



December 12, 2022

Mr. Chad Sweet
City Administrator
City of Gearhart
698 Pacific Way
Gearhart, OR 97138

Dear Mr. Sweet,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the City's next Police Chief. The following represents a scope of work for these services and the associated professional fee and expenses.

PROJECT WORK PLAN

Phase One – Information Gathering, Profile Development & Position Announcement

- Task 1 – Kickoff Meeting to Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings (if needed) and Staff Provided Information Request
- Task 3 – Candidate Profile Development
- Task 4 – Develop Recruitment Letter

Phase Two – Strategic Marketing Campaign

- Task 1 – Place Advertisements in Appropriate Professional Online Publications
- Task 2 – Development of a Database of Potential Candidates
- Task 3 – Identify and Contact Potential Candidates

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Resume Review and Semi Finalist Screening Interviews
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Review of Semi Finalist Candidates with the City
- Task 4 – Select Finalist Candidates
- Task 5 – Design of Finalist Interviews

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews.
- Task 2 – Conduct Professional References on All Finalist Candidates
- Task 3 – Provide the City with Finalist Candidate's Application Materials

- Task 4 – Coordinate Candidate Travel
- Task 5 – Facilitate Final interviews
- Task 6 – Assist in Facilitating Final Offer and Acceptance

PROFESSIONAL FEE

The fee to complete the Police Chief recruitment as outlined in this proposal is \$15,000. This includes all professional fees and expenses to conduct the search. Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 - 1,900)
- Direct mail announcements (approx. \$1,700 - 1,900)
- Consultant travel: Mileage at IRS rate, travel time at \$50 per hour
- Background checks (approx. \$170 per candidate)

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the City directly. The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

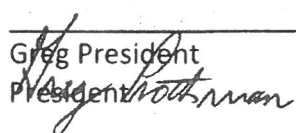
Should the selected candidate leave the employ of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

Accepted by:

CITY OF GEARHART


Chad Sweet
City Administrator
Date 12/14/2022

GMP CONSULTANTS


Greg President
President
Date 12/12/2022

THE CITY OF MOUNTLAKE TERRACE

Full
position
profile at
gmphr.com



Incorporated in 1954, the City of Mountlake Terrace is governed by a seven-member City Council that serves under a Council/Manager form of government. The City operates with a total budget of \$127.7 million and a team of 155 FTEs and 77 PTEs. The City has a friendly and welcoming atmosphere where both Council and staff embrace the organization's vision and values. Staff and city council enjoy a positive and supportive relationship with a high level of trust between senior staff, CMO's office, and council members. The Council works well together and respects each other's opinions.

FULL-TIME
EMPLOYEES
155

2022 BUDGET
\$127.7 million

SIZE
4 square
miles

POPULATION
22,000

THE IDEAL CITY MANAGER

- Fiscally responsible with a broad understanding of all city operations, especially utilities. Development and redevelopment negotiating skills and experience and track record of working positively and successfully with developers.
- Skill in leading and facilitating policy discussions that support and enable council to reach consensus, especially on difficult issues. The ability to be candid in providing responses to Council and to disagree without being disagreeable.
- A good communicator who is responsive to councilmembers, the community, and the city staff; and who actively listens and follows up to resolve issues. Solution-oriented and responds to issues and inquiries in a constructive way with transparency.
- Has an understanding and appreciation of the importance of diversity, equity, and inclusion and has demonstrated ability and success connecting with diverse groups of people.
- A leader as well as a manager, one who sets an example for city staff in demonstrating integrity, honesty, and trustworthiness. Manages staff with empathy and understanding, demonstrates appreciation for good work, and inspires employees to build a long tenure.
- A commitment to empowering employees and a demonstrated ability to effectively delegate with trust without losing track of objectives and timelines.

LEARN MORE

Apply Online: gmphr.com

Salary: **\$175,000 to \$210,000**

First Review: **January 25, 2023**

More Info: **Bob Larson, GMP Consultants**
Bob@gmphr.com / (425) 894-8097



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Welcome to MOUNTLAKE TERRACE



Greg M Prothman
7041 Cascade Ave SE
Snoqualmie, WA 98065

PRSRT STD
U.S. POSTAGE PAID
SEATTLE, WA
Permit No. 4776

519 3



The City of Mountlake Terrace is seeking a **City Manager** for this friendly and diverse community of 22,000 just north of Seattle. Mountlake Terrace is known for its convenient location, quiet and walkable neighborhoods, cultural and recreational opportunities, and first-class schools. The City is centrally located in the Puget Sound region with easy access to major employers such as Boeing, Microsoft, Starbucks, Amazon, and four hospital systems within 10 miles.

The city serves as the southern gateway to Snohomish County—the fastest growing county in Washington State. Mountlake Terrace will soon be connected to Seattle, Bellevue, and other regional cities by light rail. With multiple public transit options and easy access to both I-5 and I-405, the city's appeal continues to grow.

gmphr.com



City of Gearhart
City Administrator
PO Box 2510
Gearhart, OR 97138-2510

CITY MANAGER

CITY OF MOUNTLAKE TERRACE, WA



WHY APPLY?

This is an exceptional opportunity to lead a growing and well-managed City with a strong staff and supportive council. The City is poised for unprecedented growth related to its strategic location along I-5 and both a new light rail station and Town Center that will bring redevelopment and investment in the community. If you are looking for a friendly community with a great quality of life, a stable Council-Manager form of government, and a financially stable City with a positive organizational culture, this may be the right opportunity.

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THE CITY OF BLACK DIAMOND

Incorporated in 1959, the City of Black Diamond is a full-service municipality that is well-positioned to grow from 6,500 to 20,000 residents over the next 15 years, offering a mix of historical roots and modern planning principals. The City operates as a "Code City" with a strong Mayor form of government and a current budget of \$43 million with 49.67 budgeted FTEs. The Finance Department operates with a current budget of \$273,061 and a team of 6 FTEs.

Full
position
profile at
gmphr.com

THE FINANCE DIRECTOR

Operating with a current budget of \$995,000 and a team of 5 FTEs, the Finance Division of the Administration Department provides professional financial services and information to the City Council, City Administrator, and City departments in order to promote fiscal stability and integrity. Reporting to the City Administrator, the Finance Director manages and coordinates the activities of Finance and Utility Billing as well as staff in both divisions. The Finance Director also serves as the Budget Officer for both the City and the City's Urban Renewal Agency.

THE IDEAL CANDIDATE

- Understands and has managed all aspects of finance in a full-service city.
- A well-rounded understanding of municipal government and the various other departments, and will be a leader amongst the other directors.
- A knowledge of WA State laws particularly around municipal finance. They will have a working knowledge of how to improve revenues through bonds, taxes, and other debt instruments.
- A successful track record of working with an elected board, will bring a high degree of emotional intelligence and excellent listening skills.
- Is excited about the challenges of fast growth and how to meet rising service expectations.
- Values the current staff and will be a teacher/trainer to bring the finance department staff to a new level of professional service.
- Is an excellent communicator with the whole city staff team, the Council, and the public. They will be able to present financial information that will be understandable to non-finance people.
- Is honest and transparent.

EDUCATION & EXPERIENCE

- Five (5) years of increasingly responsible experience in Governmental Accounting, Budgeting and Financial Analysis.
- Proficiency in applicable Microsoft software (Excel, Word, PowerPoint and Publisher) required and proficiency in municipal financial system software (Vision Municipal Software or comparable) desired.
- Bachelor's degree in Accounting, Finance, Economics or related field desired.

Or any equivalent combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

**LEARN
MORE**

Apply Online: gmphr.com

Salary: **\$105,048 - \$127,692 annually DOQ**

First Review: January 30, 2023

More Info: Mark Bethune, GMP Consultants
Mark@gmphr.com / (253) 405-3848



Welcome to **BLACK DIAMOND**



Greg M Prothman
7041 Cascade Ave SE
Snoqualmie, WA 98065

PRSRT STD
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SEATTLE, WA
Permit No. 4776

740 3



The City of Black Diamond is seeking a seasoned **Finance Director** for this picturesque city of 6,500 nestled in the forested foothills between Mount Rainier and Seattle.

Black Diamond is known for its natural beauty, warm and friendly small-town atmosphere, easy access to the outdoors, and spectacular views of majestic Mount Rainier.

Enjoy the best of both worlds— a Pacific Northwest lifestyle and close access to the Seattle metropolitan area along the I-5 and I-90 corridors.

gmphr.com



City of Gearhart
Finance Director
PO Box 2510
Gearhart, OR 97138-2510



FINANCE DIRECTOR

CITY OF BLACK DIAMOND, WA



WHY APPLY?

Join the City of Black Diamond and help lead the City in a time of fast growth. Staff have high morale, function well as a team, and are working to build new infrastructure and facilities. The current Finance Director has been with the city for 15 years and will retire in 2023. This overlap will provide a complete and thorough orientation for the new Director.

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