



CITY OF CARNATION, WASHINGTON

City Manager Position Profile

The City of Carnation, Washington, is seeking a talented city management professional to serve as the City's next City Manager. This is an excellent opportunity for a "hands on" city manager to make a difference in a community that takes pride in its history, small town charm and quality of life. Carnation also provides the right candidate the opportunity to work with a supportive City Council that is committed to professional management. The City has a strong team of dedicated staff members that are excited to work for a talented City Manager.

The Community



Carnation is a rural Western Washington community of 1,800 residents located along the Snoqualmie River. Founded early in the settlement of King County, Carnation is located in the beautiful Snoqualmie Valley, 30 miles east of Seattle and 15 miles east of Redmond. The City has seen many changes over the years, not the least of which is its own name. It was officially incorporated as Tolt in 1912. The name was changed to Carnation in 1917, back to Tolt in 1928, and finally back to Carnation in 1951. Many events, but especially the introduction of the railroads to the area, led to the incorporation of this community. Logging and dairy farming were economic staples for Carnation beginning in the early 1900's. Carnation Farms put the town on the map which led to the valley becoming world famous as the "Home for Contented Cows."

Carnation Farms has closed but the community maintains its small town feel with old fashioned storefronts, single family homes, and farms ringed by forested hills and the snowy peaks of the Cascades. The rural environment combined with the area's surrounding beauty and outdoor recreation activities make Carnation a great place to raise a family.

Carnation is in the Riverview School District which includes three elementary schools, a middle school, and a high school. Tolt Middle School is in Carnation and Cedarcrest High School is 10 miles north in Duvall. Carnation Elementary serves residents of Carnation.

The City



Carnation utilizes the Council-Manager form of government. The Mayor and Council set policy direction and pass local laws to govern the City. The City Manager is responsible for implementing Council policies and ensuring that the day-to-day operations of the City are efficient and effective.

There are five City Councilmembers elected at-large. Every two years in January, the City Council elects a chairperson to serve as Mayor. The Mayor, with Council approval, appoints a five member Planning Board to provide recommendations to the Council regarding coordinated plans for the physical development of the City.

The City has ten full and part-time staff, including the City Manager, City Planner, City Clerk, Treasurer, Accounting & Records Clerk, Office Assistant, Public Works Superintendent, and three Public Works field employees. Carnation contracts for police services with the King County Sheriff's Office. Fire protection and response is provided by Eastside Fire & Rescue District #10. Legal and engineering services are also provided by contract. The General Fund budget for 2015 is approximately \$1.49 million with an overall budget for all funds of \$8.47 million.

The City of Carnation's vision is *"a friendly and safe family-oriented community where a vibrant small town benefits from the natural beauty, heritage and recreational opportunities of the Snoqualmie Valley."* Carnation also envisions itself with

a high quality of life, small home-town character, community pride, investment in children, investment in seniors, thriving economic climate, and quality government services.

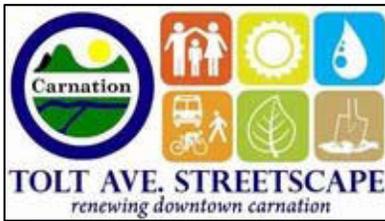
The Position

The position has been successfully held by Mr. Ken Carter. The City Manager is the City's chief administrative officer and is responsible for seeing that the City Council's goals and policies are effectively and efficiently implemented. This is done by identifying options and providing analysis and recommendations about policy issues; coordinating departmental work plans; submitting a recommended annual budget; reporting on the City's financial condition; implementing administrative policies and processes that facilitate the accomplishment of the Council's goals; and establishing effective working relationships with community and business groups and surrounding governmental entities.

The City Manager supervises department heads and contracted services; represents the City on numerous committees and public-private projects; conducts research and analysis at the request of the City Council; reviews and approves reports prepared by staff; serves as the primary contact for the news media; prepares information about City activities; and responds to citizen inquiries, questions, and complaints.

Issues Facing the City

Main Street Redevelopment: Tolt Avenue Central Business District Improvements Project



In 2013, the City Council adopted the Tolt Avenue Action Plan, a conceptual plan for the redevelopment of the Tolt Avenue Corridor. The plan includes a mile and a half of streetscape improvements along Tolt Avenue from Tolt Hill Road to NE 60th Street, as well as off-street wayfinding improvements that will tie into the city's pedestrian trail system. The Action Plan identifies eight manageable projects which can be prioritized and sequenced to achieve the City's overall vision. In 2014, the City was awarded a \$735,000 PSRC grant for design and engineering phase of the Central Business District

Improvements portion of the Tolt Avenue Action Plan. As of February 2015, the City Council has selected an engineering firm to perform the design work, and is currently working on preparation of the Local Agency A&E Professional Services Agreement with the selected engineer.

Residential and Private Development

In 2008, the City completed construction of a public sanitary sewer system. The economic recession that began in 2008 effectively delayed the private development that was much anticipated during the years of sewer system design and construction. Now, with the recovery of the housing industry, the City is poised to experience an unprecedented level of residential development. This new development will reap the reward of the sewer system and provide the City with a larger property tax revenue base, and a larger customer base to support our downtown businesses. The city currently has about 650 "rooftops", and is expecting another 110 to be built within the next two to three years, with approximately 150 or more on the horizon within the next five years.

Economic Development

A strong goal of the Carnation City Council is to enhance the economic vitality of the City, which is essential to ensure the City's long term financial sustainability. Carnation's small population base is not yet large enough to support a healthy small commercial center. The City Council continues to work with the local business community to create a vibrant downtown that can be enjoyed by residents and visitors alike. Particular emphasis is needed on making use of existing recreational attractions, both public and private, to take advantage of the town's position as a destination for recreational activities. Carnation's location within an agricultural district and its natural setting draws many visitors to the town's vicinity, but the City needs to do better at bringing these visitors into the downtown. An influx of new residents will also help Carnation's economic vitality. Partnership with the local business community as well as economic development organizations in the Snoqualmie Valley are needed to retain existing businesses and to help bring new business to the downtown.

The Desired Candidate

The desired candidate will be a talented municipal manager and administrative leader who enjoys working in a small town environment and understands all aspects of city government, including the financial challenges that cities face and be able to seek creative and resourceful solutions to these challenges, both from a short and long range perspective. The candidate

will be expected to build on existing strong relationships with neighboring cities and evaluate additional ways to partner with other agencies and cities to provide services.

The City Council is seeking a candidate who is a “hands on” manager and who is approachable, informal, but confident, and encourages open communication based on an environment of trust and integrity. The selected candidate will be able to support policy and legislative decisions by the City Council and provide sound information and options to help them make informed decisions. The City Manager must also be able to assist Council in prioritizing goals and work plans that are commensurate with staff resources. Candidates should have a proven track record of delivering results, building accountability for staff, and creating a positive working environment of teamwork and innovation. Candidates will need to have competent computer skills and require little administrative support. Experience in managing high profile and complex public projects will be a plus.

The desired candidate will be recognized for building consensus and providing management leadership to the City staff and will not be afraid to make the tough decisions when needed. The City Manager is also expected to participate in labor negotiations and contract development. The successful candidate will be politically astute and demonstrate an unquestionable sense of integrity, honesty and commitment to the City.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences, such as the City Council, community groups and other boards and committees.

The City Manager must be a good listener who consistently works well and proactively with citizens, community groups, and the development community. The desired candidate must be comfortable with the informality of citizens “dropping in” to see the City Manager. He/She will also be expected to be visible at community activities and spend time visiting local businesses and community groups around town to help gain a sense of citizen concerns and ideas.

Experience and Education

Candidates should have seven to ten years of progressively responsible senior management experience in municipal or county government, preferably with at least three to five years as a successful City or County Manager/Administrator or as an Assistant or Deputy. A bachelor’s degree in public administration, business or related field is required, with a history of continuing educational and professional development. A master’s degree or its equivalent is a plus, but not required.

Compensation & Benefits

- \$92,000 to \$105,000
- Contract with Severance Compensation
- Vacation leave
- Sick leave
- Ten holidays and one personal holiday per year
- Fully Paid Family Medical, Dental & Vision coverage
- Life insurance
- Participation in the State of Washington PERS retirement system, or ICMA-RC
- Voluntary Deferred Compensation Plan

Application Process

For more information about the City of Carnation and how to apply, please visit: <http://www.carnationwa.gov>

*The City of Carnation is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **March 11, 2015** (first review, open until filled). To apply, please send a letter of interest, resume, completed application, and answers to the supplemental questions via email at clerk@carnationwa.gov or mail to the address below. The application form and supplemental questions can be found at www.carnationwa.gov.*

CITY OF CARNATION

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