

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Owner / President: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com

Submittal Date: February 7, 2022

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

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STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary recently retired as City Manager for the City of Brookings, OR, and has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

Sonja Prothman - Project Support

Sonja directs the day-to-day operations of the Prothman Company and has over 15 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.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 17 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for 7 years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and 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.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly 10 years and is responsible for Prothman's social media, 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.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers 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. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 14 & 21, 2022	Meet via Zoom or in person for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
February 28, 2022	Post Profile and Start Advertising
March 7, 2022	Send Direct Mail
April 3, 2022	Application Closing Date
Weeks of April 4 & 11, 2022	Prothman screens applications & interviews top 6 - 12 candidates
Week of April 18 – 22, 2022	Work Session via Zoom or in person to review semifinalists and pick finalists, and design final interviews
Week of May 2 or 9, 2022	Travel to San Luis for Final Interview Process

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 20 years. We have worked for small organizations like Yachats, Oregon, pop. 800, to Medina, WA, population 3,400, to large counties like King County, Washington, pop. 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

COVID-19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have also had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with you to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will meet via Zoom or travel to the City of San Luis and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with Interim City Manager
- ◆ Meet with the Leadership Team and other staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization-specific information**
- ◆ **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 often the best candidates are not actively looking for a new position—*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Targeted Direct Mail Brochures** sent nationally to hundreds of highly qualified city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via personal emails and networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you a detailed summary report for the semifinalist candidates and binders which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom or travel to San Luis and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels and an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels.
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates, and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include suggested interview questions, as well as the candidates' applications, supplemental question responses, and resumes, and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to San Luis and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager recruitment with a one-year guarantee is \$20,500.

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

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

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 San Luis will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, and associated website advertising (approx. \$1,600 - 1,900)
- Diversity Site Advertising, if requested (approx. \$600 - \$2,000)
- Direct mail announcements (approx. \$1,800)
- Interview Binders & printing of materials (approx. \$200 - 400)
- Delivery expenses for Interview Binders (approx. \$150 - 350)
- Consultant travel: Airfare, rental car, lodging, travel time at \$40 per hour, (or mileage at IRS rate, travel time at \$40 per hour, lodging) (approx. \$1,600 - 1,900 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)

Expenses are billed monthly.

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.

Warranty

Repeat the Recruitment: If you follow the main phases of our process and a top candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

If you follow the main phases of our process and the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

DIVERSITY INITIATIVE

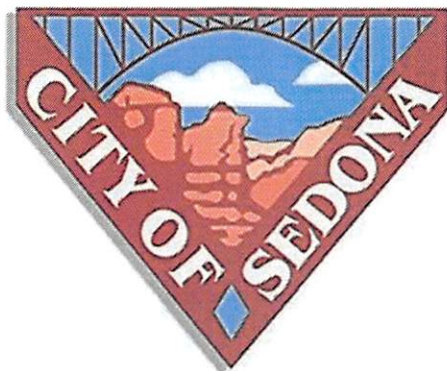
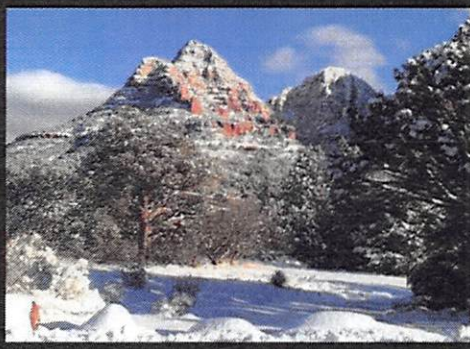
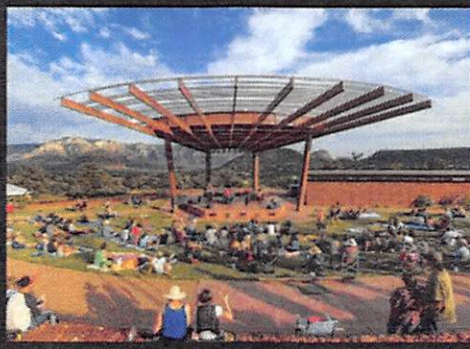
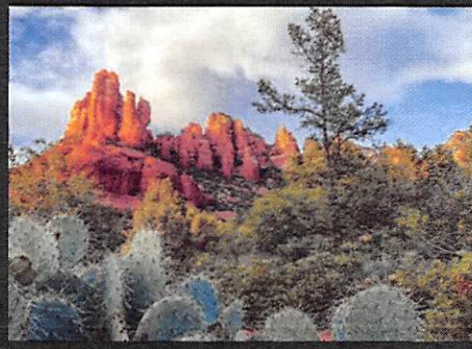
Equal Opportunity

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

Local government serves each and every community member regardless of ethnicity, gender, race, background, or economy and as we specialize in "public" organizations, we see firsthand how diversity in the workforce allows for government agencies to better understand, communicate with, and enlist cooperation from residents in multi-cultural communities.

We can assure you that we recognize the importance and wisdom of a diversity 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 your organization a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



Arizona

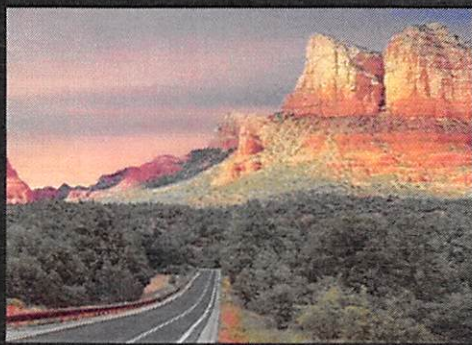
DIRECTOR OF COMMUNITY DEVELOPMENT

UP TO \$140,000

Plus Excellent Benefits

Apply by
May 30, 2021
(open until filled)

PROTHMAN

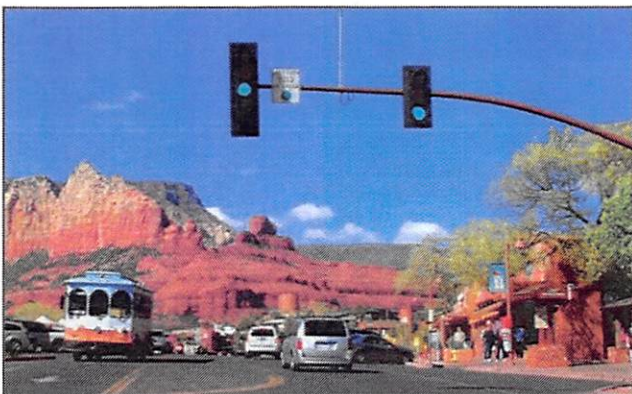


SEDONA, ARIZONA



Located approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air. Because of its stunning natural surroundings, this small community of roughly 10,000 residents has become one of Arizona's premier centers for international tourism, recreation, retirement, luxury resorts, and the arts. The City of Sedona's main attraction is its array of red sandstone formations, which appear to glow in brilliant shades of orange and red when illuminated by the rising or setting sun. The red rocks form a popular backdrop for many activities, ranging from spiritual pursuits to the hundreds of hiking and mountain biking trails. Characterized by the massive red-rock formations, as well as the contrasting riparian areas of Oak Creek Canyon, the area encompassing this beloved community is considered as beautiful as many of the surrounding national parks.

Since its incorporation in 1988, the City of Sedona has become one of the western United States' premier tourism, recreation, retirement, viticulture, and art centers, all of which contribute to its economic base. The region's seasonal population often triples the number of residents on a regular basis. The region's history is that of a rural ranching community, far off the beaten path, yet the beauty of the region became known through the motion picture industry with many classic films, commercials, and television shows filmed in the rural area surrounding the city.



Sedona offers residents and visitors alike a little bit of everything from world-class resorts to small, family-run motels, fine restaurants, outstanding shops, and diverse art galleries. The beauty and climate of the area (now encouraging a growing viticulture industry) make sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.

The Sedona-Oak Creek Unified School District strives for excellence, and other charter, boarding and special skills schools also serve students in the area. Yavapai Community College has a campus in Sedona, and Coconino Community College also offers its curriculum to local students. Northern Arizona University is located nearby in Flagstaff, and Arizona State University located in Tempe is approximately 100 miles away.

The citizens of Sedona are proud of their beautiful environment and work diligently to preserve its uniqueness and special qualities. Driven by a conviction in the future of their community and a dedication to volunteerism, Sedona's residents are also active in the City government.

THE CITY

Operating on a 2021 total budget of 51.2 million with 152.45 FTEs, the City of Sedona is administered under the Council-Manager form of government. The City Council consists of six councilors and a mayor. The six council members are elected at large and serve four-year overlapping terms. The Mayor is elected by the citizens and serves a two-year term. The City's departments include the City Council, the City Manager's Office, Human Resources, Financial Services, Information Technology, the City Attorney's Office, the City Clerk's Office, Parks & Recreation, Community Development, Public Works, Economic Development, Wastewater, Police, and the Municipal Court. In addition, the City tracks other costs that are of a more city-wide nature in the budgetary department, General Services.

The City encompasses an area of 18.5 square miles, approximately half of which is under jurisdiction of the U.S. Forest Service, is a part of two counties, and is traversed by two state arteries. There is no property tax levied by the City, and currently, the City predominantly operates from state shared revenue and other local sources of revenue, including city sales and bed taxes.

THE DEPARTMENT

The Community Development Department has 13 full-time employees and an operating budget of approximately \$2.8 million annually. The department carries out five primary functions, which include city planning, building permits and inspections, code compliance, and affordable housing.

The Planning Division has oversight of long-range planning policies, processing applications for parcel and subdivision map changes, site plan and design reviews to promote compliance with the City's design guidelines and principles, and the processing of conditional use permits. The division is also responsible for administering the zoning ordinance, promoting high-quality urban designs, and fostering careful consideration of historic resources.



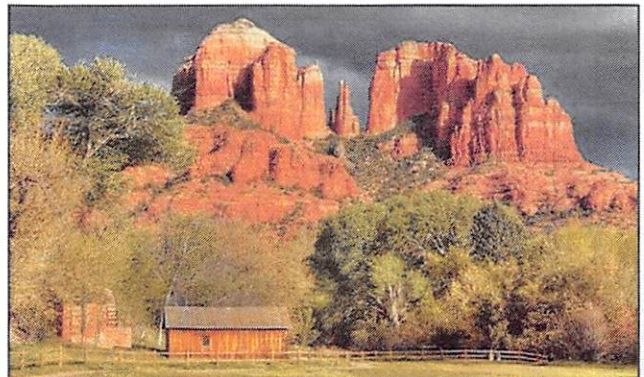
The Planning program plans and regulates all land uses and development within City limits, informing and educating property owners, residents, and business owners of the City's vision, and land use and development policies and procedures. The Planning staff review and process various applications and permits such as zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, and sign permits and provide support to the Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment. The staff also provide research and technical assistance related to zoning codes, land use, housing, historic preservation, and demographics. Additionally, they are responsible for maintaining and implementing the Community (general) Plan and Community Focus Area (specific area) Plans.



The Building Safety program is responsible for issuing all residential and commercial building permits in accordance with the adopted and amended building codes. This work includes processing and reviewing construction plans, conducting inspections, and coordinating this work with several other departments. Building Safety also partially or wholly processes applications and payments for off-premise signs, temporary signs, liquor licenses, wastewater permits, and right-of-way permits.

The Code Enforcement program is responsible for the enforcement of City codes regulating land use matters, public nuisances, public health, safety and welfare issues, building standards, and other City ordinances and ensuring compliance in a timely manner within the limits of the law.

Housing is a new program area identified as one of the City Council's current priorities and is intended to better understand existing housing conditions, explore options for the expansion and preservation of affordable homeownership and rental opportunities in Sedona, provide provisions for access to safe, decent, affordable housing, and encourage public-private partnerships in the development and creation of affordable and/or workforce housing.



THE POSITION

Under the direction of the City Manager, the Director of Community Development plans, directs, manages, and oversees the activities and operations of the Community Development Department, providing highly responsible and complex administrative support to the City Manager, City Council, and appointed public bodies. The Director of Community Development is responsible for the administration of policies and procedures for long range planning, current planning, development review, development services, code enforcement, building safety and affordable housing, and is the City liaison for Planning and Zoning, Housing, Historic Preservation, and the Board of Adjustment. This position will also develop and implement Community Development Department goals, objectives, policies, and priorities for each assigned service area, and will establish, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate accordingly.

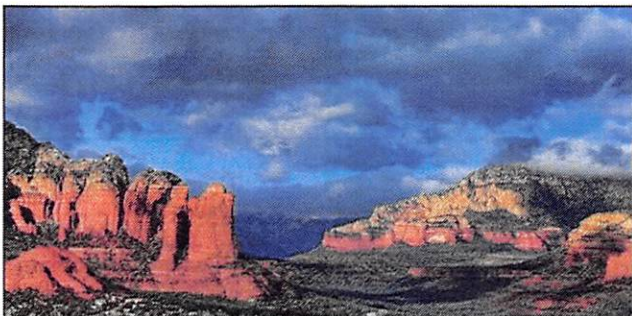
For a full job description and to view all of the essential functions of this position, please view the attachment found [here](#).

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree in from an accredited college or university in resource management and planning, public administration, or a related field, and six (6) years of increasingly responsible experience in planning, community development, public administration, or a related field, along with at least two (2) years of administrative and supervisory experience is required.

A Master's degree in a related field, and AICP certification is highly desired.



Necessary Knowledge, Skills & Abilities:

- Proven skills with affecting exceptional organizational outcomes.
- Knowledge of the principles and practices of governmental planning, planning law, and planning and zoning concepts.
- The ability to lead with confidence and assurance, have great judgment, and make sound decisions.
- Experience seeking out opportunities to develop solutions to challenges.
- The ability to perform well under pressure, execute a vision aligned with organizational goals, and be an engaging strong presenter and speaker.
- Experience promoting staff development and teamwork, and a proven ability to operate within a strong ethical framework, striving to uphold public trust.
- The ability to successfully manage department budget and address budget challenges.
- Effective negotiation skills, and experience influencing positive resolutions to conflicts.
- The ability to anticipate challenges and identify strategic solutions to keep stakeholders well informed.
- Experience addressing complex issues in public settings and governmental hearings.
- The ability to work successfully in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.
- A willingness to stay current on relevant literature and recent developments in the field of public planning and regulations and procedures affecting local planning agencies.
- The ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Experience effectively communicating with a wide range of business and community leaders, residents, developers, community activists, City Council and Commission members, and other agencies and government representatives.
- A proven professional track record for using interpersonal strengths and versatile communication styles to build rapport and influence others.
- Have experience in balancing the needs of residents, business owners, and visitors in a high-volume tourism community.

COMPENSATION & BENEFITS

- **Up to \$140,000 DOQ**
- 100% City-paid health, dental, and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- HSA health plans available with generous City allowances provided
- City provided \$50,000 group term life insurance
- Deferred compensation plans – Optional IRS 457 plans
- Arizona State Retirement System with Matching Employer Contributions
- Vehicle stipend up to \$250/month
- 96 hours of PTO time
- 110 hours of vacation accrual during first three years
- Eleven paid holidays
- Wellness programs
- Short-term disability
- Cell phone stipend

For more information on the City,
please visit:
www.sedonaaz.gov



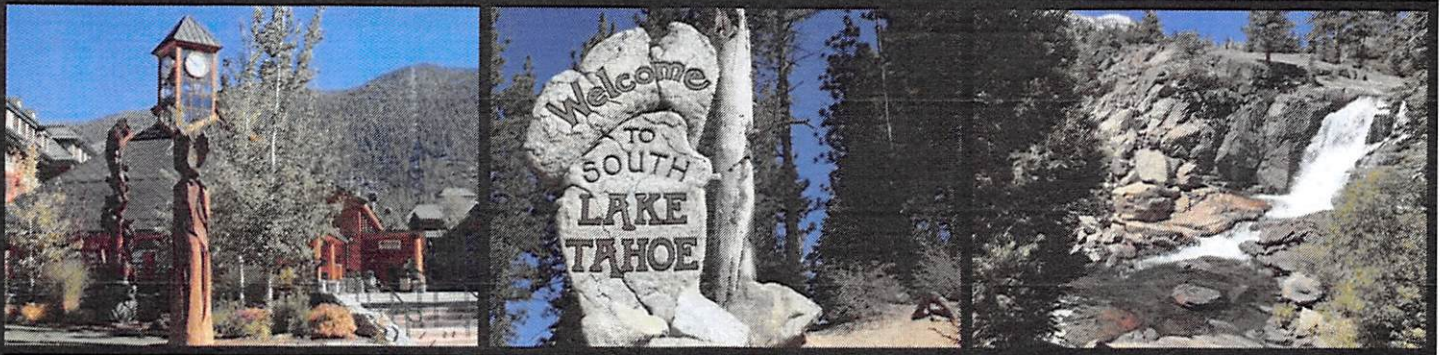
The City of Sedona is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 30, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to www.prothman.com, click on "Open Recruitments" select "City of Sedona, AZ – Director of Community Development" and click "Apply Online" or click [here](#).



www.prothman.com

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Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



CITY OF
SOUTH LAKE TAHOE

CITY MANAGER **UP TO \$227,774**

First Review:
February 9, 2020
(Open Until Filled)

Apply at www.prothman.com

THE CITY OF SOUTH LAKE TAHOE OFFERS A COMPENSATION PACKAGE THAT CONSISTS OF BASE PAY PLUS A CONTRIBUTION TO A 457/401(A) DEFERRED COMPENSATION PLAN. THE CITY CAN OFFER UP TO \$50,000 IN THE FORM OF CONTRIBUTION TO 457/401(A) DEFERRED COMPENSATION PLAN, BUT TOTAL COMPENSATION WILL NOT EXCEED \$227,774. THE CITY WILL ENCOURAGE INTERESTED CANDIDATES TO MAXIMIZE DEFERRED COMPENSATION.

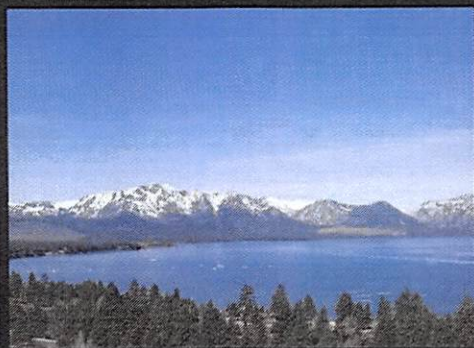
Dear Colleague,

Prothman is currently recruiting for the **City Manager** position for the **City of South Lake Tahoe, California**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other management professionals who may be ready for the next step in their career.

Thank you for your consideration and help!

The Prothman Company

PROTHMAN



WHY APPLY?



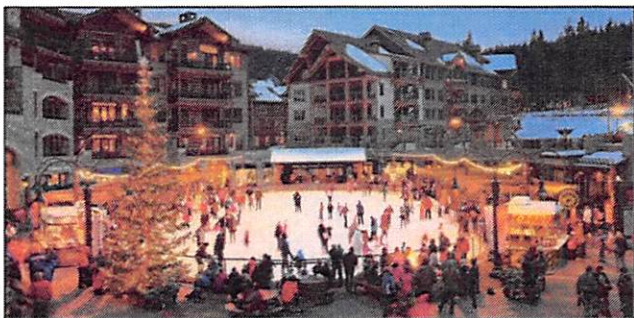
In the heart of Northern California, just 190 miles northeast of San Francisco, CA and 60 miles southwest of Reno, NV, The City of South Lake Tahoe offers world-class scenery and activities

with 300 days of sunshine a year in a resort community. South Lake Tahoe allows residents the opportunity to live, explore, and experience daily what brings over one million visitors each year to the Lake Tahoe region.

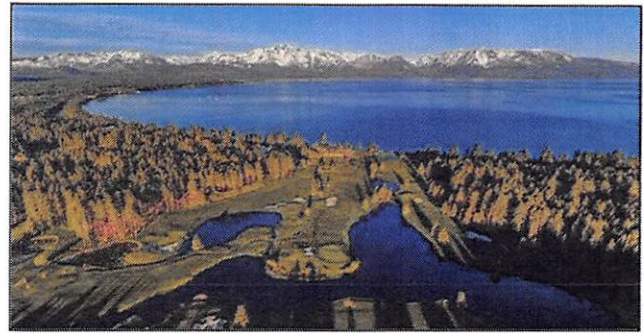
This is an excellent opportunity for an experienced public-sector management professional looking to make a difference in an active and growing community and a chance to work with a dedicated City Council and staff to achieve the City's goals.

THE COMMUNITY

At 6,200 feet above sea level, South Lake Tahoe is home to some of the best winter sports, water sports, bike trails, family fun and nightlife in the US. As the 3rd deepest lake in North America, Lake Tahoe offers various water sports like boating, jet skiing, boat tours, fishing, and diving. Other activities in the area include; golf courses, swimming pools, bowling, hiking, shopping, biking, horseback riding, camping, and amazing restaurants options. For winter actives, there are a total of 7 ski resorts that surround the entire Lake Tahoe area. The closest ski resort, adjacent to the city limits, is Heavenly Mountain Resort. Easily accessible through Heavenly Village, the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride to the top. Other facilities include 32 churches, a library, parks, and several playgrounds. Just across the road on the Nevada side are five 24-hr hotel casinos with various gambling games, restaurants, and indoor/outdoor concert events.



Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!



With a population of 21,024, the City of South Lake Tahoe receives most of its moisture in the form of snow which generally falls from early November through April. Amounts of snowfall vary greatly from year to year but average approximately 20 feet of accumulated snowfall each year.

THE CITY & POSITION

The City of South Lake Tahoe is a general law city in El Dorado County, California utilizing the Council/Manager form of government. The City has five council members elected to four-year, overlapping terms, and a Mayor being elected by a majority Council vote. South Lake Tahoe provides a wide range of services including: police and fire protection, street maintenance, airport, management, public transportation, parks and recreation, planning, building and safety, public improvements, and general administration. The City employs 207.7 FTE's of which 68.1 FTE's are assigned to the Police Department and 39 FTE's to the Fire Department. South Lake Tahoe has a budget of approximately \$47 million, with a healthy required reserve of \$11.2 million and an undesignated reserve of \$7.7 million.

Serving at the pleasure of the City Council, the City Manager is responsible for implementing City Council policy, and for planning, organizing, directing, and controlling the activities and operations of the City of South Lake Tahoe, including police, fire, finance, planning, building, parks and recreation, public works, airport, human resources, and administration. The City Manager also develops policy recommendations for City Council action and provides highly responsible and complex administrative support to the City Council.

Please visit www.prothman.com to review the detailed position profile and compensation package.