



***OUTSTANDING OPPORTUNITY TO
SERVE THE CITIZENS OF
BOTHELL, WASHINGTON
AS THEIR NEXT
CITY MANAGER***



City of Bothell™

THE COMMUNITY

Located just 5 miles from Seattle's north end near beautiful Lake Washington, Bothell has evolved from an isolated logging village to a multi-faceted, full-service city with a resident population of approximately 44,000. It is a strong employment center providing a home for many world-renowned high-tech and bio-tech companies that employ approximately 25,000. Bothell straddles both King and Snohomish Counties.

The City serves a diverse customer base including residential communities, commercial enterprises, two major business parks and two college campuses. The City's historic downtown features restaurants, fine shops and galleries, and is in close proximity to the high-tech corridor at North Creek and Canyon Park.

Bothell is a combination of loosely woven and increasingly diverse neighborhoods where residents and visitors enjoy the many outdoor activities Bothell offers including water sports such as kayaking, boating and fishing. Many enjoy biking the Sammamish River Trail which connects to the 27 mile long Burke-Gilman Trail. Nature enthusiasts enjoy Bothell's many parks including the 58 acres of protected wetlands for birdwatching located on the co-located cam-



puses of Cascadia College and the University of Washington/Bothell.

Major annual events throughout the year in Bothell include: The City of Bothell Fourth of July celebration and parade; the Music in the Park concert series every Friday in July and August; Harvest Festival and Pumpkin Carving at Country Village; Tree Lighting and Santa Arrival; the annual Bothell Beer Festival and downtown Wine Walks.

Bothell is known for its strong schools within the top-rated Northshore School District and also offers many private school options, including parochial and Montessori. The co-located campuses of Cascadia College and University of Washington Bothell provide convenient local access to higher education for a growing 9,000 student population. Nearby Bastyr University offers weekend seminars and is an internationally recognized leader in natural medicine, health, and wellness.

Right now, Bothell is in an exciting growth period. The City has broken ground on more than \$150 million in vital capital projects. According to economic studies, this public investment will leverage \$650 million in private investment over the next 25 years. However, the City is proud to boast that already over \$300 million in private investment is in the development pipeline or under construction today as a result of the City's strategic actions.

Bothell is home to the largest publically-led downtown revitalization in the State. Centered on a 104- year-old historic Main Street, this exciting urban revitalization has energized not just the downtown, but the whole Bothell community. Led by City management, Bothell started its revitalization in 2005 when residents, businesses, schools, and government came together to develop a fresh new vision for the City's future. This vision of a reimagined downtown has led to an intense City focus and strategic actions to fulfill the community's dream of transforming Bothell's Downtown to a vibrant mixed-use community, creating a sense of place

and commons for family and friends to enjoy and business to prosper.

In the center of Downtown, a new City Hall has been constructed that consolidates department staff previously housed in several geographically dispersed buildings and features a Town Hall Room and a large public plaza. This project also includes onsite commercial uses including two Marriott hotels to be built in 2017.

The City is accessed by major interstates and is centrally located for businesses, visitors and all residents of the greater Seattle area to come discover what the Bothell has to offer.

Governance and Services

Incorporated on April 14, 1909, the City of Bothell utilizes the Council/Manager form of government. Bothell covers 14.1 square miles.

The Bothell City Council is comprised of seven members elected at-large to overlapping four-year terms. The Mayor is elected by the Council and serves a two-year term. The next City Council election is November 2017 and four City Council seats will be on that ballot. Bothell's recent City Manager, Bob Stowe, served as Bothell City Manager more than eleven years.



Bothell is financially strong and boasts a history of conservative financial policies. The City's Property tax base is healthy mix of residential, commercial, and industrial properties. The municipal government enjoys an outstanding reputation in the region for its excellent municipal government. Bothell's Citywide 2015-2016 biennial budget is \$219,764,485, which includes an \$87,689,520 appropriation for General Fund operations. The City employs 313 employees and provides a full range of municipal services. Most non-exempt City employees are represented by unions. Sound management strategy and diversified revenues largely buffered the City from the worst effects of the Great Recession. The City's bond rating is AA+ and it has earned clean audits for years.

The "Bothell Road Map"

Vision (Looking forward 20 years)

"Bothell has balanced both growth management/economic development and environmental protection/neighborhood livability. Bothell is first a community of quality residential neighborhoods with an active downtown, a vibrant college campus, the Canyon Park business center, and light industrial park areas. Because of its strong, diverse, commercial/light industrial economy, Bothell services are high quality and comparatively affordable. Bothell's streets are walkable, multi-modal, with local and regional transit availability. Bothell is "green" with active parks and recreation available City-wide and with open spaces preserved and protected. Bothell is a mid-sized city with a 'small town' feel."

Strategies

- Quality of Life/Livability
- Connected/Involved and Informed Community
- Community Events and Activities
- Safe and Secure
- Quality and Affordable City Services
- Financial Stability
- Diverse Economy and Local Jobs Options
- Technologically "Smart" City
- Diverse Housing for All
- Involved/Engaged City Workforce

Values

- Respect for All and Differing Viewpoints
- Welcoming, Open and Transparent Government
- Integrity and Honesty as Foundation of Trust
- Professional Pride in Serving the Public Interest
- Involved and Engaged City Workforce Teams

City Council 2017-2018 Goals

- Safe Streets and Sidewalks
- Main Street Enhancements
- Heroin Addiction Action Plan
- City-Wide Technology Strategy
- Fire and E.M.S. Training & Equipment
- Community Events & Activities
- Canyon Park Master Planning
- Complete Downtown Redevelopment
- Affordable Housing Strategy
- Wayne Golf Course Plan and Purchase
- Parks & Recreation/Open Space Partnership
- City-Wide Teambuilding, Training, & Organizational Development

NOTE: Goals are not prioritized.

The City Manager

The City Council is seeking a talented City Manager with an unquestionable sense of integrity and professionalism who has the ability to build consensus and forge strategic partnerships, both internally and externally.



Under Bothell's Council-Manager form of government, the City Council performs legislative and policy functions, sets the overall policy in matters concerning the operation of the City's affairs, and appoints the City Manager to oversee the day-to-day operations of the organization. The City Manager administers the City's operating and capital budgets.

As chief administrative officer, the City Manager coordinates all of the City's municipal services and business affairs; carries out the policies established by the City Council and sees that all City department duties are performed efficiently and economically.

The City Manager makes, or initiates, studies on a multitude of issues. He/she presents to the City Council thoroughly researched recommendations with alternative solutions. Bothell is known for being an active and innovative community and the City Manager is expected to take an active role in community affairs.

This position includes the opportunity to work with a high quality, professional management team and a supportive City Council. This is one of the best municipal career opportunities in the Puget Sound area.

BOTHELL CITY COUNCIL	
Andy Rheume	Mayor
Davina Duerr	Deputy Mayor
Joshua Freed	Council Member
Del Spivey	Council Member
James McNeal	Council Member
Tris Samberg	Council Member
Tom Agnew	Council Member

Issues, Opportunities and Challenges (not prioritized)

- The City is currently in great condition, with excellent department heads, stable finances, well-maintained infrastructure, a cohesive Council and a strong economy.
- Bothell seeks to both manage growth and economic development and to protect the environment while enhancing neighborhood livability.
- The Council wants to be more involved in visioning and policy development. The Council strongly supports the "Bothell Road Map" (see page 3).

- Council members want regular, frequent, thorough and timely information from the City Manager.
- There is a community-wide interest in the City providing more of a "whole community approach" including greater engagement with neighborhoods with ability to balance interests of newer residents with long-term residents
- Economic Development: (1) completion of downtown revitalization projects and beginning the redevelopment of the Canyon Park Regional Growth Center which is the pre-dominate biomed manufacturing hub for Washington; (2) there is interest in adding more residential and commercial development to complement the manufacturing center already in place in addition to facilitating more manufacturing development.
- While there is some potential for Bothell to annex additional land, the primary future growth in Bothell is expected to be infill development.
- Open space preservation and recreation needs are immensely important to the community.
- Financial management—recognize opportunities to create increased efficiency and effectiveness in service provision without diminishing strong passion for providing outstanding customer service which is already engrained in the culture of the City organization
- Technology—funds are expected to be provided in the 2017 budget to replace the existing finance and human resources hardware and software which will provide capability for additional technology applications such as offering online utility bill payments.
- A few performance issues in some departments, although currently being addressed, need to be resolved.

Position Requirements

Education and Experience

Requirements for the position include a bachelor's degree (with a Master's preferred) in public or business administration, finance, planning or a related field combined with significant executive level, full-service local government management experience. Candidates' experience must show a high level of understanding of municipal operations and community economic drivers. Must have an interest in and have successful experience in a range of areas including: strategic planning, financial management and budgeting, delivering high quality services efficiently, organizational analysis, labor negotiations, team building, redevelopment and revitalization, working with

and understanding the needs of existing large and small businesses, working effectively with a variety of community-based groups and building Council and community consensus. A progressive record of strong professional, administrative leadership and developing high performance organizations is an important consideration.

Past Performance

Administrative Ability

Must be able to effectively delegate responsibilities for day-to-day operations and direct and hold accountable well-qualified and motivated department heads that have a clear record of outstanding performance. Must have demonstrated past performance in developing accountability measures and must have effective time management skills. Exceptional communication skills are a must, including the ability to listen to and communicate with a wide range of individuals and all segments of the community.

City Manager/Council/ Intradepartmental Relations

Must have demonstrated an excellent working relationship with his or her current and former governing body (ies) which includes the ability to work with the City Council members on a wide range of complex and potentially controversial issues while relaying information to Council members in an effective and timely manner. The Manager must be open and honest with the governing body and provide an unbiased and balanced assessment of all issues.

Budget and Finance

Must have demonstrated prior experience in successfully managing a municipal budget with a level of complexity and scope similar to Bothell's current budget with emphasis on efficient utilization of available resources. Must recognize the value of and protect Bothell's bond rating while being able to develop a budget which is "transparent" and well understood to elected officials, staff and citizens and targets the use of scarce resources in a well thought-out and prioritized manner.



Community Relations

Understands the importance of being visible with staff and the community while balancing the City Council member's role as elected officials. The City Manager will present a confident image of the City to the public and be an active participant in the community.

Technology

Must embrace the use of technology in providing a higher level of access to staff and community and have demonstrated success in achieving a higher level of technological proficiency within the organization he or she now serves.

Intergovernmental Relations

Must be able to build, maintain and enhance partnerships with Bothell's critical stakeholders to include educational institutions, county governments, neighboring local governments, community organizations and State and Federal agencies.

Professional Skills and Management Style Characteristics of the Ideal Candidate

With the Council

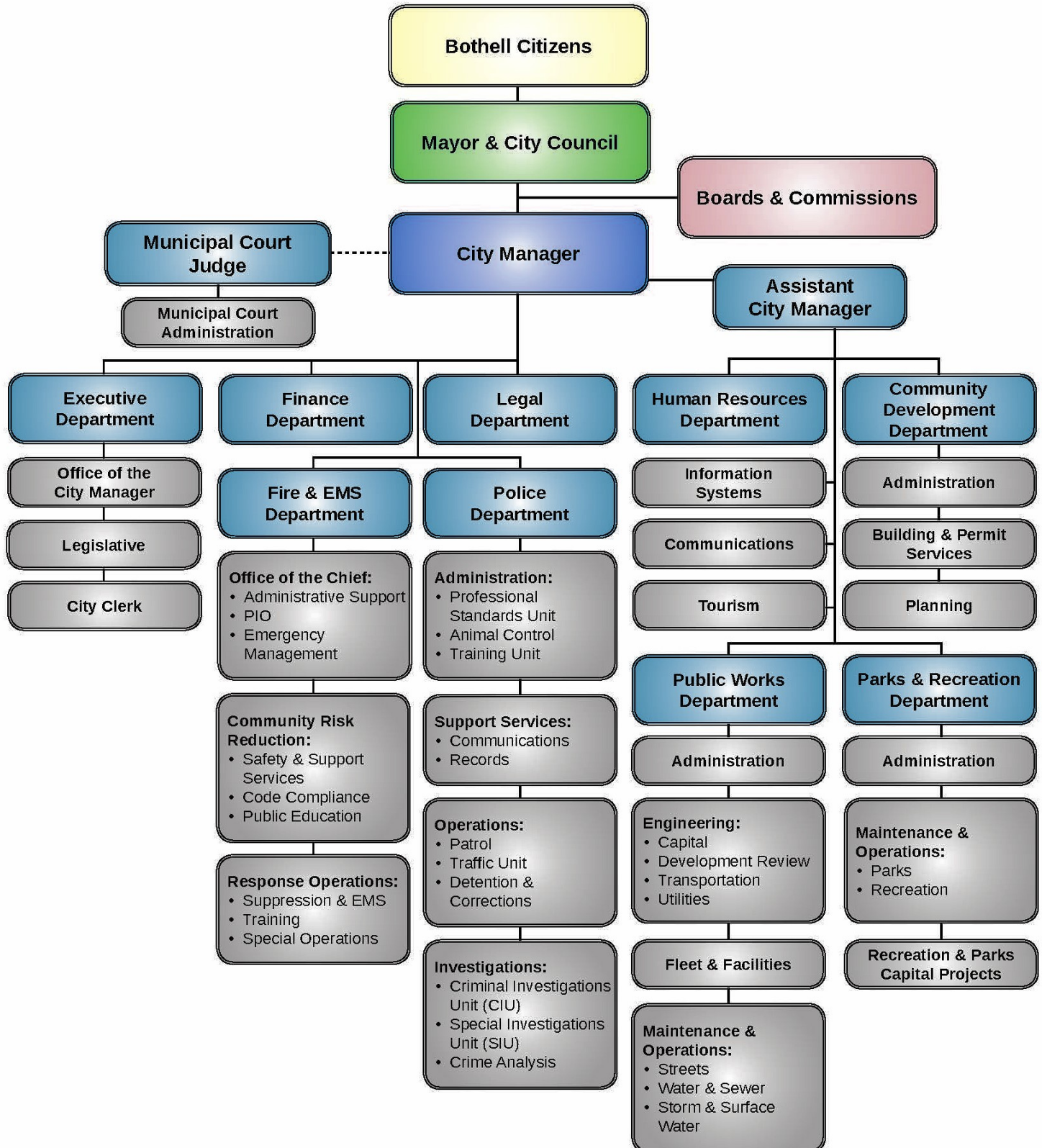
- Clearly understands, respects and honors the unique roles of the Mayor, the Council, the City Manager and the department heads and embraces the City Manager's responsibility to be the liaison between them.
- Assists the Council to make good policy decisions by providing thorough information, well-researched professional recommendations and alternatives and then implements Council decisions without regard for original staff recommendations.
- Responds to Mayor and Council member requests and questions and in a timely manner - excellent at follow through.
- Treats all Council members equally; understands that he/she works for the full Council and is not inappropriately swayed by individual members.
- Is personally engaged in working with Council committees.

With Staff

- Is a trend-setter and team builder who mentors and reinforces the strengths of directors, mid-managers and staff.
- Provides staff with clear directions and needed resources.
- Delegates effectively; stays informed, evaluates performance and holds individuals accountable.
- Not a micro manager but will take charge when needed.
- Provides regular and frequent feedback, coaching and performance evaluations to staff.

CITY OF BOTHELL, WASHINGTON

Organizational Chart



- Remains visible, accessible and available to department heads - - connects with them.
- Holds regular staff meetings.
- Regularly gets out of the office to visit City work locations and work sites.

In General

- Is a strong 'servant' leader able to excite staff and the citizens, comfortable working in a team-oriented environment, self-confident, tactful, discreet and diplomatic.
- Is accessible and approachable and comfortable with a wide range of personalities.
- Personally works hard and sets a high and strong work ethic standard for the organization.
- Is self-confident without being an egotist.
- Passionate about his/her role in local government and the City of Bothell.
- Is a consensus builder and collaborative.
- Is well-organized with excellent planning skills - manages time effectively.
- Skilled at multiple task management with the flexibility to adjust quickly to changing situations.
- Is decisive and makes even tough decisions in a timely manner.
- Willing to stand up for what is right even if under pressure to do otherwise.
- Is proactive in dealing with issues.
- Has common sense and uses good judgement.
- Is a "big picture" person by nature but remains sufficiently on top of details to effectively manage the organization.
- Is ethical with high moral standards, honest, trustworthy, open and candid and conducts his or her personal life in a manner which is compatible with the nature, visibility and overall requirements of the job.
- Willing to make a long-term commitment to Bothell.
- Must have strong management skills, particularly in the area of public finance, and understand the importance of balance and creativity to achieve the community's financial objectives.
- Ability to identify areas where efficiencies can be gained and successfully implement structural changes to the organization where warranted.
- Ability to analyze, understand and successfully manage a complex organization with numerous interrelated "moving parts".

- Strong and enthusiastic in presenting ideas while being respectful of others.
- Ability to craft a position of "what is possible" - serving as a visionary for the Council and staff with the ability to take reasonable risks while employing creative and innovative thinking to forge solutions to problems before making recommendations.
- Ability to take complex issues and break them down into understandable terms.
- Collaborative and comfortable in dealing with others in developing shared solutions.
- People person who understands a wide variety of different personalities and enjoys working with them while being respectful of the opinions of all citizens.
- Fair in approach to decision making; fair, consistent and firm in application of policies and procedures.
- Ability to manage with confidence and have the courage to "present the good news with the bad" and do what is right, even in the face of criticism and conflict.
- Must lead staff and set a positive tone even during difficult periods while holding himself/herself and appropriate staff accountable for the City's actions and direction.
- Demonstrated regional leadership.

Personal Traits

- An active listener, responsive to Council and community concerns with appropriate follow up.
- Is compassionate in dealing with problems while caring about outcomes.
- Is personable with a sense of humor.
- Is a consensus builder.
- Apolitical in all dealings.



Compensation and Benefits

The salary for the position is negotiable, based on qualifications and experience. Benefits include:

- ◇ Full-family Medical, Dental/Orthodontia, and Vision Plans
- ◇ Short-Term & Long-Term Disability
- ◇ Life Insurance and Accidental Death & Dismemberment
- ◇ Section 125 Flexible Spending Account
- ◇ Public Employees Retirement System (PERS)
- ◇ Employee Assistance Program
- ◇ Vacation and Management Leave
- ◇ Sick Leave
- ◇ 12 Paid Holidays
- ◇ Bereavement Leave
- ◇ 457 Deferred Compensation Program

Residency within the City of Bothell is required within six months of employment. The City will provide relocation assistance.

Application and Selection Process

The deadline for receipt of application materials is Thursday, September 22, 2016 and review of résumés will start immediately. To apply please send a letter of application, detailed résumé, salary history and five (5) work-related references to:

Robert E. Slavin or Paul Wenbert

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1

Norcross, Georgia 30071



City of Bothell™

Phone: (770) 449-4656

Fax: (770) 416-0848

e-mail: slavin@bellsouth.net

www.slavinweb.com



Electronic submissions are preferred

The City of Bothell, Washington is an Equal Opportunity Employer and Values Diversity Throughout the Government

