



## CITY OF MANZANITA

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### COUNCIL SPECIAL SESSION

Zoom Video Conference  
<https://ci.manzanita.or.us>

### AGENDA

June 17, 2026, **UPDATED**  
03:00 PM Pacific Time

**Council will hold this meeting through video conference only.**

**Video Information:** The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](http://ci.manzanita.or.us/broadcast)

or by joining the Zoom meeting:

<https://us02web.zoom.us/j/86138530108?pwd=5aC663Wc9SglFk65rM6gWcBMzWdxVW.1>

Meeting ID: 861 3853 0108 Passcode: 799043

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) and indicate the agenda item and date of meeting.

**Note:** Agenda item times are estimates and are subject to change.

- 1. CALL TO ORDER (3:00)**  
Kathryn Stock, Mayor
- 2. AMENDMENT TO RESOLUTION 26-09**  
Nina Crist, Finance Director
- 3. FINAL REVIEW OF MANZANITA CITY MANAGER PROFILE**  
Linda Kozlowski, Council President
- 4. ADJOURN (4:15)**  
Kathryn Stock, Mayor

#### Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [ci.manzanita.or.us/broadcast](http://ci.manzanita.or.us/broadcast).



City of Manzanita

**COUNCIL RESOLUTION No. 26-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON INTERIM AMENDING RESOLUTION 26-09 REGARDING ADMINISTRATIVE AUTHORITY AND OPERATIONAL DELEGATIONS DURING THE CITY MANAGER TRANSITION PERIOD**

**WHEREAS**, the City Council has initiated recruitment for a permanent or interim City Manager to replace the former City Manager;

**WHEREAS**, the City Council wishes to ensure continuity of City operations during this transition period;

**WHEREAS**, certain City staff and the City's contract planning consultant are available to manage City operations during the transition period;

**WHEREAS**, the City previously adopted Resolution 26-09 establishing administrative authority and operational delegations during the City Manager transition period;

**Now, Therefore, be it Resolved by the City Council of the City of Manzanita:**

**SECTION 1**

Pro Tem Delegation

This resolution amends and replaces Resolution 26-09.

The authorities delegated in this resolution constitute designation by the City Council to staff authorized to perform duties assigned to the City Manager or designee under the Manzanita Zoning Ordinance and other City regulations on pro tem basis until the Council appoints a new City Manager or City Manager pro tem (the "Transition Period"). Such authorities will be revoked automatically when the City Council appoints a City Manager or City Manager pro tem, and may be revoked by the City Council via resolution at any time.

**SECTION 2**



## City of Manzanita

### Administrative Coordination

During the Transition Period, the Finance Director is designated as Administrative Coordinator for City Operations and is authorized to coordinate day-to-day administrative operations of the City.

This includes:

- Coordinating departmental operations
- Implementing Council-adopted policies and ordinances
- Managing internal administrative workflow

This delegation does not include authority to establish policy or make legislative decisions.

### **SECTION 3**

#### Financial Administration

During the Transition Period, the Finance Director is authorized to:

- Execute contracts and professional service agreements consistent with the adopted budget and procurement rules up to \$25,000.
- Execute contracts between \$25,000 and \$50,000 with concurrence of the Mayor.
- Execute contracts exceeding \$50,000 but only after issuance of approval by the City Council.
- Approve invoices and accounts payable.
- Manage purchasing within procurement thresholds.
- Execute contracts within Council-approved budget authority.
- Monitor City finances and report to Council.
- Sign checks and financial instruments.

### **SECTION 4**



## City of Manzanita

### Contract Administration

During the Transition Period, the Finance Director is authorized to:

- Administer existing contracts.
- Execute amendments within approved budget authority.

### **SECTION 5**

#### **Personnel Administration**

During the Transition Period, the Finance Director is authorized to administer day-to-day personnel matters including:

- Staff supervision.
- Leave approval.
- Disciplinary actions consistent with local authority and City personnel policies, which authorize the Finance Director to appoint or remove personnel that report to the Finance Director and to review and approve decisions by the Public Works Director, Development Services Manager, and Chief of Police (collectively the “Department Heads”) to appoint or remove personnel within their respective Departments. The Finance Director may appoint or remove Department Heads only after receipt of approval from the Council.

### **SECTION 6**

#### Planning Administration

During the Transition Period, a designated employee of 3J Consulting, Inc., the City’s contract planning consultant, who is performing the role of City Planner will be authorized to:

- Sign planning decision documents attesting Planning Commission decisions
- Sign administrative land use decisions based on findings prepared by the City’s contracted planning professional.



## City of Manzanita

- Sign decision notices, attest notices of decision, and perform other administrative planning functions necessary to implement land use decisions

Nothing in this resolution alters the land use decision-making authority established in the Manzanita Zoning Ordinance. 3J Consulting, Inc. may designate an alternate to perform these functions with advance permission from the Finance Director.

### **SECTION 7**

#### Clerk of the Council Pro Tem

Pursuant to Section 23 of the Manzanita City Charter, the Assistant City Recorder is designated as Clerk of the Council pro tem during the Transition Period and shall perform the duties of the City Recorder including:

- Attesting to ordinances and resolutions.
- Certifying records.
- Executing documents requiring Recorder attestation.

### **SECTION 8**

#### Elections Official

Pursuant to Oregon election law, the Assistant City Recorder is designated as the City Elections Official during the Transition Period and is authorized to perform all duties required for administration of City elections, including receiving candidate filings, coordinating with the Tillamook County Elections Office, and certifying election materials as required by law.

### **SECTION 9**

#### Emergency Operations



## City of Manzanita

During emergency incidents, the Police Sergeant serving as the City's Emergency Manager shall coordinate emergency response activities and implement the City's Emergency Operations Plan. The Emergency Manager may direct operational response activities, coordinate with Tillamook County Emergency Management and other regional, state, and federal agencies, and deploy City resources as necessary to protect public safety and City infrastructure.

Authority to declare a local emergency remains with the Mayor as provided by law.

The Finance Director, serving as Administrative Coordinator for City Operations during the Transition Period, may authorize emergency expenditures and execute emergency operational contracts consistent with the City's procurement rules and the adopted budget as necessary to support emergency response activities. Any such actions shall be reported to the City Council as soon as practicable.

### **SECTION 10**

#### Execution of Documents

Except as otherwise provided in this resolution, documents requiring administrative execution on behalf of the City shall be signed by the Finance Director as Administrative Coordinator during the Transition Period.

Ordinances and resolutions adopted by the City Council shall be attested by the Clerk of the Council Pro Tem, and land use decisions shall be signed or attested by the City Planner consistent with the City's land use procedures during the Transition Period.

### **SECTION 11**

#### Pro Tem Compensation



## City of Manzanita

During the Transition Period, the Finance Director shall be entitled to a work-out-of-class pay increase of ten-percent (10%) of the Finance Director's base pay.

During the Transition Period, the Assistant City Recorder shall be entitled to a work-out-of-class pay increase of five percent (5%) of the Assistant City Recorder's base pay.

### **SECTION 12**

#### Council-Staff Communication

During the Transition Period, operational direction to City staff shall be provided by the City Council acting as a body. Individual Council members shall not direct staff regarding operational matters. Requests for operational information or action should be directed through the Mayor or the Administrative Coordinator to ensure consistent communication with staff.

### **SECTION 13**

#### Council Authority

Nothing in this resolution alters the authority of the City Council or Planning Commission to make legislative or quasi-judicial decisions.

### **SECTION 14**

#### Duration

This resolution shall remain in effect beginning May 8, 2026, until a permanent or interim City Manager is appointed, unless revoked or amended.

### **SECTION 15**

#### Ratification



## City of Manzanita

Any previous actions by any employee or officer of the City pursuant to Resolution 26-09 or consistent with this Resolution to accomplish the intent and purposes of the foregoing resolutions and the transactions contemplated herein are hereby approved, authorized, affirmed, confirmed, and ratified in all respects.

Introduced and adopted by the City Council on June 17, 2026.

This resolution is effective on June 18, 2026.

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Kathryn Stock, Mayor

ATTEST:

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Nancy Jones, Clerk of the Council, Pro Tem

# **MANZANITA CITY MANAGER RECRUITMENT 2026**

## **Adoption of Official Position Documents**

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

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

The City of Manzanita's recruitment consultant, Jensen Strategies, LLC, gathered input through one-on-one interviews, online staff and community surveys, and an offered public input session, which was used to prepare a draft position profile and hiring procedures for the City's 2026 City Manager Recruitment. These documents are attached hereto as Appendices A and B, respectively. The documents will be reviewed, considered, and if deemed appropriate, approved at a meeting of the Manzanita City Council that affords an opportunity for public comment.

**APPENDIX A**  
**MANZANITA CITY MANAGER RECRUITMENT 2026**  
**CITY MANAGER PROFILE**

**Required Minimum Education / Experience**

The Manzanita City Manager position requires a bachelor’s degree in public administration, planning, political science, or related field, and at least three years of upper-level local government management experience. Equivalent combinations of education and experience may be considered.

**Preferred Education / Experience**

The City of Manzanita prefers a candidate with an advanced degree in public administration (e.g., Master of Public Administration) or a related field and/or five years or more experience serving as City Manager. Membership with relevant professional organizations such as the International City/County Management Association (ICMA), experience of working in the Council-Manager form of government, as well as familiarity with the unique aspects of coastal, small, and/or prominent vacation destination municipalities is attractive.

**Desired Skills / Attributes**

**Leadership and Management**

The City Manager should be a skilled, forward-thinking, collaborative, visible, and well-rounded leader with the capacity to effectively manage a dynamic multi-faceted city. The City desires a leader and manager to provide strategic leadership with excellent attention to detail, that is inspiring, personable, and knowledgeable, and who demonstrates integrity, empathy, and a commitment to neutrality and public service. An ability to maintain organizational stability, oversee and ensure quality delivery of services from all departments, support effective project planning and implementation, balance competing priorities, and develop a shared organizational vision and culture is essential. The City Manager should lead by example, maintaining responsiveness with an open-door policy and fostering respect and professionalism in relationships with staff, City Council, and the community. Excellent interpersonal communication, relationship development, and team-building skills are critical. In addition, demonstrated project management and comprehensive plan experience to facilitate implementation of a variety of complex, high priority capital projects and City initiatives in coordination with staff and consultant support are essential. The City Manager is expected to uphold a commitment to continuous learning and professional development opportunities as practicable. Demonstrated success in maintaining organizational stability, retaining, developing,

and empowering key personnel, strengthening workplace culture, and creating clear accountability and communication systems within small municipal organizations is highly desirable.

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

The City Manager should have a thorough understanding of the Council-Manager form of government and the proper roles of bodies and individuals within such governments. The City Manager will help ensure the City Council, staff, and advisory bodies are all operating efficiently and effectively with each other, in alignment with Council goals, and within their legally defined roles.

### **Council Relations**

The City Manager will be expected to proactively foster a collaborative, professional, and accessible relationship with the Council to support its role as the City's policy-making body. The City seeks a manager who possesses the skills and knowledge to effectively transition from planning to implementation, ensuring that Council priorities are translated into measurable outcomes, completed projects, and timely delivery of services within available resources. Also critical is the City Manager's support in maintaining a clear distinction between policy-making and administrative functions in alignment within the Council-Manager form of government. A commitment to maintaining awareness of the City's operational and legal obligations to facilitate regulatory compliance and informed, impartial decision-making processes is expected. Experience working successfully with both new and seasoned elected officials, and a capacity to facilitate consensus among individuals with a variety of viewpoints is vital. The ability to foster an environment that supports Council collaboration, goal-setting, and effective navigation of complex civic issues, including onboarding of new Council members, is highly valued.

### **Communication**

The City Manager is expected to be highly visible in the community as a consensus-builder and effective messenger of the City's priorities and actions. A dedication to excellent, consistent, and transparent communication is essential for the City Manager to effectively engage and collaborate with diverse City audiences and stakeholders such as community members, City Council, staff, citizen commissions and advisory committees, partner government agencies, community groups, nonprofits, and businesses. The City Manager should demonstrate empathy, active listening, honesty, respect, and neutrality when communicating with all individuals or groups. This includes the ability to facilitate and encourage respectful two-way discussions about complex policy issues, especially involving passionate stakeholders. Communication, both verbally and written, should be offered with clarity, substance, and brevity to promote effective information sharing and engagement. Knowledge of and adherence to record keeping and public meeting law is expected.

## **Community Engagement**

The City Manager must demonstrate a commitment and aptitude for proactively informing and involving community members in City activities and decisions that may impact them. Experience and thoughtful approaches to build authentic, long-term relationships with the community that maintain, strengthen, and expand the City's community engagement and information sharing. An ability to develop sustainable outreach strategies that are proactive, promote transparency, balance different views and interests, and constructively address misinformation when needed is important. This includes a willingness and appreciation of personal and 1-1 communication to build trust, resolve conflict, effectively engage diverse community members including senior and retired residents, and help build consensus and shared vision. The City Manager should possess excellent conflict resolution skills and demonstrate the ability to maintain professionalism, transparency, and civility when engaging with highly engaged community members holding differing viewpoints. The successful candidate will recognize the value of Manzanita's engaged and invested community and have experience harnessing volunteer talent and community involvement to help advance City priorities.

## **Public Finance**

The City Manager should have excellent finance skills to effectively support City needs by planning for long-term organizational sustainability, pursuing revenue diversification, and ensuring the ability to provide high quality City services while maintaining the City's responsible fiscal approach. Municipal finance proficiency to support responsible and strategic fiscal management, integrated with City goals, and utilizing a broad spectrum of financing approaches to support priorities is important. Experience with Oregon budget law and requirements as well as management of transient lodging taxes (TLTs) and short-term rental (STR) management and other issues related to growing communities is helpful. In addition, the City Manager should be prepared to support effective forecasting and planning to help the City identify and prepare for long-term growth needs for water, wastewater, and stormwater systems.

## **Public Works**

The City Manager should have skills to support public works management and capital project planning to advance City priorities and strengthen the Department's capacity to provide effective operations, maintenance, and projects regarding water, sewer, and streets infrastructure. Skills to support planning, negotiation, and financing for large, complex capital projects, particularly related to water and multijurisdictional efforts is desirable. Familiarity with strategic street asset maintenance funding and approaches as well as parking policy including the ability to provide effective communications on policy goals and short- and long-term potential impacts is helpful. Experience enhancing or maintaining walkability and small town feel while facilitating healthy growth and a high volume of seasonal visitor traffic is attractive.

### **Growth Management and Economic Development**

The City Manager should have skills to support healthy community growth, economic development, and tourism management, with a limited property tax base, by building consensus and effectively balancing the needs of visitors and residents. Skills to effectively engage with and address local businesses needs while upholding City interests to maintain and enhance the variety of high-quality, attractive, and accessible economic opportunities and amenities for residents and visitors are important. Familiarity with City planning and Oregon coastal land use law is helpful.

### **Housing Policy and Development**

The City Manager should have skills to support and implement effective planning and policymaking related to housing development, housing codes, and long-term community housing needs in coordination with City staff and the Planning Commission. The City Manager should be familiar with effective approaches, policies, and State legislation related to maintaining and expanding a healthy housing supply that includes workforce housing, family housing, attainable housing opportunities, and affordable housing. Experience balancing housing initiatives with infrastructure capacity, environmental considerations, fiscal sustainability, and preservation of community character is important. Experience managing housing policy in a small, coastal, environmentally sensitive, or tourism-influenced community is highly desirable.

### **Short-Term Rental Management and Policy**

The City Manager should have experience supporting the development, implementation, and administration of short-term rental policies that balance property owner interests, neighborhood livability, tourism impacts, and community needs. The City Manager should understand the operational, financial, enforcement, and policy considerations associated with short-term rentals and be able to provide objective analysis and recommendations to the City Council. Experience working with residents, business interests, and other stakeholders to address short-term rental issues in a small coastal or destination community is valuable. Understanding the role that short-term rentals play in generating Transient Lodging Tax revenue, and the fiscal implications of policy decisions related to short-term rentals, is important to supporting the City's long-term financial sustainability and service levels.

### **Workforce Planning and Development**

The City Manager should have demonstrated excellence in human resource planning and management, with the ability to maintain, attract, retain, and enhance a professional City workforce within fiscally responsible parameters. A commitment to programs and approaches that facilitate staff success, such as effective employee onboarding, cross training, and professional development, is essential. The City Manager is expected to model and facilitate a positive, team-oriented, collaborative, responsive, and efficient workplace environment. The

City Manager should have the ability to develop and implement workplace policies and other accountability measures to ensure clarity of roles, responsibilities, and expectations to promote an effective, fair, and high performing workplace environment. In addition, the City Manager should have the ability to plan for current and future workforce needs by attracting and developing talented professionals through recruitments and proactive succession planning.

### **Intergovernmental Relations**

The City Manager should be a confident, strategic, and capable advocate who can build strong working relationships and agreements while effectively representing Manzanita's interests within regional and intergovernmental contexts. An aptitude for working collaboratively with other jurisdictions to identify and pursue mutually beneficial projects and policy development opportunities while enhancing and expanding strong working relationships with neighboring communities and intergovernmental partners including the County and State is important. Proven planning and communication skills with a record of achieving tangible positive results in multi-agency forums with competing interests is attractive. A demonstrated record of successfully pursuing grants, legislative funding opportunities, and strategic partnerships to advance community priorities is highly desirable.

### **Emergency Management**

The City Manager should value and possess relevant skills to advance local and regional emergency preparedness as well as climate resilience planning and coordination priorities. This includes relevant knowledge or experience to work in coordination with a variety of agencies to plan disaster, emergency, and public safety needs. The ability to proactively address emergency preparedness through inter-agency planning frameworks, support of community preparedness efforts, and infrastructure improvements when possible is important. Proactive communication of information to community members, visitors, and other audiences regarding tsunami, earthquake, wildfire and other emergency preparedness plans and resources is important. Experience integrating emergency preparedness considerations into land use planning, infrastructure investment, capital planning, communications, and community development efforts is desirable.

### **Appreciation of Manzanita**

The City Manager, as a high-profile leader, should embrace Manzanita's close-knit, vibrant, small-town atmosphere and respect the dynamics of a small, eclectic, active, and welcoming city. A leadership style that celebrates the benefits and importance of engaging with the community and nurturing its strong volunteer spirit is essential. Additionally, a personal appreciation of and commitment to help maintain Manzanita's unique character, beautiful and sensitive environment, and small-town community spirit.

## **Policy Directives**

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

### **Comprehensive Plan Completion and Implementation**

The City of Manzanita has undertaken a number of major efforts to plan for and invest in the City's future, including development of a City comprehensive plan that will be completed this year. Excellent, forward-thinking, and strategic planning skills will be expected from the next City Manager to oversee the completion of the plan, build shared vision, and begin financing and planning for implementation. Skills to effectively communicate priorities and opportunities, support responsible and innovative financing, and oversee high-quality and on-time implementation outcomes is essential.

### **Revenue Diversification**

Similar to other Oregon communities, the City of Manzanita struggles to meet rising demands for service due to low property tax rates, as well as limited new development opportunities and a high number of second homes. Due to its desirability as a vacation destination, the City has historically maintained healthy support from Transient Lodging Taxes (TLTs) as well as permitting for Short Term Rentals (STRs) which have historically contributed up to 50% of the City's general fund revenues. To ensure ongoing fiscal sustainability, the City is actively seeking and implementing measures to increase the diversity and resilience of City revenues. This includes but is not limited to evaluating the long-term appropriate volume and associated rates for STRs, evaluation of potential revenue measures, which may include a prepared food and beverage tax, parking-related revenues, adjustments to STR-related fees, and other options. The next manager will be expected to support planning and efforts to evaluate these opportunities and implement these strategic, long-term policy approaches and plans for ongoing financial health.

### **Water System Reliability and Long-Term Capacity**

The next City Manager will be expected to work closely with Council, staff, regional partners, and consultants to identify and implement sustainable solutions that protect water reliability and quality while maintaining fiscal responsibility.

### **Housing Policy & Development**

The City of Manzanita has taken meaningful steps to enhance local housing supply and management while maintaining the City's unique character. Recently, the City adopted Manzanita-specific middle housing regulations to comply with State requirements and support local housing objectives. Additionally, the completion of two 60-unit affordable housing complexes is underway and will require oversight and support in final development stages, including thoughtful efforts to integrate and welcome new residents. Understanding,

implementing, and managing the impacts of these new regulations on housing development, community growth, infrastructure capacity, and neighborhood character will be an important responsibility of the next City Manager.

### **Asset Management**

One of the challenges Manzanita faces is identifying, inventorying, maintaining, and planning for the City's infrastructure and equipment. As we grow and change, it is important to understand what assets we have, their condition, and their replacement needs in order to support long-term planning and make the best use of limited public resources. In a small rural city, effective asset management is essential to balancing community needs, financial constraints, service expectations, and long-term sustainability.

### **Emergency Preparedness**

To prepare, respond to, and withstand major natural hazard or disaster events that Manzanita has an elevated risk for due to its location and coastal environment, the City has prioritized establishing funding and planning for community preparedness efforts. The City's approach, utilizing multi-year strategic planning and funding, local and regional collaboration, as well as innovating communication tools, is becoming recognized as a model in North Tillamook County and for small communities. Key elements of this coordinating work are supported by the volunteer run Emergency Volunteer Corps of Nehalem Bay (EVCNB), which was established as a regional 501c3 organization in 2008 to work with the City to support coordinated communication and preparedness efforts. Most recently, due to successful collaborative efforts between the City of Manzanita, City of Wheeler, and EVCNB, the two cities will each be receiving a Type 3 Resilience Hub package (a 40-foot insulated container stocked with critical emergency supplies and equipment) from the Oregon Office of Resilience and Emergency Management. The receipt of these hubs represents an important investment and opportunity for the City that will require ongoing planning to ensure it is utilized to its maximum effect, including considerations related to public communication, location, and maintenance.

# APPENDIX B

## MANZANITA CITY MANAGER RECRUITMENT

### HIRING PROCEDURES

#### Phase 1: Position Advertisement

- 1.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, the consultants 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 added, including a description of the environment with 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 consistent with any City branding and may be prepared by the consultant's graphic artist.
- 1.2 Position Advertisement:** The consultant will execute a national comprehensive and strategic position advertising and outreach process designed to attract a variety of qualified and well-suited candidates. Their 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. The consultant will also proactively identify and reach out to qualified candidates through their extensive network in Oregon and national contacts.

#### Phase 2: Screening of Candidates

- 2.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary questionnaire. The 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. The consultant 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.

- 2.2 Preliminary Interviews:** The consultant will conduct preliminary interviews via Zoom 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, the consultants will conduct an internet search regarding each candidate, to identify any high profile work-related media.
- 2.3 Recommendation of Finalists:** The consultant will attend an executive session of the City Council in person to present the results of the initial review process and recommendations of up to four finalists. For transparency, they will provide briefing notebooks with information on all the candidates interviewed. During the session, the consultant will answer Council questions and assist in facilitating a discussion to help them reach a consensus on up to four finalists. Subsequently, the consultant will provide a press release for the City to distribute announcing the finalists after they receive permission from those candidates for public disclosure of their candidacy.
- 2.4 Background Checks on Finalists:** The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:
- County criminal searches
  - State criminal searches
  - Federal criminal searches
  - National criminal database searches
  - Sex offender searches
  - Motor vehicle searches
  - Education/degree verification
  - Employment verification
  - Credit checks
  - Civil litigation
- 2.5 Reference Checks on Finalists:** The consultant will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts they may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City. The consultants require four references from each candidate and will conduct individual phone interviews with each reference.

- 2.6 Finalist Receptions:** Prior to the final interviews, two receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will have an opportunity to provide online feedback concerning their impressions of the finalists to help inform the final selection process.
- 2.7 City Tour:** A City tour of the City's facilities will be offered to the finalists. The City will be responsible for providing the guide as well as the transportation for the tour.
- 2.8 Finalist Interviews:** Finalists will be interviewed in-person by four panels consisting of (1) the City Council, (2) local government administrators from other jurisdictions, (3) a panel of community members, and (4) a panel of department heads. Interviewers will receive an informational packet containing interview questions and comprehensive information on each finalist. After panel interviews have been completed, the Council, in an executive session, will be presented with feedback from the other three panels, the staff and community receptions, and the results of background and reference checks. The consultant will facilitate the Council in reaching consensus on its preferred candidate.
- 2.9 Formal Council Designation of Preferred Candidate:** In accordance with Oregon public meetings law, the City Council will formally designate its preferred candidate at a regular business meeting open to the public.

## MANZANITA CITY MANAGER RECRUITMENT SCHEDULE

| Week of   | Actions   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
|---|---|----------------------------------|--------------------------------|------------------------------------|------------------|-----------------------------------|---------------------------------------|---------------------------------|---------------------------------|--|---|
| Week of June 8 <sup>th</sup>                            | City Council Work Session- June 10 <sup>th</sup> 2:00 pm  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Week of June 15 <sup>th</sup>                           | Recruitment brochure finalization<br>Council official adoption – June 17 <sup>th</sup> 3:00 pm  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Weeks of June 22 <sup>nd</sup> to July 20 <sup>th</sup> | Position advertisement- Position open (6/22 – 7/22/26)  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Week of July 20 <sup>th</sup>                           | Initial application screening   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Week of July 27 <sup>th</sup>                           | Preliminary Zoom interviews   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Week of August 3 <sup>rd</sup>                          | Recommendation and selection of finalists<br>Executive Session - August 4 <sup>th</sup> 10:00 am  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Weeks of August 10 <sup>th</sup> and 17 <sup>th</sup>   | Background/reference checks on finalists<br>Finals Week Preparation   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Week of August 24 <sup>th</sup>                         | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Tuesday, August 25<sup>th</sup></td> <td style="border: none;">Staff and Community Receptions</td> </tr> <tr> <td style="border: none;">Wednesday, August 26<sup>th</sup></td> <td style="border: none;">Panel Interviews</td> </tr> <tr> <td style="border: none;">Thursday, August 27<sup>th</sup></td> <td style="border: none;">Executive Session: Council Interviews</td> </tr> <tr> <td style="border: none;">Friday, August 28<sup>th</sup></td> <td style="border: none;">Executive Session: Deliberation</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Regular Session: Selection Announcement</td> </tr> </table> | Tuesday, August 25 <sup>th</sup> | Staff and Community Receptions | Wednesday, August 26 <sup>th</sup> | Panel Interviews | Thursday, August 27 <sup>th</sup> | Executive Session: Council Interviews | Friday, August 28 <sup>th</sup> | Executive Session: Deliberation |  | Regular Session: Selection Announcement |
| Tuesday, August 25 <sup>th</sup>                        | Staff and Community Receptions  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Wednesday, August 26 <sup>th</sup>                      | Panel Interviews  |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Thursday, August 27 <sup>th</sup>                       | Executive Session: Council Interviews   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
| Friday, August 28 <sup>th</sup>                         | Executive Session: Deliberation   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |
|   | Regular Session: Selection Announcement   |                                  |                                |                                    |                  |                                   |                                       |                                 |                                 |  |   |