.32	227.32	2,500.00	2,272.68	9.09%
6620	System Maintenance & Repair	435.03	435.03	35,000.00	34,564.97	1.24%
6865	System Repair/Replace	0.00	0.00	30,000.00	30,000.00	0.00%
6630	Telephone/VOIP	46.50	46.50	2,800.00	2,753.50	1.66%
6640	Testing & Sampling	673.05	673.05	10,000.00	9,326.95	6.73%
8045	To Gen.Fund	0.00	0.00	27,812.00	27,812.00	0.00%
8050	To PL Fund for Water PE	0.00	0.00	2,500.00	2,500.00	0.00%
8145	To PWE Reserve Fund	0.00	0.00	5,000.00	5,000.00	0.00%
6650	Travel & Training	0.00	0.00	8,500.00	8,500.00	0.00%
6660	Treatment Chemicals	0.00	0.00	12,500.00	12,500.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	280,216.00	280,216.00	0.00%
6680	Utilities	0.00	0.00	23,665.00	23,665.00	0.00%
6190	Utility Worker II /Lead Worker	11,711.11	11,711.11	122,525.00	110,813.89	9.56%
6200	Workers Comp	472.29	472.29	7,266.00	6,793.71	6.50%
Expenses		\$53,497.27	\$53,497.27	\$1,045,195.00	\$991,697.73	
Revenue Less Expenditures		\$9,877.02	\$9,877.02	\$0.00	\$0.00	
Net Change in Fund Balance		\$9,877.02	\$9,877.02	\$0.00	\$0.00	

Fund Balances

Beginning Fund Balance	1,102,682.38	1,102,682.38	0.00	0.00	0.00%
Net Change in Fund Balance	9,877.02	9,877.02	0.00	0.00	0.00%
Ending Fund Balance	1,112,559.40	1,112,559.40	0.00	0.00	0.00%

Report Options

Fund: Water Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Water Budget

TRT Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
TRT Tourism						
4584	Cash on Hand	0.00	0.00	682,855.00	682,855.00	0.00%
4520	Event Revenue	0.00	0.00	500.00	500.00	0.00%
4535	Fees	0.00	0.00	100.00	100.00	0.00%
4470	Interest	3,206.57	3,206.57	26,525.00	23,318.43	12.09%
4440	Misc. Revenues	0.00	0.00	100.00	100.00	0.00%
4140	TRT - General Use	45,783.31	45,783.31	239,175.00	193,391.69	19.14%
4150	TRT - Tourism	3,445.36	3,445.36	26,575.00	23,129.64	12.96%
	Revenue	\$52,435.24	\$52,435.24	\$975,830.00	\$923,394.76	
	Gross Profit	\$52,435.24	\$52,435.24	\$975,830.00	\$0.00	
Expenses						
TRT Community						
6240	Auditing & Accounting Services	0.00	0.00	10,000.00	10,000.00	0.00%
6280	Community Expenses	0.00	0.00	17,500.00	17,500.00	0.00%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	0.00	7,500.00	7,500.00	0.00%
6360	Fireworks	0.00	0.00	10,000.00	10,000.00	0.00%
6610	Supplies & Services	0.00	0.00	1,000.00	1,000.00	0.00%
8045	To Gen.Fund	0.00	0.00	78,717.00	78,717.00	0.00%
8070	To PSE Fund for Fire Equip/Veh	0.00	0.00	25,000.00	25,000.00	0.00%
8140	To Street Fund	0.00	0.00	133,110.00	133,110.00	0.00%
8150	To Wastewater Fund	0.00	0.00	10,000.00	10,000.00	0.00%
8175	To Water Fund	0.00	0.00	10,000.00	10,000.00	0.00%
TRT Tourism						
6060	City Manager	1,050.00	1,050.00	20,280.00	19,230.00	5.18%
6025	City Recorder/Clerk	1,360.40	1,360.40	16,820.00	15,459.60	8.09%
6690	Event Expenses	9,673.71	9,673.71	25,000.00	15,326.29	38.69%
6070	Finance Director/Assn. Manager	2,315.43	2,315.43	16,348.00	14,032.57	14.16%
6015	Overtime/Vacation Payout	0.00	0.00	2,500.00	2,500.00	0.00%
6010	Personnel Costs	2,546.58	2,546.58	47,646.00	45,099.42	5.34%
6530	Promotional Media Reimb. Prgm.	0.00	0.00	1,000.00	1,000.00	0.00%
6488	Refundable Deposits	0.00	0.00	100.00	100.00	0.00%
9020	Restricted to Tourism Promo	0.00	0.00	25,000.00	25,000.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	506,641.00	506,641.00	0.00%

TRT Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Jul 2026	Jul 2026	Jun 2027	Jun 2027	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6200	Workers Comp	472.29	472.29	1,668.00	1,195.71	28.31%
	Expenses	\$17,418.41	\$17,418.41	\$975,830.00	\$958,411.59	
	Revenue Less Expenditures	\$35,016.83	\$35,016.83	\$0.00	\$0.00	
	Net Change in Fund Balance	\$35,016.83	\$35,016.83	\$0.00	\$0.00	

Fund Balances

Beginning Fund Balance	558,371.99	558,371.99	0.00	0.00	0.00%
Net Change in Fund Balance	35,016.83	35,016.83	0.00	0.00	0.00%
Ending Fund Balance	593,388.82	593,388.82	0.00	0.00	0.00%

Report Options

Fund: TRT Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Transient Room Tax MASTER BUDGET

Payroll Liability Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	61,341.00	61,341.00	0.00%
4590	From General Fund to PL	0.00	0.00	2,500.00	2,500.00	0.00%
4600	From Street Fund to PL	0.00	0.00	2,500.00	2,500.00	0.00%
4620	From Water Fund to PL	0.00	0.00	2,500.00	2,500.00	0.00%
4610	From WW Fund to PL	0.00	0.00	2,500.00	2,500.00	0.00%
4470	Interest	97.17	97.17	1,080.00	982.83	9.00%
	Revenue	\$97.17	\$97.17	\$72,421.00	\$72,323.83	
	Gross Profit	\$97.17	\$97.17	\$72,421.00	\$0.00	
Expenses						
6010	Personnel Costs	0.00	0.00	25,000.00	25,000.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	47,421.00	47,421.00	0.00%
	Expenses	\$0.00	\$0.00	\$72,421.00	\$72,421.00	
	Revenue Less Expenditures	\$97.17	\$97.17	\$0.00	\$0.00	
	Net Change in Fund Balance	\$97.17	\$97.17	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	88,039.59	88,039.59	0.00	0.00	0.00%
	Net Change in Fund Balance	97.17	97.17	0.00	0.00	0.00%
	Ending Fund Balance	88,136.76	88,136.76	0.00	0.00	0.00%

Report Options

Fund: Payroll Liability Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Payroll Liabilities Budget

PSE Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Actual	Actual	Jun 2027	Jun 2027	Percent of Budget
					Variance	
Revenue & Expenditures						
Revenue						
Transfers In						
4630	From TRT for Fire Equip/Veh	0.00	0.00	25,000.00	25,000.00	0.00%
Revenue		\$0.00	\$0.00	\$25,000.00	\$25,000.00	
Gross Profit		\$0.00	\$0.00	\$25,000.00	\$0.00	
Revenue Less Expenditures		\$0.00	\$0.00	\$25,000.00	\$0.00	
Net Change in Fund Balance		\$0.00	\$0.00	\$25,000.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	20,411.68	20,411.68	0.00	0.00	0.00%
	Net Change in Fund Balance	0.00	0.00	25,000.00	0.00	0.00%
	Ending Fund Balance	20,411.68	20,411.68	0.00	0.00	0.00%

Report Options

Fund: PSE Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: Yes

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

PWE Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026 Jul 2026 Actual	Jul 2026 Jul 2026 Actual	Jul 2026 Jun 2027	Jul 2026 Jun 2027 Variance	Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	54,560.00	54,560.00	0.00%
4720	From Water Fund to PWE	0.00	0.00	5,000.00	5,000.00	0.00%
4710	From WW Fund to PWE	0.00	0.00	5,000.00	5,000.00	0.00%
4470	Interest	194.33	194.33	2,160.00	1,965.67	9.00%
Revenue		\$194.33	\$194.33	\$66,720.00	\$66,525.67	
Gross Profit		\$194.33	\$194.33	\$66,720.00	\$0.00	
Expenses						
9002	Unassigned/Unappropriated	0.00	0.00	16,720.00	16,720.00	0.00%
6810	Vehicles/Equipment	0.00	0.00	50,000.00	50,000.00	0.00%
Expenses		\$0.00	\$0.00	\$66,720.00	\$66,720.00	
Revenue Less Expenditures		\$194.33	\$194.33	\$0.00	\$0.00	
Net Change in Fund Balance		\$194.33	\$194.33	\$0.00	\$0.00	
Fund Balances						
Beginning Fund Balance		62,884.93	62,884.93	0.00	0.00	0.00%
Net Change in Fund Balance		194.33	194.33	0.00	0.00	0.00%
Ending Fund Balance		63,079.26	63,079.26	0.00	0.00	0.00%

Report Options

Fund: PWE Reserve Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: PWE Reserve Budget

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026 Jul 2026 Actual	Jul 2026 Jul 2026 Actual	Jul 2026 Jun 2027	Jul 2026 Jun 2027 Variance	Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4584	Cash on Hand	0.00	0.00	410,254.00	410,254.00	0.00%
4585	For Parks SDC	0.00	0.00	12,530.00	12,530.00	0.00%
4583	For Storm Sewer SDC	0.00	0.00	30,740.00	30,740.00	0.00%
4597	For Streets SDC	0.00	0.00	25,360.00	25,360.00	0.00%
4596	For Wastewater SDC	0.00	0.00	42,300.00	42,300.00	0.00%
4599	for Water SDC	0.00	0.00	30,430.00	30,430.00	0.00%
4470	Interest	2,234.88	2,234.88	29,160.00	26,925.12	7.66%
Revenue		\$2,234.88	\$2,234.88	\$580,774.00	\$578,539.12	
Gross Profit		\$2,234.88	\$2,234.88	\$580,774.00	\$0.00	
Expenses						
6835	Parks Dept. System Improvement	0.00	0.00	15,000.00	15,000.00	0.00%
6830	Stormwater Dept System Improv.	0.00	0.00	110,000.00	110,000.00	0.00%
6825	Street Dept. System Improvemen	0.00	0.00	110,000.00	110,000.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	95,774.00	95,774.00	0.00%
6840	Water Dept. System Improvement	0.00	0.00	125,000.00	125,000.00	0.00%
6815	WW Dept. System Improvement	0.00	0.00	125,000.00	125,000.00	0.00%
Expenses		\$0.00	\$0.00	\$580,774.00	\$580,774.00	
Revenue Less Expenditures		\$2,234.88	\$2,234.88	\$0.00	\$0.00	
Net Change in Fund Balance		\$2,234.88	\$2,234.88	\$0.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,227,343.83	1,227,343.83	0.00	0.00	0.00%
Net Change in Fund Balance		2,234.88	2,234.88	0.00	0.00	0.00%
Ending Fund Balance		1,229,578.71	1,229,578.71	0.00	0.00	0.00%

Report Options

Fund: Parks SDC Fund, System Development Fund, Stormwater SDC Fund, Transportation SDC Fund, Wastewater SDC Fund, Water SDC Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

WW Debt Bond Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Jul 2026 Actual	Year-To-Date Jul 2026 Jul 2026 Actual	Annual Budget Jul 2026 Jun 2027	Annual Budget Jul 2026 Jun 2027 Variance	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	240,789.00	240,789.00	0.00%
4470	Interest	680.18	680.18	7,560.00	6,879.82	9.00%
4100	Property Taxes - Current Year	128.16	128.16	39,000.00	38,871.84	0.33%
4120	Property Taxes - Prior Years	41.85	41.85	719.00	677.15	5.82%
	Revenue	\$850.19	\$850.19	\$288,068.00	\$287,217.81	
	Gross Profit	\$850.19	\$850.19	\$288,068.00	\$0.00	
Expenses						
9009	Restricted to Sewer Bond Pymt.	0.00	0.00	248,349.00	248,349.00	0.00%
7175	WW Bond Payment - Interest	0.00	0.00	16,854.00	16,854.00	0.00%
7180	WW Bond Payment - Principal	0.00	0.00	22,865.00	22,865.00	0.00%
	Expenses	\$0.00	\$0.00	\$288,068.00	\$288,068.00	
	Revenue Less Expenditures	\$850.19	\$850.19	\$0.00	\$0.00	
	Net Change in Fund Balance	\$850.19	\$850.19	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	233,794.82	233,794.82	0.00	0.00	0.00%
	Net Change in Fund Balance	850.19	850.19	0.00	0.00	0.00%
	Ending Fund Balance	234,645.01	234,645.01	0.00	0.00	0.00%

Report Options

Fund: WW Debt Bond Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Debt Budget

Transportation Utility Fund Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Jul 2026	Jul 2026	Jun 2027	Jun 2027	Percent of
		Actual	Actual		Variance	Budget
Account Number						
Revenue & Expenditures						
Revenue						
Transportation Utility Fee						
Total Receipts						
Available Cash on Hand	4000	0.00		45,000.00	45,000.00	0.00%
Interest	4470	194.34	194.34	2,160.00	1,965.66	9.00%
Transportation Fee	4345	4,688.84	4,688.84	75,000.00	70,311.16	6.25%
Total Total Receipts		\$4,883.18	\$4,883.18	\$122,160.00	\$117,276.82	
Transportation Utility Fee Totals		\$4,883.18	\$4,883.18	\$122,160.00	\$117,276.82	
Revenue		\$4,883.18	\$4,883.18	\$122,160.00	\$117,276.82	
Gross Profit		\$4,883.18	\$4,883.18	\$122,160.00		
Expenses						
Transportation Utility Fee						
Materials & Services						
Maintenance & Repair	6450	0.00		25,000.00	25,000.00	0.00%
Total Materials & Services		\$0.00		\$25,000.00	\$25,000.00	
Capital Outlay						
Street Dept. System Improvemen	6825	0.00		65,000.00	65,000.00	0.00%
Total Capital Outlay		\$0.00		\$65,000.00	\$65,000.00	
Transportation Utility Fee Totals		\$0.00		\$90,000.00	\$90,000.00	
Expenses		\$0.00		\$90,000.00	\$90,000.00	
Revenue Less Expenditures		\$4,883.18	\$4,883.18	\$32,160.00		
Net Change in Fund Balance		\$4,883.18	\$4,883.18	\$32,160.00		

Transportation Utility Fund Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2026
		Jul 2026	Jul 2026	Jul 2026	Jul 2026	Jun 2027
		Jul 2026	Jul 2026	Jun 2027	Jun 2027	Percent of
		Actual	Actual		Variance	Budget
Account Number						
Fund Balances						
	Beginning Fund Balance	0.00				0.00%
	Net Change in Fund Balance	4,883.18	4,883.18	32,160.00		0.00%
	Ending Fund Balance	4,883.18	4,883.18			0.00%

Report Options

Fund: Transportation Utility Fund

Period: 7/1/2026 to 7/31/2026

Detail Level: Level 3 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Transportation Utility Fund

Display Fund Balance Section: Yes



OREGON
STATE
TREASURY

Client Services
PO Box 11760
Harrisburg, PA 17108-1760

ACCOUNT STATEMENT

For the Month Ending
July 31, 2026

GARIBALDI CITY OF

Client Management Team

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5701 GARIBALDI CITY OF

Important Messages

Oregon LGIP will be closed on 09/07/2026 for Labor Day.

GARIBALDI CITY OF
BECCA HARTH
PO BOX 708
GARIBALDI, OR 97118

Online Access www.oregon.gov/lgip

Customer Service 1-855-678-5447



Account Statement

For the Month Ending July 31, 2026

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM"), a division of U.S. Bancorp Asset Management, Inc., as administrator for the Oregon State Treasury (Treasury), provides administrative and operational support for the Oregon Local Government Investment Pool (LGIP or pool).

Information about the LGIP can be found in the Information Statement found on Treasury's website at www.oregon.gov/lgip.

Questions About an Account This monthly statement is intended to detail the activity of any accounts held by participants in the pool. Please review the detail pages of this statement carefully. Any inquiries or requests for further information should be directed to PFMAM Client Services at (855) OST-LGIP or (855) 678-5447.

Any disputes/objections to any of transactions in a statement should be addressed, within 60 days of receipt of the statement, to PFM Asset Management, Compliance Department, 213 Market Street, Harrisburg, PA 17101. To protect your rights, if you initially report orally any inaccuracy or discrepancy, you should confirm the report in writing. Participants may also contact Treasury directly at (800) 452-0345.

Portfolio Treasury manages the pool in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726). The pool is commingled with state funds in the Oregon Short Term Fund (OSTF), which is not managed as a stable net asset value fund. Participants should be aware that preservation of principal is not assured by Treasury, the Oregon Investment Council, or the OSTF Board. Furthermore, account balances are not guaranteed or otherwise protected by Treasury, PFMAM, the FDIC, or any other government agency. Investment in securities involves risks, including the possible loss of the amount invested.

Compliance with Tax Law and Debt Covenants Treasury and PFMAM make no representations as to whether the pool complies with Section 148 of the Internal Revenue Code of 1986. Accordingly, the pool may not be appropriate for the investment of bond proceeds. Bond covenants may also restrict the investment of bond proceeds and may preclude the pool as a permitted investment option. Participants should discuss arbitrage rebate, yield restriction, and other applicable bond provisions with their bond counsel prior to depositing bond proceeds in the pool.

Key Terms and Definitions

Current Yield, for the purpose of the pool, is the average of the annualized variable interest rate set by Treasury over the last seven days. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Dividends represent interest paid on a pool account. Interest is accrued daily on each pool account based on an account's closing balance and a variable interest rate set by Treasury. Interest is paid to accounts on the last business day of the month.

Monthly distribution yield, for the purpose of the pool, represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

Purchases represent all credits to a pool account, including those initiated by an account's owner and its authorized agents, those initiated by another pool participant and its authorized agents, those initiated by approved third-party entities (e.g., state agencies), and those initiated by Treasury and its authorized agents (e.g., dividends).

Redemptions represent all debits from a pool account, including those initiated by an account's owner and its authorized agents, and those initiated by Treasury and its authorized agents (e.g., fees).



Account Statement - Transaction Summary

For the Month Ending **July 31, 2026**

GARIBALDI CITY OF - GARIBALDI CITY OF - 5701

Oregon LGIP		Asset Summary		
Opening Balance	2,855,572.15		July 31, 2026	June 30, 2026
Purchases	19,331.40			
Redemptions	(0.15)	Oregon LGIP	2,874,903.40	2,855,572.15
		Total	\$2,874,903.40	\$2,855,572.15
Closing Balance	\$2,874,903.40			
Dividends	9,716.88			



Account Statement

For the Month Ending **July 31, 2026**

GARIBALDI CITY OF - GARIBALDI CITY OF - 5701

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					2,855,572.15
07/01/26	07/01/26	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5701) - June 2026	1.00	(0.05)	2,855,572.10
07/01/26	07/01/26	LGIP Fees - Received ACH (1 @ \$0.10 - From 5701) - June 2026	1.00	(0.10)	2,855,572.00
07/08/26	07/08/26	SFMS Fr:OLCC 70OLCC Tax (Liquor)	1.00	1,315.66	2,856,887.66
07/15/26	07/15/26	Tillamook County - July 2026 Tax Distribution w/RRSA	1.00	2,497.11	2,859,384.77
07/15/26	07/15/26	SFMS Fr:Administrative Services, Dept 70City Cigarette Tax	1.00	39.85	2,859,424.62
07/20/26	07/20/26	ODOT - ODOT PYMNT	1.00	5,761.90	2,865,186.52
07/31/26	08/03/26	Accrual Income Div Reinvestment - Distributions	1.00	9,716.88	2,874,903.40

Closing Balance **2,874,903.40**

	Month of July	Fiscal YTD July-July		
Opening Balance	2,855,572.15	2,855,572.15	Closing Balance	2,874,903.40
Purchases	19,331.40	19,331.40	Average Monthly Balance	2,860,525.67
Redemptions	(0.15)	(0.15)	Monthly Distribution Yield	4.00%
Closing Balance	2,874,903.40	2,874,903.40		
Dividends	9,716.88	9,716.88		

Contract Summary

Contract type	Recruitment Services Proposal
Parties	Jensen Strategies, LLC ("Consultant"); City of Garibaldi ("City")
Contract Amount	\$28,000
Jurisdiction	Oregon
Start date	August 5, 2026
Effective date	August 5, 2026
Contract Term	14-16 weeks; subject to adjustment based on City needs, council availability, and staff capacity. Terms valid for 90 days from proposal date.

Termination Clause

- Proposal terms valid for 90 days.
- Jensen Strategies may remove the one-year guarantee if the City deviates from agreed scope or professional advice (with notice).
- Guarantee applies if candidate resigns or is terminated for cause within one year; City may request replacement recruitment.

Liability

- Jensen Strategies carries professional liability insurance of \$2 million.
- Not responsible or liable for deviations from agreed scope or discountenance of professional advice after scope is agreed.

Payment Terms

- Invoices submitted monthly for services rendered.
- Payment due within 30 days.
- Professional fee: \$28,000; estimated reimbursable expenses: \$7,500.

Guarantee Clause

- If selected candidate resigns or is terminated for cause within one year, Jensen Strategies will conduct one replacement recruitment for no additional professional fees.
- Organization pays only direct expenses for additional recruitment.
- Guarantee applies if candidate signs employment agreement, is fully vetted, guarantee is requested within three months of departure, and organization follows agreed scope and advice.

Reimbursable Expenses

- Estimated at \$7,500.

- Includes advertising, background checks, document printing, graphic design, consultant travel, and other direct costs.
- Candidate travel and finals week meals/refreshments subject to City approval.

Scope of Work

- Five phases: Start-up/Candidate Profile Development, Position Advertisement, Candidate Screening, Finalist Evaluation and Selection, Contract Negotiations.
- Includes stakeholder engagement, advertising, screening, interviews, background/reference checks, community forums, and negotiation support.

Professional Liability Insurance

- Jensen Strategies maintains \$2 million in professional liability insurance through The Hanover Insurance Group.

Adjustment Clause

- Jensen Strategies will adjust the recruitment process as needed to meet City expectations.
- If the City deviates from agreed scope or professional advice, Jensen Strategies is not responsible or liable, and the one-year guarantee may be removed with notice.

Deliverables and Timeline

- Estimated project duration: 14-16 weeks.
- Detailed deliverables for each phase, including meetings, interviews, reports, and candidate materials.

Reference Requirements

- Four references required from each candidate.
- Jensen Strategies will conduct individual phone interviews with each reference.

Background Check Requirements

- Comprehensive background checks for all finalists, including criminal, motor vehicle, education, employment, credit, and civil litigation checks.

This document is a proposal by Prothman Company outlining their executive recruitment services and qualifications for city management and public sector leadership positions.

Company Overview and Experience

- Prothman has 24 years of public sector recruitment experience with over 1,300 successful placements.
- They serve a wide range of clients from small agencies to large organizations, emphasizing long-term partnerships.

Unique Strengths and Client Relationships

- The firm is known for responsive service, building trust, and repeat business.
- They focus on placing leaders who fit organizational culture and promote long-term retention.

Recruitment Process and Approach

- The process is tailored to each organization, starting with stakeholder interviews and profile development.
- They use proactive outreach, including regional and national advertising, direct mail, and social media campaigns.

Candidate Screening and Selection

- Candidates are screened through application review, internet background searches, and comprehensive videoconference interviews.
- Finalists are presented with detailed packets, and the top candidates are selected for final interviews.

Final Interview and Hiring Support

- The firm designs structured interview processes, facilitates candidate evaluations, and coordinates travel.
- They conduct thorough reference checks and assist with employment negotiations.

Schedule and Communication

- The firm is flexible and ready to start immediately, providing regular updates and direct contact options.
- Typical recruitment timelines include stakeholder interviews, profile approval, advertising, screening, and final interviews.

Fee Structure and Guarantee

- The standard fee is \$19,500 with a one-year guarantee; a discounted fee of \$16,500 applies for Garibaldi.
- Expenses include advertising, travel, background checks, and candidate reimbursements.
- If the selected candidate resigns or is terminated within a year, Prothman offers a free replacement search.

Commitment to Diversity and Equal Opportunity

- Prothman emphasizes attracting diverse candidate pools and inclusive recruitment practices.
- They are committed to serving local governments with integrity and tailored solutions.

Example of Position Profile

- The sample profile for Clatskanie's City Manager highlights community context, organizational structure, and key priorities.
- The role involves managing city functions, overseeing infrastructure projects, and pursuing grant funding.

Client References and Recent Projects

- The firm has successfully completed recruitments for various Oregon and Washington cities and agencies.

- Many clients are repeat customers, reflecting satisfaction with results and service quality.

County and Community Overview

- Tillamook County is a coastal Oregon region with 27,748 residents and 3.2 million visitors annually.
- Known for natural beauty, tourism, dairy, agriculture, and fishing industries.

Department and Services

- The Health Department operates as an FQHC offering primary care, behavioral health, dental, and public health programs.
- Serves over 6,500 patients annually with a \$17 million budget and 68.4 staff.

Leadership Role and Responsibilities

- The Administrator oversees public health and clinical services, managing 100 employees and a \$17 million budget.
- Responsible for strategic planning, policy, quality, and partnerships, reporting to the Board of Commissioners.

This document is a proposal from WBCP Inc. outlining their recruitment services for hiring a City Manager for the City of Garibaldi.

Recruitment Expertise and Experience

- WBCP has over 20 years of public sector and nonprofit recruitment success, including city managers and executives nationwide.
- They have managed numerous high-profile recruitments across multiple states and industries, with a focus on diversity and community needs.

Client Engagement and Custom Strategy

- The firm emphasizes active client and stakeholder involvement through meetings, surveys, and listening sessions.
- They tailor recruitment strategies based on community culture, organizational priorities, and stakeholder input for each search.

Diversity and Inclusive Outreach

- WBCP posts jobs on 600+ diversity job boards and uses extensive databases to reach diverse candidates.
- They leverage LinkedIn and AI tools to evaluate and contact a broad, inclusive pool of qualified applicants.

Guaranteed Recruitment Outcomes

- The firm offers a placement guarantee or a replacement guarantee if a candidate leaves within six months.
- Continued support is provided at no extra cost for one additional recruitment if needed.

Key Staff and Leadership

- WBCP's team includes experienced recruiters with backgrounds in government, nonprofit, and corporate sectors.
- Leadership includes President Wendi Brown and senior recruiters with extensive local government and organizational expertise.

Recruitment Phases and Community Engagement

- The process involves stakeholder interviews, surveys, and feedback to develop a detailed timeline and advertising plan.
- Marketing strategies include digital advertising with a focus on diversity, ensuring broad outreach and candidate attraction.

Organizational and Industry Focus

- WBCP specializes in leadership roles across sectors like public safety, health, transportation, and community development.
- They have successfully recruited for various city, county, and special district positions, emphasizing community-aligned leadership.

Recruitment Strategy and Outreach Methods

- WBCP uses targeted digital advertising, outreach, and a broad network to attract diverse candidates.
- Their campaigns reach up to 600 websites and over 15,000 community organizations, accessing 2 million resumes.

Candidate Sourcing and Screening Process

- They employ proactive headhunting, LinkedIn Recruiter, AI tools, and centralized support to identify top talent.
- Resumes are reviewed, and about 20% of applicants are phone-screened to create a shortlist for client review.

Communication and Client Collaboration

- Weekly updates are provided, with tailored communication based on client preferences.
- WBCP facilitates candidate interviews, develops questions, and coordinates final selection processes.

Background Checks and Final Selection

- They conduct comprehensive background and reference checks, including criminal, education, and credit verifications.
- Assistance is provided for negotiations on salary, benefits, and start date after candidate approval.

Timeline and Project Management

- The recruitment process spans approximately 12 weeks, from kickoff to candidate hire.
- WBCP customizes timelines, with clear milestones for application collection, interviews, and background checks.

Cost and Additional Services

- Flat fees range around \$21,900, with expenses for advertising, background checks, and travel billed separately.
- Optional services include extra interview facilitation, travel coordination, investigative background checks, and extended background services.

Diversity Commitment and Confidentiality

- Over 68% of placements over three years are from diverse backgrounds.
- Confidentiality safeguards protect client and candidate information throughout the process.

Proposal
for
City Manager
Recruitment Services



Leadership is Key to the Sustainability of any Organization

Great leaders invest in their teams, build trust and create an environment where employees don't just work, they contribute and grow.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

Thank you for the opportunity to submit our proposal for your City Manager recruitment.

Since 2002, Prothman Company has been a trusted partner in public sector executive recruitment, helping cities, counties, special districts, nonprofit organizations, and other public agencies identify and hire exceptional leaders.

What makes Prothman stand out?

Proven Track Record

With 24 years of executive recruitment experience and over 1,300 successful placements, 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.

Trusted by Clients, Search after Search

Many 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.

Finding Leaders Who Fit

We lead the industry in placement success and long-term retention by doing more than filling vacancies - we identify leaders who thrive in their roles and remain committed to the organizations they serve. Our tailored interview process and proven assessment methods, refined through decades of executive recruitment experience, evaluate not only technical qualifications but also the leadership qualities, values, and interpersonal strengths that contribute to lasting success.

Exceptional Client 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.

Submittal Date: 8/7/26

Sonja Prothman
Owner/ CEO
Prothman Company
206.605.0415
sonja@prothman.com

STATEMENT OF QUALIFICATIONS – PROJECT TEAM

Robb Van Cleave – Senior Consultant, Project Lead

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. Additionally, he was appointed to the Port of The Dalles Commission. Throughout his professional career, Robb has occupied significant board positions, including Board Chair of Mid-Columbia Medical Center and Vice Chair of Adventist Health Columbia Gorge. He has further contributed through a gubernatorial appointment as Vice Chair on the SAIF Corporation Board of Directors, as well as serving on the Wounded Warrior Project National Board (Compensation Chair) 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 18 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 Cascade Locks, OR
County Administrator – Lincoln County, OR
City Administrator – City of Red Lodge, MT
City Administrator – City of Stevenson, WA
City Administrator – City of Orting, WA
City Administrator – City of Quincy, WA
Authority Manager – Pacific City Joint Water-Sanitary Authority, OR
Senior Director of Transit Operations – Lane Transit District, OR
Public Works Director – City of Stayton, OR
Assistant Public Works Director – City of Oregon City, OR
Library Director – City of Hermiston, OR
Chief Executive Officer – Walla Walla Housing Authority, WA
Human Resources Director – Kitsap Transit, WA
Fire Chief – City of Central, CO
Public Works Director – City of Central, CO
Public Utilities Director – City of Central, CO
Fire Chief – Missoula Rural Fire District, MT
Fire Chief – Burney Fire Protection District, CA
Airport Manager – City of Kenai, AK
Health Administrator – Chelan-Douglas Health District, WA
Senior Utility Engineer – City of Kirkland, WA
Assistant Fire Chief – Paine Field Airport, WA
Deputy District Attorney – Union County, OR

Recently Completed Oregon Recruitments

Health and Human Services Administrator – Tillamook County, OR
City Administrator – City of Madras, OR
City Manager – City of Tigard, OR
City Manager – City of Clatskanie, OR
City Administrator – City of Dundee, OR
City Manager – City of King City, OR
City Manager – City of Gresham, OR
Executive Director – Urban Flood Safety & Water Quality District, OR
Chief Financial Officer – Salem Area Mass Transit District, OR
City Engineer – City of Oregon City, OR
Building Official – City of Oregon City, OR
Community Development Director – City of La Pine, OR
Library Director – City of Oregon City, OR
Public Works Director – City of La Pine, OR

STATEMENT OF QUALIFICATIONS

References

A large percentage of our recruitments come from repeat clients and referrals!

Tillamook County, OR

Health & Human Services Administrator (just completed), County Counsel, Parks Director, Information Services Director, HR Director, Accounting Manager (Sourcing & Outreach)

Contact: Rachel Hagerty, Chief Administrative Officer

rachel.hagerty@tillamookcounty.gov

503.842.3404

City of Clatskanie, OR (population 1,800)

City Manager (just completed), Finance Manager, Public Works Director

Contact: Bob Emminger, Council Member

bemminger@cityofclatskanie.com

503.410.0044

City of Cascade Locks, OR (population 1,379)

City Administrator (in progress)

Contact: Gordon Zimmerman, Interim City Administrator

cityadministrator@cascade-locks.or.us

541.374.8484

City of Stevenson, WA (population 1,620)

City Administrator (in progress)

Contact: Jenny Taylor, Mayor

jenny.taylor@ci.stevenson.wa.us

503.708.2004

Pacific City Joint Water-Sanitary Authority, OR

Authority Manager (in progress)

Contact: John Wesely, Authority Manager

jwesely@pcjwsa.com

503.483.3104

City of Oregon City, OR

Assistant Public Works Director (in progress), Library Director (recently completed), Building Official, City Engineer, Parks & Recreation Director

Contact: Alexandra Troutman, Assistant City Manager

atroutman@orc.org

503.496.1506

Jefferson County, OR

Community Development Director, Finance Director, HR Director, Building and Grounds Director, Health Director, Public Works Director

Contact: Jeff Rasmussen, County Administrative Officer

jeff.rasmussen@jeffersoncountyor.gov

541.475.2449

SCOPE OF SERVICES

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 Garibaldi and devote 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, ensuring we can identify candidates who are not only highly qualified but also an exceptional cultural and organizational fit. We will:

- ◆ Meet with the City Council
- ◆ Meet with the Interim City Manager
- ◆ 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 Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

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 personal contacts 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 (*Narrowing the Field*)

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 12 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 then meet with you either in Garibaldi or virtually** 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. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interview process plays a pivotal role in helping stakeholders evaluate candidates effectively and make well-informed hiring decisions. We partner closely with your team to design a structured, thoughtful interview experience that aligns with your hiring objectives, equips interviewers with clear evaluation criteria, and ensures each candidate is assessed consistently from multiple perspectives. This collaborative approach provides stakeholders with the insights they need to make confident, informed hiring decisions.

- ◆ **Elements of the design process include:**

- Deciding on the Structure of the Interviews
- Identifying Interview Panel Participants and Panel Facilitators
- Deciding on Candidate Travel Expenses

- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that all stakeholders and staff have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.

- ◆ **References**

We will conduct references from 8 – 12 current / past employers and colleagues for each finalist candidate.

- ◆ **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.

- ◆ **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 Garibaldi 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 Chosen Candidate**

Background checks include Education Verification, Driving Record, Sex Offender and Criminal History. (Many states have laws only allowing a criminal history background check to be administered once the employer has made an offer of employment. Prothman will coordinate the background check on your chosen candidate on your behalf; 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 August 17 & 24, 2026	Travel to Garibaldi for stakeholder interviews. Gather information for position profile. Send profile for review and edits. Get profile approval.
August 31, 2026	Post profile on Prothman website
September 8, 2026	Send direct mail brochures and first round of emails
October 4, 2026	Application closing date
Weeks of October 5 & 12, 2026	Prothman screens applications and interviews top 8 - 12 candidates
Week of October 19 - 23, 2026	Travel to Garibaldi or meet virtually to review semifinalists and pick finalists, and design final interviews
Week of November 2 or 9, 2026	Travel to Garibaldi for Final Interview Process

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager recruitment with a one-year guarantee is \$19,500, however, to acknowledge that Garibaldi is a small city, we offer the recruitment at \$16,500.

The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting professional references on the finalist candidates, conducting the background check on the chosen candidate, and all other search related tasks required 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

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Garibaldi will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,400 - \$2,100)
- Direct mail announcements (\$1,900)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging when needed (approx. \$350 - \$600 per trip)
- Background check performed by Sterling (approx. \$180 per candidate)
- Printing and shipping of Interview Packets, if requested (approx. \$150 - \$350)
- Any client required licenses, taxes, or fees

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 one year 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 can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



City of Clatskanie,
Oregon

CITY MANAGER

\$103,716 - \$132,375

Apply by
March 1, 2026
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria,

Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years.

The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the City Manager, Finance Manager / City Recorder, Senior Clerk, and a General Clerk, and Public Works, comprised of the Public Works Director, Water Treatment Plant Operator, Wastewater Treatment Plant Operator, Public Works Foreman, and two Utility Workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

THE POSITION

Working under the administrative supervision of the City Council, the City Manager provides general management and administration for all City functions. This position is responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie, and exercising supervision and leadership over the city's employees, contractors, and agents.

The City Manager also leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. The City Manager serves as chief budget officer, and floodplain administrator, and is responsible for administering the collective bargaining agreement with exclusive representative.

To view a full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Secure supplemental grant funding to mitigate wastewater rate impacts: The City is constructing a \$26 million Wastewater Treatment Facility serving approximately 700 connections, which has necessitated scheduled rate increases of \$5 per month for 24 months. The new City Manager will have an opportunity to actively pursue additional state and federal grant funding during their first year of employment to reduce the overall financial burden on ratepayers and soften the impact of these increases during the implementation period.

Lead the disciplined implementation of multi-year wastewater rate adjustments: Over the next two years, the City Manager will oversee the above-mentioned phased rollout of wastewater rate increases already adopted by the City. This work will require consistent financial oversight, clear sequencing of rate changes, and steady administration of billing adjustments while maintaining focus on affordability within a small community context.

Leverage the new wastewater facility as a long-term operational and capacity asset: The new treatment facility is already under construction and broadly accepted as necessary. Its design capacity provides operational reliability and flexibility that can support future service demands, regulatory requirements, and potential growth scenarios without requiring immediate policy decisions regarding growth direction.

Build upon a stable, aligned, and high-performing municipal team: The City Manager will inherit a well-functioning organization of approximately 10 full-time employees with strong morale and shared direction. This internal stability provides continuity and allows leadership attention to remain focused on external financial and infrastructure priorities rather than internal reorganization.



THE IDEAL CANDIDATE

The ideal candidate will bring a strong public-sector background and the leadership presence needed to guide the City of Clatskanie with clarity, accountability, and purpose. This individual will demonstrate the ability to actively pursue State and Federal grant funding and pair that skill with a solid understanding of public-sector finance to support responsible budgeting, sound governance, and long-term planning.

The successful candidate will possess a working knowledge of public works, capital projects, and utility operations, allowing for informed oversight and practical, solution-oriented decision-making. Prior management or supervisory experience is essential, with public-sector experience preferred but not required.

Strong interpersonal skills and a high level of emotional intelligence will be critical to success in this role. The ideal candidate will communicate effectively in writing, in person, and in public settings, enabling clear direction, active listening, and productive facilitation.

The ability to mediate disputes, resolve conflict, and advocate for staff will help build trust across the organization and within the community. A reputation for honesty, integrity, a positive outlook, and visible community engagement will further strengthen relationships and reinforce a healthy, collaborative organizational culture that supports retention, morale, and long-term organizational stability.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration or business administration is required.
- A minimum of five (5) years of progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or a comparable position is required.
- A master's degree in public administration or business administration is desired.
- Any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position may be considered.

To learn more about the
City of Clatskanie, please visit:

www.cityofclatskanie.com

COMPENSATION & BENEFITS

- **\$103,716 - \$132,375 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- 80 Hours of Vacation Per Year.
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 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 Clatskanie, OR – City Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.

PROTHMAN

www.prothman.com

206.368.0050

EXAMPLE OF INVITE LETTER



Tillamook County
**Community
Health Centers**
30 years as a Federally Qualified Health Center
Oregon



HEALTH AND HUMAN SERVICES ADMINISTRATOR

\$111,084 - \$146,184

Plus Excellent Benefits

Apply By:

April 26, 2026

(First Review, Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

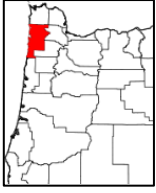
Prothman is currently recruiting for the **Health and Human Services Administrator** position for **Tillamook County Community Health Center, Oregon**. We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this 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 COMMUNITY & THE COUNTY

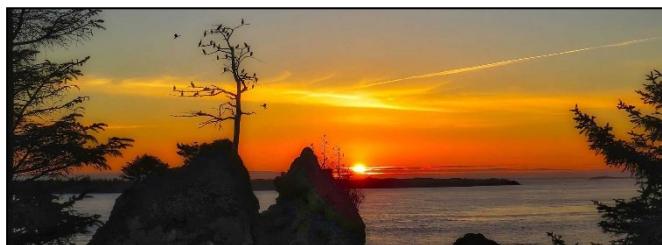


Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where forests meet the Pacific Ocean and the warmth of tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by approximately 3.2 million visitors each year, the region is one of Oregon's most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, fishing, seafood harvesting, and surfing, along with many other recreational activities. The County is home to numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway. Tillamook is also the home of world-famous Tillamook Creamery, and the dairy, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.

Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year. Operating on a 2025–2026 budget of \$179,171,763, Tillamook County has a workforce of approximately 260 employees represented by three bargaining units and operates with 22 departments.

THE HEALTH DEPARTMENT

The Tillamook County Community Health Center serves as a primary community health provider and safety-net clinic for residents across the County. Operating as a Federally Qualified Health Center (FQHC), the department's mission is to promote and protect the health of all people in the community by ensuring access to high-quality, affordable health care regardless of a patient's ability to pay.



Services are offered through a sliding fee scale and a mix of public and private insurance programs to reduce barriers to care and support the health of underserved populations. Core service areas include primary medical care, behavioral health, dental services, contract pharmacy, and public health programs such as prevention services, vaccinations, maternal and child health initiatives, and community health education. The department employs 68.4 full-time equivalent staff and operates with a 2026 budget of approximately \$17 million. Through its clinical operations and community health programs, the department provides direct clinical services to more than 6,500 patients annually while also reaching many additional residents through public health outreach, prevention programs, and partnerships.

THE POSITION

The Health and Human Services Administrator serves as the County's senior executive responsible for the leadership, administration, and performance of public health and community health services. Reporting to the Board of County Commissioners and working in partnership with the Community Health Council, the Administrator oversees the planning and delivery of prevention, primary care, behavioral health, and dental services to improve the health of County residents.

The position also serves as the County's Public Health Administrator, ADA Administrator, and Executive Director of the Federally Qualified Health Center (FQHC), ensuring alignment between clinical services, population health initiatives, and regulatory compliance. The Administrator provides executive oversight of clinical and public health operations, including medical, dental, behavioral health, pharmacy, and community health programs.

The Administrator directs a department of approximately 100 employees and contractors through a team of senior leaders and manages an annual operating budget of approximately \$17 million. The role includes responsibility for strategic planning, fiscal management, departmental policy, and maintaining quality standards while coordinating partnerships and representing County health services before the Health Council, Board of Commissioners, partner agencies, and the public.

To review the full position profile and benefits package, and to sign-up to receive our job notices via email, visit: www.prothman.com.



CITY MANAGER RECRUITMENT PROPOSAL



Prepared by Jensen Strategies, LLC



AUGUST 2026

August 5, 2026

City Manager Pro-Tem/Finance Director Becca Harth and City Council
City of Garibaldi
107 6th Street/P.O. Box 708
Garibaldi, OR 97118

Dear Ms. Harth and City Council,

Thank you for the opportunity to submit a proposal to conduct the City Manager recruitment for the City of Garibaldi. 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 Oregon.

- Our firm is Oregon-based and has been serving a broad range of cities and counties all sizes, from less than 1,000 to 640,000, since 2012.
- We work regularly with Oregon 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.
- Our team is very familiar with Garibaldi, and the Oregon coast having conducted 13 recruitments from Astoria to North Bend.

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, Oregon public meeting, and Oregon public 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 Garibaldi'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 Garibaldi 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 Oregon 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 Garibaldi'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 Garibaldi (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 Garibaldi.

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 10 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 both required by law and a best practice in our experience. To gather information on the desired attributes for Garibaldi'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 we did not interview). 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 required by Oregon public meeting law (ORS 192.660). 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 and Hiring Process: Meeting state law requirements and launching the recruitment process.

To fulfill Oregon public meeting law requirements of ORS 192.660, the Council must adopt a candidate profile, with policy directives, and a hiring process. 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, including all veterans who meet the position's minimum qualifications (as required by Oregon law). 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 help them reach a consensus on up to 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 diligence 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 Garibaldi 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, in identifying their selected candidate.

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:

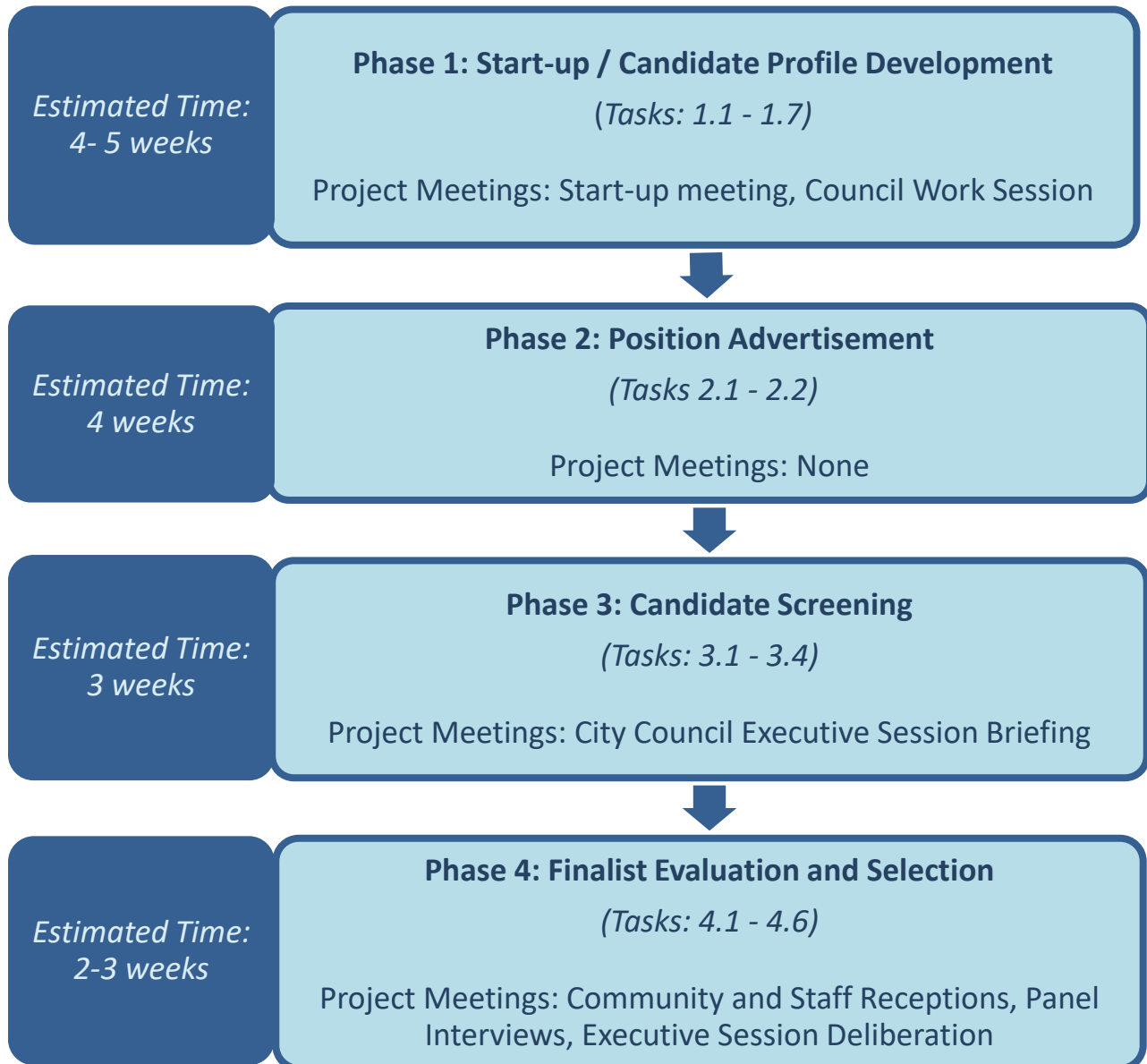
1. the selected candidate signs an employment agreement with the organization prior to starting work;
2. Jensen Strategies has fully vetted the selected candidate as described in the scope of work;
3. Jensen Strategies has been requested to implement this guarantee within three months of the employee's 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.



Subconsultants

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.

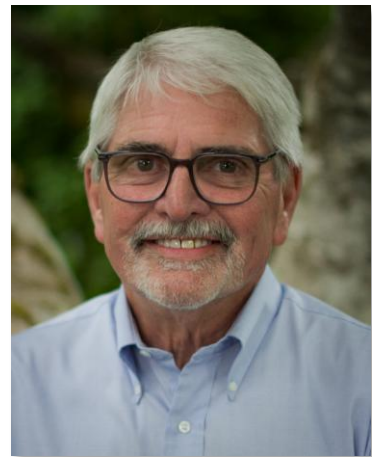


He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory 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:

Steve Wright, Mayor

City of Seaside

989 Broadway

Seaside, OR 97138

503-984-5324

swright@cityofseaside.us

City Manager (2022)

Tracy Mix, Mayor

City of Toledo

206 N. Main Street

Toledo, OR 97391

541-270-5909

tracy.mix@cityoftoledo.org

City Manager (2025)

Finance Director (2026)

Henry Balensifer, Mayor

City of Warrenton

225 S Main Ave

Warrenton, OR 97146

971-606-0293

hbalsensifer@ci.warrenton.or.us

City Manager (2022)

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)

Sample Recruitment Brochures

JENSEN STRATEGIES

(503) 477-5615

**1750 S Harbor Way,
Suite 350
Portland, OR
97201**

www.jensenstrategies.com





RECRUITMENT SERVICES



CITY MANAGER

AUGUST 5, 2026

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I. COVER LETTER.....

AUGUST 5, 2026

Becca Harth
Pro-Tem City Manager/Finance Director
107 6TH Street/P.O. Box 708
Garibaldi, OR 97118



RE: City of Garibaldi – City Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Manager of the City of Garibaldi. WBCP has worked on many City Manager recruitments, and we look forward to the opportunity to partner with your organization on this critical position!

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here:** <https://wbcpinc.com/naco>.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 6 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the applicable staff.

We have exceptional experience successfully recruiting for City Manager positions, with several notable recruitments including, but not limited to:

- City Manager, City of Tillamook, OR
- City Manager, City of Independence, OR
- City Administrator, City of Hubbard, OR
- City Administrator, City of Duvall, WA
- City Administrator, City of Rogue River, OR
- City Manager, City of Petaluma, CA
- City Manager, City of Goodyear, AZ
- City Manager, City of Milpitas, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Santa Monica, CA

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/bdhatw93>

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, South Dakota, and Florida.

I. COVER LETTER.....

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Our 2025 year-end review showed that, over the past three years, an average of 68% of our placements have been candidates from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

DIVERSITY

68%

*of WBCP candidates
placed in positions
come from a diverse
background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President/CEO

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

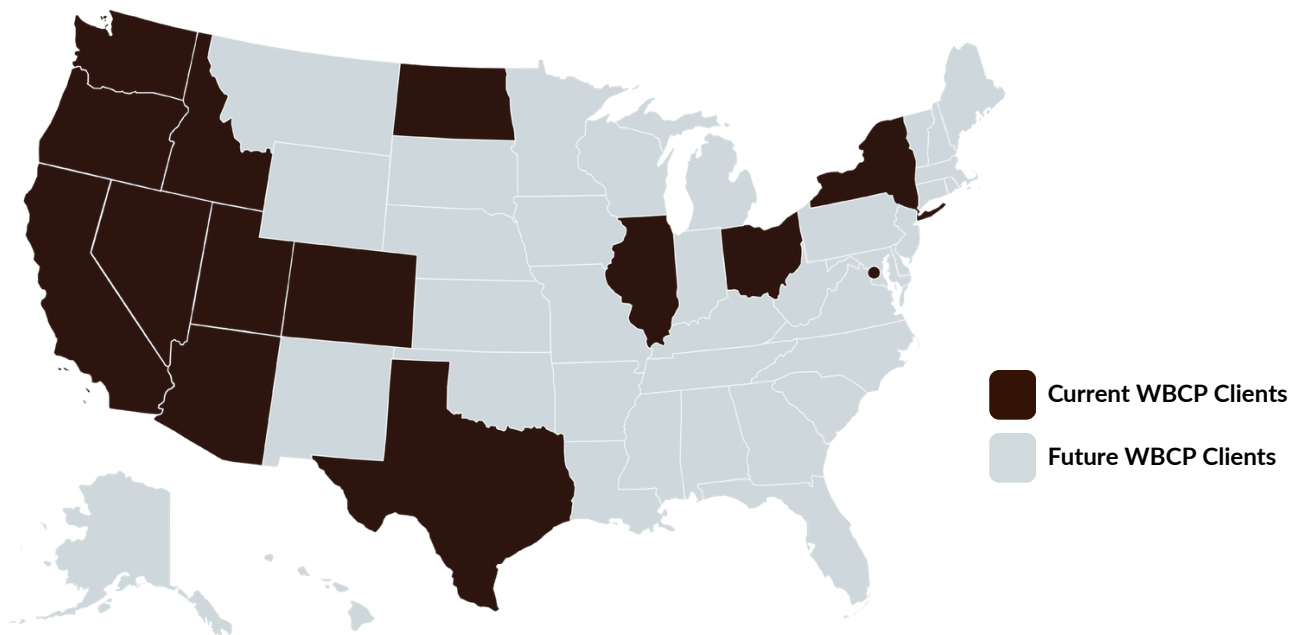
Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; Grants Pass, Medford, and Tigard
- **California (6 offices):** San Jose, Gilroy, Roseville, Camarillo, Marina Del Rey, and Santa Barbara
- **Washington (2 offices):** Seattle and Washougal
- **Texas:** Dallas
- **South Dakota:** Mitchell
- **Florida (2 offices):** Minneola and Jacksonville



WOMEN OWNED

WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in all of the states that we serve..

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Ohio, Texas, Utah, and Washington.**

CITIES & TOWNS

California

- Anaheim
 - Arcata
 - Atwater
 - Banning
 - Berkeley
 - Beverly Hills
 - Calistoga
 - Ceres
 - Chino
 - Clayton
 - Colfax
 - Corte Madera
 - Culver City
 - Davis
- Dunsmuir
 - Emeryville
 - Encinitas
 - Fort Bragg
 - Fremont
 - Fresno
 - Gilroy
 - Goleta
 - Hemet
 - Irvine
 - Laguna Beach
 - Larkspur
 - Lincoln
 - Livermore
- Livingston
 - Long Beach
 - Los Altos
 - Marina
 - Milpitas
 - Napa
 - Novato
 - Ontario
 - Orinda
 - Oxnard
 - Palo Alto
 - Parlier
 - Pasadena
 - Petaluma
- Piedmont
 - Pismo Beach
 - Port Hueneme
 - Portola Valley
 - Redding
 - Riverside
 - Rocklin
 - Roseville
 - Sacramento
 - San Francisco
 - San Jose
 - San Rafael
 - Santa Maria
 - Santa Monica
- Santa Paula
 - Santa Rosa
 - Solvang
 - Sonoma
 - South Pasadena
 - Sutter Creek
 - Truckee
 - Ventura
 - Vernon
 - Victorville
 - Watsonville
 - West Hollywood
 - Windsor

Oregon

- Ashland
 - Astoria
 - Central Point
 - Garibaldi
 - Gold Hill
 - Grants Pass
 - Hubbard
- Independence
 - Newport
 - Pendleton
 - Phoenix
 - Rogue River
 - Talent
 - Tillamook

Arizona

- Chandler
- Phoenix
- Goodyear

Nevada

- Boulder City

New York

- Rochester

Texas

- Fort Worth

Utah

- Park City

Washington

- Duvall

Ohio

- West Chester



COUNTIES

California

- Alameda
 - Alpine
 - Colusa
 - Contra Costa
 - Del Norte
 - Fresno
 - Humboldt
 - Lake
 - Los Angeles
 - Marin
 - Mariposa
 - Mendocino
 - Merced
 - Mono
- Monterey
 - Napa
 - Nevada
 - Orange
 - Placer
 - Riverside
 - Sacramento
 - San Benito
 - San Bernardino
 - San Diego
 - San Francisco
 - San Mateo
 - San Joaquin
 - Sutter
- San Luis Obispo
 - Santa Barbara
 - Santa Clara
 - Santa Cruz
 - Shasta
 - Solano
 - Sonoma
 - Stanislaus
 - Tehama
 - Tulare
 - Tuolumne
 - Yuba
 - Yolo

Colorado

- Boulder
- El Paso
- Larimer

Oregon

- Jackson
- Lane

Washington

- King

North Dakota

- Cass

Texas

- Comal



II. BACKGROUND QUALIFICATIONS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

National

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council(NABC/USHBC)

California

- Amador Water Agency
- Association of California Water Agencies (ACWA)
- Alameda–Contra Costa Transit District (AC Transit)
- Alum Rock Union Elementary School District
- Bay Area Rapid Transit District (BART)
- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Municipal Utilities Association (CMUA)
- California Prison Industry Authority (CALPIA)
- Cosumnes Community Services District
- Dublin San Ramon Services District
- Irvine Ranch Water District
- John Wayne Airport
- Los Angeles County Employees Retirement Association (LACERA)
- Los Angeles Unified School District (LAUSD)
- Los Angeles World Airports (LAWA)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Metropolitan Water District of Southern California
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District
- Orange County Employees Retirement System (OCERS)
- Port of Long Beach
- Port of San Diego
- Placer County Transportation Planning Agency (PCTPA)
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority
- Sacramento Sewer District
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Diego Port Authority
- San Joaquin County Employees' Retirement Association (SJCERA)
- San Rafael Sanitation District (SRSD)
- Santa Margarita Water District
- Santa Clarita Valley Water Agency
- Sonoma County Library
- Tri-City Mental Health Authority (TCMHA)
- Truckee–Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Turlock Irrigation District
- Trabuco Canyon Water District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District
- Trindel

Oregon

- Jackson County Fire District 5
- Rogue Valley Sewer Services

Idaho

- Teton County Joint Housing Authority (TCJHA)



II. BACKGROUND QUALIFICATIONS.....

NONPROFITS

National

- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

California

- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Gold Coast Health

- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- San Francisco Estuary Institute
- West Angeles Church of God in Christ

Oregon

- Community Works
- Dogs for Better Lives / Dogs for the Deaf
- Southern Oregon Regional Economic Development, Inc. (SORED)



**CENTRAL CALIFORNIA
LEGAL SERVICES**
JUSTICE. EQUITY. POWER.



radio bilingüe
Red Nacional de Radio Pública Latina



Southern Oregon Regional
Economic Development, Inc.



**Northern Valley
Catholic Social Service**
INSPIRING HOPE & TRANSFORMING LIVES



CONSULTING SERVICES

Cities

- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

Counties

- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

Special Districts

- Santa Margarita Water District

School Districts

- North Monterey County Unified School District

PRIVATE ORGANIZATIONS

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- Prentice | Long, PC Law Firm
- Sepire
- SWEED
- Tekmanagement
- Touchstone Accounting



MEDFORD
OREGON



City of
Santa Maria



II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

• **ORGANIZATIONAL LEADERSHIP**

- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA 2022
- City Manager, City of Colfax, CA 2026
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Goodyear, AZ 2026
- City Manager, City of Independence, OR
- City Manager, City of Milpitas, CA 2026
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA 2021
- City Manager, City of Parlier, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Monica, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA
- Interim City Manager, City of Milpitas, CA
- Assistant City Manager, City of Beverly Hills, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, California Correctional Training and Rehabilitation Authority (CALCTRA), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Orange, CA
- County Executive Officer, County of Santa Cruz, CA
- County Executive Officer, County of Shasta, CA
- Deputy County Administrative Officer – Budget, County of San Benito, CA
- Deputy County Administrative Officer, Health and Human Services Agency, County of San Diego, CA
- County Administrative Officer, San Benito County, CA

Confidential

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- County Administrative Officer, County of Tuolumne, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- General Manager, Bear Valley Community Services District, CA
- General Manager, Los Angeles Public Media, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Radio Bilingüe, CA
- General Manager, San Benito County Water District, CA
- General Manager, Santa Cruz County Animal Services Authority, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, Trabuco Canyon Water District, CA
- Deputy General Manager, City of Ontario, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Assistant General Manager Water Operations, Modesto Irrigation District, CA
- Executive Director, Association of California Water Agencies, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Trindel, Risk Management, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Southern Oregon Regional Economic Development, Inc. (SORED), OR
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Executive Director – Office of Independent Review, County of Orange, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Assistant Executive Officer (UC), Los Angeles County Employees Retirement Association (LACERA), CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President, Center Point, Inc., CA
- Executive Vice President, Center Point, CA
- Superintendent, Alum Rock Union Elementary School District, CA

Check out our full list of
recruitments here:
<https://tinyurl.com/bdhatw93>

II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND:

Since partnering with the country's largest network of diversity job boards, we have seen an increase in diverse applicants and diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically posted through Circa on 600+ local and diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize one of the largest diversity databases, with over 160 million resumes and 15,000 community-based organization contacts, to expand our search. In addition, Circa's network includes up to 20,000 affiliate organizations, further supporting targeted outreach to diverse communities and qualified candidates.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.



Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



III. GUARANTEE.....

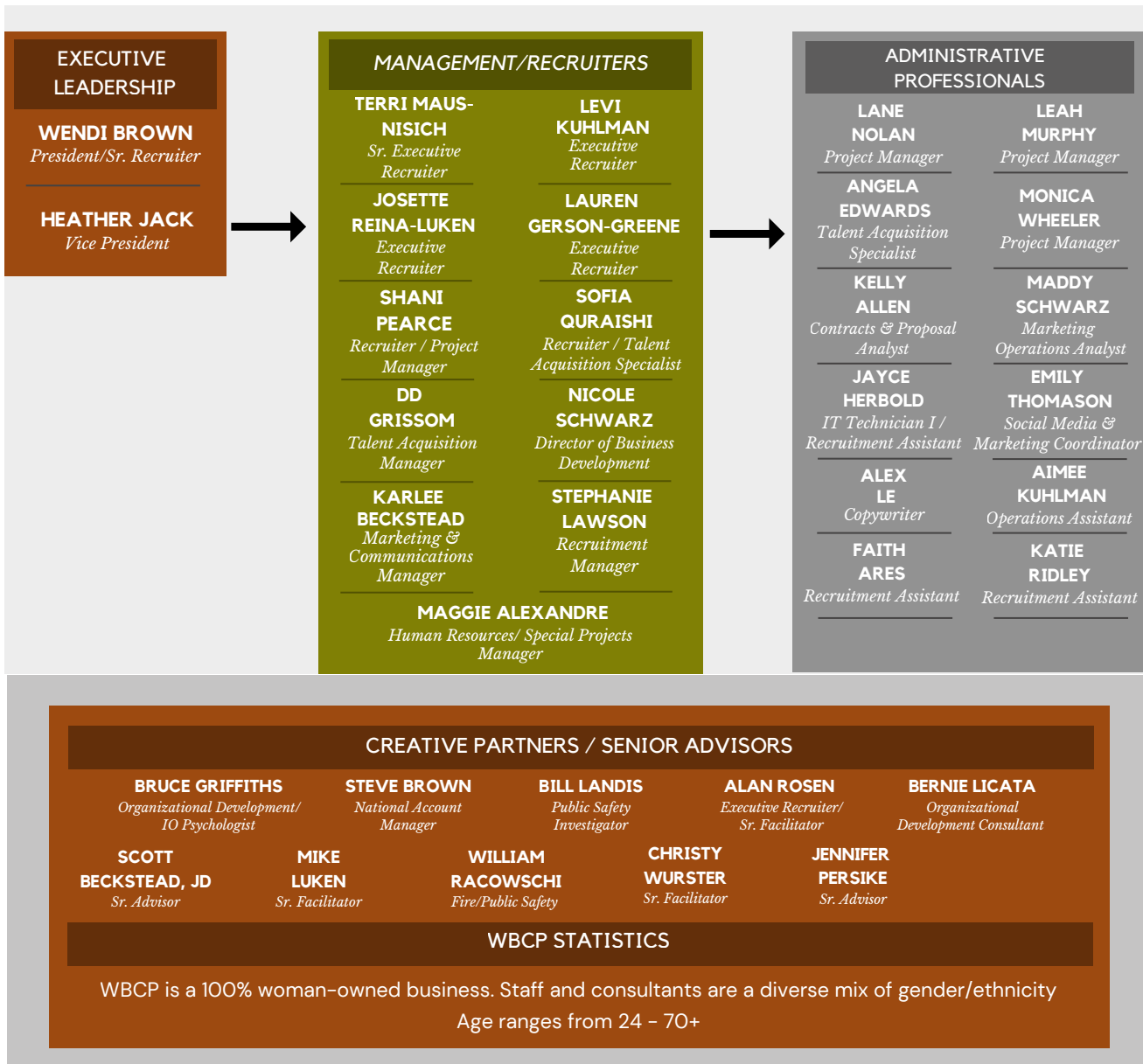
WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

Successful Placement Guarantee: We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

Replacement Guarantee: If a candidate selected and appointed by the client leaves their position for any reason before completing **6 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate's departure.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN

*Lead Consultant/
Sr. Executive
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University.

TERRI MAUS-NISICH

Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

V. WBCP KEY STAFF.....

LAUREN GERSON-GREENE

Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN

Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

V. WBCP KEY STAFF.....

**JOSETTE REINA-
LUKEN**

Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

SHANI PEARCE
Executive Recruiter



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, to be actively involved in key phases of the recruitment process to help WBCP gain a clear understanding of the organization's priorities, leadership needs, culture, and long-term goals.



Broad Community Participation: WBCP collaborates with stakeholders identified by the Client, which may include elected officials, governing boards, executive leadership, employees, labor representatives, community organizations, residents, businesses, and partner agencies. Stakeholder input helps WBCP develop the ideal candidate profile, targeted recruitment materials, and a strategic outreach approach tailored to the Client's needs.

Engagement Options:

LISTENING SESSIONS

- **Internal & External Stakeholder Engagement**
- **Flexible Discussion Formats:**
 - 1:1
 - Small group
 - Large group
- **Virtual & In-Person Options**

ONLINE SURVEYS

- **Internal/External Groups:** we provide customized online surveys and share distribution links to clients for internal and external stakeholder groups, including employees, residents, leadership teams, and community members.
- **Multilingual & Accessible Options:** online surveys can be customized for distribution to specific stakeholder groups, such as individual districts within a city. Surveys may also be provided in multiple languages. Additional customization and translation services may involve an additional cost.

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

VI. RECRUITMENT STRATEGY / PHASES.....

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:



PHASE II

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes targeted digital advertising and proactive outreach to develop diverse and highly qualified applicant pools, leveraging over 20 years of recruitment experience and tens of thousands of established contacts through our existing network. Our outreach includes local and national job boards, professional associations, industry networks, and social media platforms. In partnership with a diversity recruitment platform, our postings reach up to 600 local employment and diversity websites, connecting with more than 15,000 community organizations and niche sites while accessing a job bank of over 2 million resumes. Upon our 2025 year-end review, we found that 68% of candidates placed over the previous three years came from diverse backgrounds.

EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive recruitment approach focused on identifying, engaging, and connecting with highly qualified candidates through targeted outreach and strategic sourcing efforts, including:

- **LinkedIn Recruiter Access:** utilizing LinkedIn Recruiter's network of more than 350 million profiles and Boolean search strategies to identify and engage highly qualified candidates.
- **Advanced AI-Driven Sourcing:** leveraging advanced AI tools to access phone numbers, email addresses, and other hard-to-find contact information in today's competitive market.
- **Centralized Talent Acquisition Support:** WBCP's centralized talent acquisition team maximizes outreach efforts, expands candidate pipelines, and conducts an average of 100-200 direct outreach calls per recruitment.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will be conducted in accordance with local law and typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client.
 - Interview with hiring authority and other stakeholders for competencies.
 - Identification of advertising venues and ideal candidate prospects.
 - Calls, meetings, or coordination with other stakeholders for information gathering.

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure.
- Print coordination (if applicable).

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable).
- Secure panel member calendars.
- Timeline may be extended if direct mail piece is included (i.e., print/postage).
- Finalize panel members and interview logistics and invitations to panel members.

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING.**
- Conduct initial phone screen to identify shortlist of candidates.
- Preliminary check on shortlist candidates (Google search).
- Candidate profiles developed and short list recommendations to client.

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews.**
- Finalize questions, presentation, in-basket (as determined).
- Coordinates invitations with selected top candidates (shortlist).
- Produce panel candidate interview packets.

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings.

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists).
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer.

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation.
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate.

IX. REFERENCES.....

1-City of Tillamook, Oregon

Similar Positions Filled:

- City Manager

Contact Information:

- Aaron Burris, Mayor – aburris@tillamookor.gov | 503-812-3257

2-City of Rogue River, Oregon

Similar Positions Filled:

- City Administrator

Contact Information:

- Pam VanArsdale, Mayor – mayor@cityofrogueriver.org

3-City of Goodyear, Arizona

Similar Positions Filled:

- City Manager

Contact Information:

- Lyman Locket, Human Resources Director – lyman.locket@goodyearaz.gov | 623-208-8365

4-City of Milpitas, California

Similar Positions Filled:

- City Manager

Contact Information:

- Kelli Parmley, Human Resources Director – kparmley@milpitas.gov | 408-586-3086

X. MARKETING MATERIAL EXAMPLES.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbc202510*

- [City Manager, City of Tillamook, OR](#)
- [City Manager, City of Independence, OR](#)
- [City Administrator, City of Rogue River, OR](#)
- [City Administrator, City of Hubbard, OR](#)
- [City Manager, City of Phoenix, OR](#)
- [City Manager, City of Talent, OR](#)
- [City Manager, City of Petaluma, CA](#)
- [City Manager, City of Goodyear, AZ](#)
- [City Manager, City of Sonoma, CA](#)
- [City Manager, City of Santa Monica, CA](#)
- [City Manager, City of Malibu, CA](#)
- [City Manager, City of Dunsmuir, CA](#)
- [City Manager, City of Milpitas, CA](#)
- [City Administrator, City of Duvall, WA](#)
- [City Manager, City of Boulder City, NV](#)

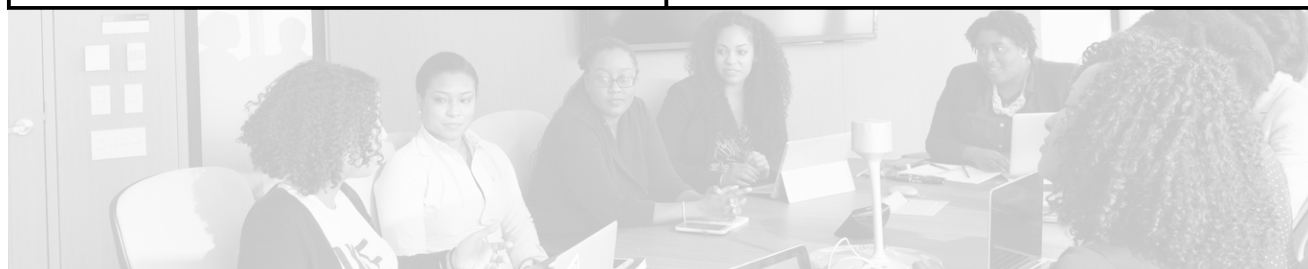
XI. COST SHEET.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT

CITY MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section.	\$28,900 <u>-\$7,000 (discount)</u> \$21,900 (flat rate)
• Expenses Include: Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section and related expenses: Brochure/graphic design (\$950) ◦ Marketing and advertising which may include: print and postage (if applicable), online job boards targeted per recruitment, social media, sourcing, LinkedIn (\$395), InMails (\$300), Circa Diversity Job Boards (\$295), and ZoomInfo (\$299) ◦ Surveys: Available in multiple languages; internal and external surveys may be customized and distributed as needed. Document shipping and delivery charges included for virtual meetings and panel materials. ◦ Fees for background and reference checks (one candidate) ◦ One facilitator for each virtual or in-person interview day. <i>These expenses will be billed at actual cost and reimbursed based on receipts.</i>	Up to \$5,500 - \$6,900 (direct expenses not-to-exceed)



XII. ADDITIONAL SERVICE OPTIONS/TIMELINE POLICY.....

Optional Services (Services Listed Below Fall Outside the Standard Scope of Work)

- **Additional Virtual Interview Facilitation (beyond the two facilitators included):** \$750 per day, per consultant
- **Additional On-Site Meeting Days/Interviews (beyond the two trips included):** \$1,500 per day, per consultant, plus applicable travel expenses*
- **Candidate Travel Coordination:** Up to \$1,500 per non-local candidate for travel reimbursement, including lodging, transportation, and/or stipends. WBCP can coordinate travel arrangements upon request.
- **Additional Background Checks (beyond one final candidate):** \$300 per candidate
- **Additional Reference Checks (beyond one final candidate):** \$500 per candidate
- **Additional Hires (beyond the initial placement):** \$9,000 per candidate
- **Web Content Accessibility Guidelines (WCAG) Brochure Updates (optional):** \$150–\$200 per brochure
- **Investigative Background Services:** WBCP offers comprehensive investigative background services, led by Chief Bill Landis, who brings more than 30 years of public safety experience, including employee investigations. This onsite investigation is available for an additional \$3,500 plus travel expenses and may include a detailed review of professional history, reputation, qualifications, conduct, and any past administrative or internal investigations; interviews with current and former colleagues, supervisors, family, friends, and neighbors; a home and workplace visit; in-person reference checks; and review of publicly available information, including social media, as well as any other inquiries deemed necessary. This service is in addition to the standard background checks included in the proposal expenses, which include online criminal and civil records checks, credit check, education and credential verification, driving record review, and Social Security verification. Investigations of this scope typically take approximately 2–4 weeks to complete, depending on candidate availability and the depth of review required.

Timeline Policy

1. Work Performed Out of Scope: To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:

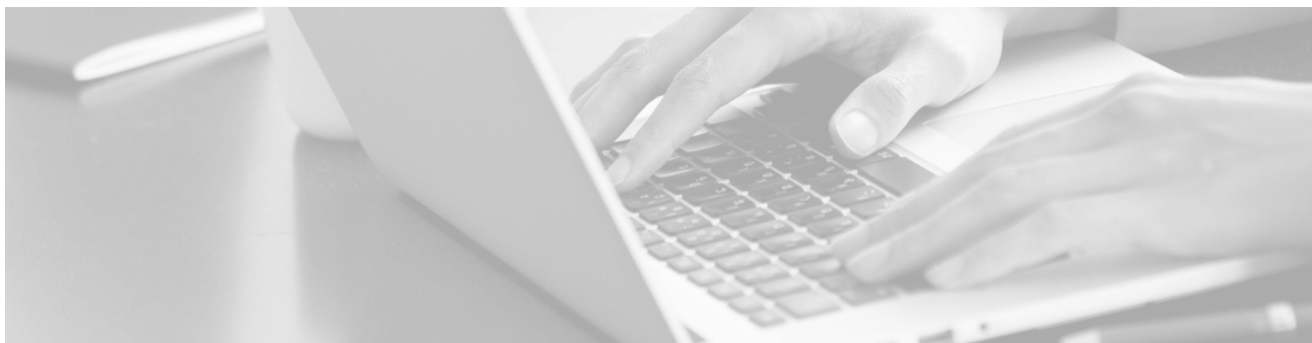
a. **Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee if the deviation is significant enough to affect the overall outcome of the recruitment (i.e., losing ideal candidates due to a prolonged timeline).

b. **Additional Charges:** Adjustments to timelines will incur additional fees for additional administrative work, rescheduling, etc., billed at our standard hourly rate of \$250.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

Proposal Negotiations

While our standard pricing reflects the value and quality of our recruitment services, we recognize that each client's needs are unique. As such, we are open to discussing pricing options and also offer flexible partial search services that can be tailored to meet your specific requirements.



XIII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Our 2025 year-end review showed that, over the past three years, an average of 68% of our placements have been candidates from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

FORCE MAJEURE

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.



Wendi Brown, President

AUGUST 5, 2026

Date

Client, Title

Date

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF GARIBALDI
AND THE GARIBALDI RURAL FIRE PROTECTION DISTRICT**

THIS AGREEMENT is between the CITY OF GARIBALDI, an Oregon municipal corporation (hereinafter "City") and the GARIBALDI RURAL FIRE PROTECTION DISTRICT, an Oregon special district (hereinafter "District").

RECITALS:

1. City has been providing fire protection to the District for many years through a series of annual agreements.
2. City and District acknowledge that they have authority to execute this agreement pursuant to the City's municipal charter, the District's authority under ORS Chapter 478 and pursuant to ORS Chapter 190.
3. The District agrees to collaborate with the City in seeking additional funds (i.e. grants) for fire operating costs and explore formation of a joint Fire District that will equally assess costs to all citizens in the District and City.
4. "Fire protection services" includes any emergency services provided by the City's fire department including, but not limited to, structural fire suppression, urban-interface wildland fire protection, motor vehicular accident response, emergency medical response, search and rescue, and investigations.
5. Reference to "vehicle(s)" means response vehicles and apparatus used by the Garibaldi Fire Department for the purpose of fire protection services.
6. Tillamook County Emergency Management Communications District (hereinafter "Dispatch") is recognized by the City and the district as the primary reporting agency for the request of fire protection service with the District.
7. "Fire Chief" refers to the City's designated Fire Chief. This person is an employee and agent of the City of Garibaldi, and answers to the City Manager of the City of Garibaldi on all operational policy issues relevant to the City's Fire Department. This person is not an employee of the District, is not directed by the District in any way.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. Purpose: The purpose of the Agreement is to provide fire protection services to the District by the City.
2. F/RE PROTECTION SERVICE: City shall provide the District fire protection services through the City's fire department volunteers and paid personnel, the City's fire equipment and facilities, and the City's Mutual Aid Agreements with other cities and fire districts. Other services provided by the city include but are not limited to, hydrant testing in the Barview Watseco area, rural fire station maintenance, fuel mitigation, emergency medical services, rescues, motor vehicle incident response, technical rescue, hazardous material response and pre fire planning within the district. District agrees that the level of service provided at any time is limited by the availability of the City's fire department resources at this time.
3. STANDARD OF SERVICE: Based upon the information received from Dispatch, other reporting agencies, or the general public, the Fire Chief or his/her designee shall, solely in their judgement, provide equipment and personnel sufficient for the purpose of providing fire protections service to the District within the abilities of the personnel, equipment and resources available to the City. District authorizes the Fire Chief or designee to enforce all applicable local and State regulations by the Fire Chief or designee within the District. The Fire Chief is expected to make recommendations to the District on policy adoption intended to facilitate the highest and best level of protection service to the District, however, adoption of District policy is solely at the discretion of the District board.
4. PAYMENT BY DISTRICT: For the services provided under this Agreement, District shall pay a sum to the City equal to 95% of revenues received by District from *real* property taxes, including previously levied taxes estimated to be received to fund fire department operations, equipment and apparatus ONLY. District agrees to remit payments in three installments; the first to be a sum equal to $\frac{1}{2}$ of the budgeted real property tax resource, and is due on January 15 of each year; the second to be equal to the remaining amount received, including additional taxes received in excess of budgeted amounts and is due on June 15; the third to be in the amount collected by the Tillamook County Assessor for the current fiscal year, but not dispersed to the District within the current fiscal year, and is due to the City by August 31. Upon request, the District will provide the City a copy of their approved budget and in-lieu-of-audit report to the Oregon Secretary of State. City will provide invoices for three installment payments for backup and audit purposes. City shall provide the District quarterly financial reports of the funds spent for all operational costs.
5. BUDGETED RESERVES FOR VEHICLE REPLACEMENT: Except for funds budgeted by the District for operation and maintenance, and for payment of service described in Section 4 of this agreement, the District shall budget any remaining resources at the District's discretion. Upon request, and prior to January preceding the relevant fiscal year, the District will budget the expenditure of these funds in the amount stipulated by the City, but not to exceed the amount of funds available in the District's Truck Fund at the time of request. Upon request by the City, the District will remit no more than the amount budgeted by the District, and no less than the amount requested by the City, to the City for purchase described to the district by the City.

6. **INSURANCE COVERAGE:** City will list District as additionally insured participants with respect to liability arising out of operations by and on behalf of the City. City agrees to insure the District's facilities and vehicles used by the City for the purpose of providing fire protection services. The City will determine, at its own discretion and with the permission of the District, which vehicles and facilities owned by the District are to be used by the City for providing fire protection services. City will not insure the District's officers or employees for personal liability, workers' compensation or health.

7. **TERMS OF AGREEMENT.:** This agreement shall begin July 1, 2026, and terminate on June 30, 2027. The parties may extend this Agreement by both parties executing an extension agreement prior to June 30, 2027. This agreement may be amended, extended, or re-negotiated through mutual written agreement of the parties at any time.

8. **EFFECTIVE DATE:** This agreement shall be effective on July 1, 2026.

IN WITNESS WHEREOF, the parties have signed this agreement duplicate.

Garibaldi Rural Fire Protection District, Tillamook County, Oregon

 8-4-26

President

 8-4-26

Secretary-Treasurer

City of Garibaldi, Tillamook, Oregon

Linda Bade, Mayor

Becca Harth, City Manager Pro-Tem/Finance Director



League of Oregon Cities

2026 Member Voter Guide
2027-28 LOC Legislative Priorities

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2026 Member Voter Guide

Background: The LOC [policy committees](#) are the foundation of the League's policy development process. Each even-numbered year, the LOC appoints city officials to serve on these committees. They receive informational briefings, analyze policy and technical issues, and ultimately recommend positions and strategies for the upcoming two-year legislative cycle. We want to acknowledge officials that dedicated their time and expertise to develop the priorities – *thank you* for supporting the LOC in crafting a strong agenda to support our legislative work.

This year, seven committees identified 27 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key components of the LOC's legislative portfolio for the next two years.

Ballot/Voting Process: Each city is asked to review the recommendations from the each of the policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2027-28 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with their mayor and entire council to ensure the issues are evaluated and become a shared set of priorities. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process through the survey and their evaluation.

Each city is permitted **one** ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top five (5) issues that your city would like the LOC to focus on during the 2027-28 legislative cycle.** The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot link or needs an alternative way to vote, please reach out to Meghyn Fahndrich at mfahndrich@orcities.org and Nicole Stingh at nstingh@orcities.org.

Important Deadline: The deadline for submitting your city's vote is **5 p.m. on Friday, September 25, 2026.**

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

LOC Contact: Greg Miller, gmliller@orcities.org

PROMOTE THE EQUITABLE DEVELOPMENT OF SUSTAINABLE TELECOM INFRASTRUCTURE

RECOMMENDATION: The LOC recognizes and has prioritized broadband access, and telecom infrastructure more broadly, as an “essential service” and will advocate for affordable, safe, reliable, high-speed infrastructure development and access in every city. This includes but is not limited to: supporting expansion of service options for municipalities; increasing rural cellular infrastructure; and maintaining open access to networks that provide choice to community members.

Background: Advancements in telecommunications technology have ushered in unprecedented investments in infrastructure development aimed at providing broadband access and other communication modalities to all. Deploying infrastructure in Oregon must be done equitably across the state’s diverse landscape and focus on addressing current coverage gaps as well as statewide infrastructure that serves all.

MAINTAIN LOCAL CONTROL OF A SAFE, MODERN RIGHT OF WAY

RECOMMENDATION: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

Background: Home rule authority and local ROW management allow local governments to safely manage ROW issues that arise after work is complete, and when the ROW work-related permit may no longer be in effect. It ensures that utilities installing facilities in the ROW have financial protections like insurance in place, which help protect the public using the ROW and other entities whose infrastructure may be damaged during utility work. It ensures that local taxpayers will not have to pay costs associated with utilities’ use of the ROW. It also ensures accountability through a variety of enforcement mechanisms.

SUPPORT EQUITABLE ACCESS TO TECHNOLOGY

RECOMMENDATION: The LOC will support policies such as the Oregon Lifeline Program to ensure digital inclusion. The LOC will also continue to monitor implementation of the

U.S. Department of Justice’s website accessibility rule implementation and support municipal resource opportunities for accessibility. Finally, the LOC will support funding for programs that increase digital skills, equity, and adoption.

Background: All individuals regardless of physical, financial, or any other barrier have a right to access advancements in telecom technology.

SUPPORT RESPONSIBLE MUNICIPAL USE OF TECHNOLOGY

RECOMMENDATION: The LOC will support legislation that acknowledges forward-thinking regulations, taking into account the rapid evolution of telecom systems. The LOC may also support agency policy options that include municipal telecom resilience and concepts such as municipal AI assessments, and an “AI Sandbox” to further understanding of AI risks and other technological advancements in a controlled environment. In this work, the LOC will work to prevent unfunded mandates.

Background: Advancements in technology, including but not limited to AI, have demonstrated operational efficiencies, yet those come with risks if not implemented correctly and used safely. The LOC is cautiously optimistic about the use of AI and other tools that increase service and operational efficiency, but recognizes that some regulation may be necessary to define appropriate municipal uses and foster an atmosphere of responsibility and data safety.

SUPPORT MUNICIPAL CYBERSECURITY PROFICIENCY

RECOMMENDATION: The LOC opposes unfunded mandates and will advocate for technical support and funding to give all cities access to innovative technology, enhanced state programs, cybersecurity notification resources and assistance protecting critical infrastructure and data during cyber-attacks.

Background: Cybercriminals target municipalities as vulnerable systems holding valuable personal data and financial records. Historical underfunding of cybersecurity, antiquated system architecture, and lack of cybersecurity training contribute to the increasing trend in municipal cyberattacks. Cyberattacks can impact services with dire consequences for residents. Hackers typically look for the easiest entry path, and local governments often lack the resources to respond.

General Government Committee

LOC Contact: Charlie Conrad, cconrad@orcities.org

ADMINISTRATIVE PROCEDURES ACT REFORM

RECOMMENDATION: The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act (APA) to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:

- Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
- Strengthening public and expert participation in all rulemaking and workgroup processes;
- Establishing independent oversight and auditing of fiscal impact statements;
- Limiting and restricting the use of emergency rulemaking to actual crises; and
- Reforming judicial deference standards to ensure state agencies remain answerable to elected leaders and voters.

Background: Established in 1971, the Oregon APA is the legal framework that dictates how state agencies create regulations. However, the system has not seen a major update in decades, resulting in an unpredictable regulatory environment. Because there is no single standard for all agencies, different departments often pass conflicting rules that make compliance incredibly difficult for organizations on the ground. Furthermore, many key agencies report to independent boards rather than the governor, which creates an accountability vacuum. Recent state court decisions have compounded the issue by granting agencies broad leeway, ruling that their regulations do not strictly have to align with the original legislative intent.

This regulatory breakdown directly impacts local governments. When uncoordinated state agencies issue overlapping or conflicting rules, cities are left trapped in the middle—forced to navigate a maze of contradictory mandates that drain municipal staff time and stretch city budgets. Furthermore, because recent court rulings have stripped away traditional checks on administrative reach, cities have lost the ability to challenge flawed, 'one-size-fits-all' state regulations that ignore local realities. This loss of local control and financial stability necessitates reform. Protecting municipal home rule, ensuring local voices are actually heard during the rulemaking process, and restoring a sense of predictability and fairness to how state policies are implemented on the ground is necessary.

PUBLIC MEETINGS LAW CLARITY

RECOMMENDATION: The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGE) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in.

Background: Oregon's Public Meetings Law prohibits local elected officials from deliberating in private, a rule that includes a ban on "serial meetings," where separate, smaller discussions are held over time that may add up to a quorum. Recent Oregon Government Ethics Commission (OGE) rules and training on this topic have created widespread confusion, leaving public officials deeply uncertain about how they can communicate with each other, their residents, or the media. A diverse work group of local leaders and legislators spent months negotiating a bipartisan fix during the 2026 legislative session, but Governor Kotek ultimately vetoed the bill, calling for stakeholders to return to the drawing board for the 2027 session. Today, the interpretation of this law remains highly contentious, and ongoing discrepancies create massive structural ambiguities and political tensions, making it incredibly difficult for local leaders to effectively govern.

To make the public meetings law workable, several practical fixes are urgently needed to save taxpayer resources and provide clarity to local officials. The current system: forces volunteer leaders to face personal liability for minor staff mistakes like late meeting notices; offers no clear way for cities to self-correct simple procedural errors; and requires repetitive annual training. To keep local governments functioning, the state

must shield individual officials from administrative liability, allow the OGEC's staff to quickly dismiss trivial or bad-faith complaints, create a clear path for cities to self-correct honest mistakes, and right-size compliance training to once per elected term.

Housing, Land Use, and Community Development Committee

LOC Contact: Alexandra Ring, aring@orcities.org

FUNDING AND COORDINATION FOR SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs; and
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Cities are not social service providers and largely do not have the additional revenue sources to fund new services outside their core services, amid ongoing budget cuts. Despite historic legislative investments in recent years, communities continue to struggle to support and rehouse Oregonians experiencing homelessness. In 2025, the Legislature passed HB 3644, which created the Statewide Shelter Program, a comprehensive funding program for state supported local shelters based in regional coordination. In addition to the statutory framework, the Legislature passed a funding package of \$204 million to support sheltering efforts in the 2025-2027 biennium, with \$102 million as the new baseline level of funding for all biennium through 2034. In a tight budget environment, the Legislature's ability and interest in continuing these investments is unclear.

As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, state-supported homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities. Regional coordination is key to the system's success, and the state, cities, and counties must be part of the solution together.

FULL FUNDING AND STREAMLINING FOR HOUSING PRODUCTION

RECOMMENDATION: The LOC will seek opportunities to address structural barriers to

production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines; and
- Increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Oregon Department of Land Conservation and Development (DLCD).

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including:

- Publicly supported affordable housing and related services;
- Affordable homeownership;
- Permanent supportive housing;
- Affordable modular and manufactured housing;
- Middle housing types; and
- Moderate-income workforce housing development.

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. And yet, housing production levels remain below our state's current needs. The state should prioritize implementation, funding, and coordination of existing programs in the 2027-2028 legislative sessions before considering any new policies, including direct funding for housing production to address the underlying economic challenges that prevent production.

LAND AVAILABILITY AND LAND USE STREAMLINING

RECOMMENDATION: The LOC supports updates and streamlining statutes to better support good land use planning and land availability for all needs. This includes:

- Refining land use statutes to provide more clarity and legal certainty for cities;
- Clarifying wetland statutes and inventories to allow efficient and orderly urbanization of land within urban growth boundaries (UGBs);
- Streamlining UGB expansion and swap processes for residential, commercial, and

industrial land;

- Improving urban reserves process and land prioritization; and
- Funding for technical assistance for code audits and updates to comply with new state statutes.

Background: Oregon's land use system has undergone substantial change over the past decade, without revisions to the underlying structure. Years of layering legislation with different requirements and new interpretations of existing law have increased regulatory complexity that cities must navigate to be compliant within Oregon's land use system. Complying with state land use laws has become expensive, time-consuming and confusing, and prevents cities from having sufficient land for all needs (housing, industrial, and commercial). This has created challenges for ensuring that communities have sufficient supplies of land for all types of development, impacting other the housing and economic development priorities of the state.

Energy and Environment Committee

LOC Contact: Greg Miller, gmliller@orcities.org

INVEST IN COMMUNITY ENERGY RESILIENCE/DISASTER PLANNING

RECOMMENDATION: The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, maintain and recover their energy needs in the event of a disaster. This includes resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators. It also includes virtual power plants, microgrids, energy storage, and other solutions that help cities and their communities increase energy resilience.

Background: Frequency and severity of natural disasters and growing regional energy shortages have demonstrated the potential to cripple Oregon communities during an emergency. Intentional disaster planning and community energy resource development can be costly, but will contribute to Oregon cities' resilience and ongoing viability during floods, seismic events, drought, wildfires, and energy brown/blackouts.

SUPPORT EXPEDITED LOCAL RENEWABLE ENERGY GENERATION

RECOMMENDATION: The LOC will continue to support traditional large renewable energy development and transmission projects while mitigating impacts on local control. To support Oregon clean/renewable energy targets and increased capacity, the LOC also supports local initiatives to develop alternative/renewable energy sources that fit the needs of each city.

Background: Recent studies of projected Pacific Northwest energy load growth in the next five years show a projected shortfall of 3GW (3,000,000kw) by 2030. That shortfall compounds by 2035. Viability of Oregon cities depends upon increased reliable energy generation.

SUPPORT INCREASED ENERGY TRANSMISSION CAPACITY

RECOMMENDATION: The LOC will explore and support initiatives that increase renewable energy transmission while mitigating impacts on local control.

Background: Large scale renewable energy is largely produced east of the Cascade divide. Maximizing current transmission and developing new capacity to make renewable energy available to all regions is an important factor in achieving equitable community energy resilience while meeting Oregon decarbonization and climate goals.

MAINTAIN AFFORDABLE ENERGY WHILE SUPPORTING GRID HARDENING AND MODERNIZATION

RECOMMENDATION: The LOC will support initiatives that balance necessary grid modernization against manageable rate increases for cities and residents.

Background: Growing and modernizing Oregon's aging electric grid is necessary. However, upgrades and increased capacity are challenging. Utilities are not insulated from recent inflation and face unprecedented increases in equipment and infrastructure costs. Customers are also seeing increased rates due to rising utility infrastructure costs and spending on wildfire mitigation.

RESOURCE PROGRAMS FOR ENERGY EFFICIENCY PLANNING AND PROJECT DEVELOPMENT

RECOMMENDATION: The LOC will support legislation that further supports Community Renewable Energy Programs, Green Bank Concepts, Home Energy Rebates, Solar and Storage Rebates, Electrification Incentives.

Background: Oregon's 241 incorporated cities are at the forefront of delivering on Oregon's climate and energy goals: building decarbonization, energy efficiency and renewable energy generation. These mandates, while important, fall largely upon local governments that are perpetually constrained financially. Continued legislative allocations to support climate/energy programs and local governments will be paramount to continue taking the incremental steps necessary to achieve the state's 2030 greenhouse gas reduction targets and 2040 emissions elimination goals.

SUPPORT ADMINISTRATIVE CAPACITY

RECOMMENDATION: The LOC will support state budgets that increase targeted agency capacity needed to adequately and efficiently provide technical assistance, permitting and resources to municipalities related to state and federal energy and climate goals. This includes fully funded and staffed local programs dedicated to implementation of state climate and decarbonization initiatives, especially those related to guidance derived from federal agencies.

Background: Looming large in the Pacific Northwest are concerns about federal energy policies and utility capabilities to meet Oregon's clean energy targets. Additional capacity at the state level will support communities that are navigating changing guidance and requirements.

Finance, Taxation, and Economic Development Committee

LOC Contact: Colette Tipper, ctipper@orcities.org

TARGETED PREVAILING WAGE CHANGES

RECOMMENDATION: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon's prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

Background: Prevailing wage rates are minimum hourly rates a contractor must pay its employees under public works contracts; and while there are federal and state prevailing wage rates, the recommendation above impacts state prevailing wage laws. The wage rates vary by occupation and region, with the rates being set by the Oregon Bureau of Labor & Industries (BOLI). Oregon law requires prevailing wages to be paid on a project if it hits one of two specific triggers: the public agency trigger or the public funding trigger:

1. Public Agency Trigger - If a project meets the definition of a "public works" under ORS 2798C.800(6)(a) and the total cost of the project is \$50,000 or more. Examples of qualifying projects include roads, buildings, and improvements – whether it's new construction, renovation, painting, demolition, or the removal of hazardous waste. The \$50,000 threshold was set in 2005. If adjusted for inflation, the threshold would be roughly \$86,000.
2. Public Funding Trigger - A project might be private, but it uses \$750,000 or more of

taxpayer money. The same types of projects qualify for the public funding trigger. Note: there are very specific exceptions of public money being used that do not trigger prevailing wages (see ORS 279C.810(1)(a) and OAR 839-025-0004(11)(b)). The \$750,000 threshold was set in 2007. If adjusted for inflation, the threshold would be roughly \$1.2 million.

Additionally, Oregon law states that in the case of public-private partnerships, BOLI shall divide the project to separate the private and public aspects of the project. The public aspects of the project will be subject to prevailing wage, while the private aspects will not. [This recently impacted developments in the Willamette Valley](#). Developable lots with publicly funded infrastructure should not mean that private projects automatically prevail.

ALCOHOL REVENUE MODERNIZATION

RECOMMENDATION: The LOC will advocate for alcohol tax revenue modernization that generates increased shared revenues for cities. This includes support for recommendations from the HB 3610 Task Force on Alcohol Pricing to increase beer and wine taxes while preserving the existing 34% revenue-sharing distribution to cities. This may also include legislation removing the preemption on local alcohol taxes.

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol. In considering an increase, the LOC will balance the economic and consumer pressures impacting breweries across the state.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state's general fund. Oregon's beer tax has not increased since 1978 and is \$2.60 per barrel, which equates to about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has one of the lowest beer taxes in the country ([source](#)) and the wine tax is closer to national average ([source](#)).

EMERGENCY COMMUNICATION SYSTEM RESOURCES

RECOMMENDATION: The LOC will support legislation enhancing the effectiveness of the state's emergency communications system through an increase in the 9-1-1 tax. Inflationary factors have lessened the impact of the [emergency communications tax](#). State estimates indicate that this revenue covered 40% of dispatch center costs, but that

figure is inaccurate, with some communities receiving as little as 20-25%.

Background: Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020, and further increased to \$1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not receive this state shared revenue directly, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

STRENGTHENING ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), the Strategic Investment Program (SIP), the Industrial Site Loan Fund, Brownfield programs, and infrastructure programs, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

Background: Communities across the state have leveraged local economic development incentive programs (Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), Strategic Investment Program (SIP), etc.) to support strong local economies, community investment, and long-term economic growth. These programs are intentionally designed to provide local governments with flexibility to attract and retain industries that align with local economic priorities, infrastructure capacity, and workforce needs. The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new business investment, while the SIP program allows local governments to offer a 15-year partial exemption on the value of new property exceeding a specified investment threshold.

These incentive programs are critical tools for maintaining Oregon's national competitiveness and generating substantial long-term benefits through job creation, enhanced economic activity, infrastructure investment, and increased tax revenues. Local governments absorb the primary impact of temporary property tax exemptions and provide the infrastructure and public services necessary to support development, while the state realizes significant revenue gains through increased income tax collections and broader economic activity generated by these investments. As the state increasingly benefits from local economic development efforts, it should also be a stronger financial partner in supporting and sustaining these programs. Preserving local discretion, predictability, and flexibility within economic development programs remains essential to ensuring communities can effectively compete for and support major economic development opportunities.

Public and private employers across the state are having trouble filling critical workforce needs. As an example, Oregon respondents to the [2025 Associated General Contractors of America Workforce Survey](#) indicate that 56% expect to hire new employees and 54% have increased headcount in the last year. However, 52% of respondents report trouble hiring due to a lack of qualified and credentialed candidates. This challenge rings true for cities. Cities have reported trouble filling wastewater treatment positions due to lack of qualified candidates, while community colleges are neglecting to start programs because of the high cost of running them.

Transportation Committee

LOC Contact: Nicole Stingham, nstingham@orcities.org

2027 TRANSPORTATION PACKAGE

RECOMMENDATION: The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support our shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

Background: After a failed package in 2025, efforts are underway on a 2027 package to address the known need for state, county, and city infrastructure. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% going to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as the Safe Routes to Schools and the Great Streets programs. In addition to those grant programs, local communities rely on the Statewide Transportation Improvement Fund and Oregon Community Paths resources. These programs are essential in cities to support efficient, convenient, safe, cost-effective transportation systems that are open to all members of our communities.

CAUTIOUS ADOPTION OF AUTONOMOUS VEHICLES

RECOMMENDATION: The LOC will advocate for necessary tools to support communities as autonomous vehicles (AVs) come to Oregon, particularly for private for-hire AVs. Cities are proactively and cautiously preparing for new technology, like autonomous vehicles, and it's crucial to get the regulations right to ensure proper coordination, alignment between all stakeholders, and flexibility as the technology is evolving rapidly.

AVs will impact city goals and requirements, ultimately impacting their transportation system plans. Cities must not be preempted in their ability to permit (as it relates to private for-hire AVs) and regulate the use of this new technology on city infrastructure. Cities should have the ability to:

- Ensure AVs follow the rules of the road and can receive traffic violations like human drivers, and that law enforcement officials are trained on ways to disengage an AV;
- Require geofenced areas to have operational standards based on the local needs or goals (like limiting 0 passenger trips), to accommodate special events, or to address infrastructure challenges that prevent safe deployment of technology;
- Allow revenue generation to offset costs for training law enforcement and first responders; and
- Limit the number of AVs that are allowed to operate in a city, potentially scaling up as predetermined performance benchmarks are reached.

At the same time, the LOC supports federal authority to determine if and when an AV is street ready. In addition, the state should determine cyber safety standards, insurance requirements, vehicle registration, and other activities.

Background: With new technologies comes new and unforeseen challenges and opportunities. AVs offer the ability to improve traffic safety by limiting human error, as

industry data shows. AVs could also promote other economic activity and create access to our transportation system. At the same time, there are key risks to mitigate as we learn lessons from cities across the nation that have operated with AVs. One lesson – a slow rollout will help companies identify and address issues as they arise. From navigating weather to power outages, San Francisco transportation officials have learned a lot and shared that with the LOC’s Transportation Policy Committee. Despite AVs being in operation for years, the California Department of Motor Vehicles recently created rules around traffic citations for AVs nearly two years after their state legislature passed authorizing legislation. Oregon would benefit from waiting until the technology has advanced, being a fast follower rather than an early adapter. In addition, Oregon should balance support for industry and competition with public trust and public good.

In addition, for more than 40 years, the state of Oregon has recognized that for-hire services like taxis and other vehicles for-hire are a necessary part of the transportation system and has left regulation to local authorities (see ORS 221.485, ORS 221.495). Private for-hire AVs should have higher standards for city regulation versus privately owned vehicles.

CITY SUPPORTED STREET SIGN TRADITIONS

RECOMMENDATION: The LOC will advocate to allow cities to support community activities and fundraisers through signs on light poles. Many cities hang signs on street light poles to recognize holidays, and in some cases these signs are sold as a fundraiser to support chambers, downtown organizations, or other community causes (examples include Mother’s Day flowers and Christmas ornaments). State statute prevents this if the sign is visible from a state highway. The LOC will work to create flexibility for cities to support these fundraisers even if they are visible from a state highway.

Background: State statute prevents “advertising signs” within view of state highways, even if they are not on state right-of-way. The state considers advertising to be any exchange of compensation, regardless of its intended purpose. While this is a long-standing statute that is not actively consistently enforced, it has recently prevented one community from supporting a fundraiser for their downtown association. The LOC Transportation Policy Committee is flexible on the solutions and has directed staff to work with the Oregon Department of Transportation on bill language to address this in the least administratively burdensome manner, which will likely include a waiver for fundraising efforts that are endorsed by a city.

Water and Wastewater Committee

LOC Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING

RECOMMENDATION: The LOC will advocate for increased and sustained investments in drinking water, wastewater, stormwater, and water reuse infrastructure needed to support housing production, economic development, public health, and environmental protection. This includes: expanding flexible, low-cost financing tools that reduce ratepayer burden; supporting infrastructure capacity needed for housing and economic development; investing in aquifer storage and recovery projects; protecting system development charge authority; and sustaining infrastructure financing programs, including the Special Public Works Fund, which help communities address critical infrastructure needs. The LOC will advocate for policies that recognize the increasing costs associated with regulatory compliance, environmental protection, and workforce needs.

Background: Water infrastructure (drinking water, wastewater, stormwater, and reuse) is essential to supporting housing production, economic development, public health, and environmental protection in communities across Oregon. Cities own and operate drinking water, wastewater, stormwater, and water reuse systems that require ongoing investment to maintain reliability, comply with state and federal regulations, and serve existing and future residents.

The 2024 LOC Infrastructure Survey identified approximately \$6.4 billion in water infrastructure needs statewide. Cities continue to face increasing costs associated with aging infrastructure, regulatory compliance, environmental requirements, workforce challenges, and inflationary factors.

Without adequate infrastructure capacity, communities may struggle to accommodate needed housing development and economic growth. State investments should support direct infrastructure projects and proven financing programs that help communities plan, construct, and upgrade critical facilities. State programs like the Special Public Works Fund play an important role in helping communities address critical infrastructure needs.

WATER REUSE

RECOMMENDATION: The LOC will advocate for policies and investments that support the development and expansion of water reuse projects throughout Oregon. This includes: funding for planning, design, and construction; clear and predictable regulatory pathways; and technical assistance for local governments. The LOC will support

maintaining local flexibility to implement community-specific reuse solutions that protect public health and environmental quality.

Background: The Legislature has recognized the value of water reuse through [House Bill 2169 \(2025\)](#). Despite growing interest in water reuse, many communities face financial, technical, and regulatory barriers that limit the development of water reuse. Cities need funding, technical assistance, and regulatory certainty to evaluate and implement reuse projects that meet local needs. As Oregon continues to invest in water infrastructure and community resilience, water reuse should be recognized as an important tool that complements existing water management strategies and helps communities achieve long-term sustainability goals.

RATEPAYER ASSISTANCE

RECOMMENDATION: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

Background: Cities face the challenge of balancing affordability for residents with the investments necessary to maintain safe and reliable utility systems. State-supported ratepayer assistance programs and increased participating in infrastructure funding can help reduce financial burdens on households while preserving the financial sustainability of local utilities and ensuring continued access to essential water services. In 2025, the Legislature introduced [House Bill 3527](#), which requested \$11 million to continue funding the program, but the bill did not advance out of the budget committee.

WATER WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.

Background: Oregon cities depend on certified operators and other utility professionals to provide safe drinking water, protect water quality, maintain regulatory compliance, and operate increasingly complex infrastructure systems. Water utilities across the state face growing challenges of recruiting, training, and retaining qualified personnel.

Investments in workforce development, training infrastructure, and career pathways will

help ensure communities have the skilled workforce necessary to operate and maintain critical water infrastructure systems. The Legislature recently recognized the importance of this workforce with [House Bill 4007 \(2026\)](#), which established a “Water Professionals Appreciation Week” annually in October.

CITY MANAGER & FINANCE DIRECTOR REPORT

Reporting Period: July 2026

City Council Meeting: August 17, 2026

CITY MANAGER REPORT

During the month of July, the City Manager continued to oversee daily City operations, coordinate with staff and outside agencies. The following activities and projects were addressed during the reporting period:

Administration and Operations

Continued oversight of day-to-day City operations and coordination with department staff.
Addressed administrative matters and responded to ongoing operational needs.
Coordinated with staff on matters affecting City services and City operations.
Continued to follow up on items identified by the City Council

City Hall

Continued to evaluate and address City Hall facility needs and operational matters.
Coordinated follow-up on outstanding facility issues and discussed potential improvements and next steps.

Code Enforcement

Continued to monitor and address code compliance matters.
Followed up on reported violations and worked with staff to ensure appropriate procedures were followed.
Continued review of administrative processes related to code enforcement and compliance.

FINANCE DIRECTOR REPORT

During the month of July, the Finance Department continued to maintain the City's financial operations, process routine transactions, and monitor the adopted budget.

Financial Operations

Processed accounts payable and accounts receivable.
Processed payroll and related financial transactions.
Completed routine banking, deposits, reconciliations, and other financial activities.
Maintained financial records and supporting documentation.
Budget and Expenditure Monitoring

Financial Reporting

Prepared and maintained monthly financial reports for Council review.

Continued reconciliation and review of financial accounts to ensure accurate reporting.

Annual Audit

Continued coordination with the City's auditors regarding the annual financial audit.

Provided requested documentation and financial information and responded to audit-related requests.

Continued follow-up on outstanding audit items and worked toward completion of the audit process.

Fiscal Year 2026–2027

Began implementation and monitoring of the adopted FY 2026–2027 budget.

Reviewed beginning-of-year financial activity and established appropriate budget monitoring procedures.

Ongoing Finance Department Priorities

The Finance Department continues to prioritize accurate financial reporting, timely processing of financial transactions, budget monitoring, audit completion, regulatory compliance, and providing the City Council with clear and timely financial information.

PUBLIC WORKS STAFF REPORT

To: Mayor and City Council
From: Public Works Department
Date: August 17, 2026
Subject: Public Works Staff Report

Water

All required water system testing and reporting were completed and submitted for the month.

Staff identified a technical issue with the flow meter serving the large well pump. The existing meter is outdated and has reached the end of its serviceable life. A replacement flow meter has been ordered and will be installed and calibrated once received.

Wastewater

All required wastewater testing and reporting were completed and submitted for the month.

The waste pump serving SBR Basin No. 2 experienced a failure. This pump was original equipment installed with the current wastewater treatment plant and is critical to proper plant operation. Xylem has provided the City with a temporary loaner pump to maintain operations while a replacement pump is obtained. Staff are also purchasing a spare pump to improve system resiliency and reduce operational risk in the event of a future failure.

Streets

Public Works staff completed additional traffic-control improvements in the downtown area. One-way directional arrows were painted on 3rd and 4th Streets between Highway 101 and Acacia Avenue.

Staff also installed one-way and traffic-direction signage at 4th Street and Acacia Avenue and near the Dairy Queen exit to better identify the established traffic pattern.

The City is currently awaiting responses from two paving contractors for quotes to complete hot-patch repairs at four locations throughout the City.

City Hall

Lead and asbestos testing at City Hall has been completed.

Staff contacted three foundation contractors to obtain proposals for sealing the building foundation to address groundwater intrusion. We are currently awaiting the proposal from

TerraFirma. Once all available proposals have been received, staff will review the options and determine the recommended course of action.

Staffing

The System Operator position remains open. The City has received several applications and continues to evaluate candidates, with an emphasis on finding an individual who possesses the certifications and qualifications necessary for the position.

Public Works continues to operate with limited staffing. Maintaining required daily operations, regulatory compliance, emergency response, and routine maintenance with a skeleton crew significantly limits the department's ability to schedule and complete proactive water and wastewater system repairs and preventative maintenance.

Staff will continue prioritizing critical infrastructure, regulatory requirements, and essential services while recruitment for the System Operator position continues.

Tillamook County



TILLAMOOK COUNTY LIBRARY

MEMBER OF THE CHINOOK LIBRARY NETWORK

GARIBALDI BRANCH

107 6th Street, Garibaldi, OR 97118

Land of Cheese, Trees and Ocean Breeze

1716 Third Street
Tillamook, Oregon 97141

Telephone (503) 842-4792
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TDD Nonvoice Oregon Relay Service

8/17/26 GARIBALDI BRANCH LIBRARY REPORT TO COUNCIL

Greetings Council and Community Members,

There are just a few brief updates from the library to share this month.

Summer reading has wrapped up, but the fun is not over! Prizes may still be claimed until August 31, and there are still a few take home crafts available for kids.

Also, the movie “FernGully: The Last Rainforest” will be showing Saturday, August 15, 3:30pm at the Tillamook Coliseum Theater. Admission is FREE for Tillamook County Library Summer Reading participants. Seating is limited, so early arrival is recommended.

Summer lunches are still available at city hall (Mondays) and the library (Wednesdays & Fridays) at 11am.

Regular programming:

Every Friday at 11am – Children’s Storytime

Second Tuesday at 2pm – Adult Craft & Chat

Third Tuesday at 2pm – Book Club

Respectfully submitted,

June Ekborg

Library Assistant II

Garibaldi Branch Library