



— POSITION AVAILABLE —

CHIEF ADMINISTRATIVE OFFICER | Apply by September 4, 2020



## Welcome to the City of Renton, Washington!

Along the southeast shore of Lake Washington, with the Cascades and Mount Rainier adorning the horizon, lies Renton. This bustling city, the eighth largest in Washington, strikes a balance between urban and suburban, offering the best of both. It is a city on the rise and has a small town feel while being diverse and warmly embracing newcomers. Located on I-405, it has easy access to both Seattle (12 miles northwest) and Bellevue (11 miles north). Capturing the best of the Pacific Northwest, it offers a mix of business, family, leisure, and potential—whether exploring the sprawling green parks, browsing the cultural downtown, catching the Film Summit, or taking part in the economic boom, Renton is a great place to work and an even better place to call home.

Renton boasts of numerous outdoor facilities and activities—29 developed public parks, 13 miles of trails, 813 acres of public open space, two lakefront beaches, an 18-hole golf course, and a public boat launch.

Gene Coulon Memorial Beach Park is a true gem. It features 57 acres of water recreation on Lake Washington. With eight boat launch lanes, four picnic shelters, a fishing pier, a water walk, picnic flats, and a summer swimming area, this park offers enjoyment for all ages. Park events include Ivar's Clam Lights, kids fishing derbies, Fourth of July festivities, and a summer concert series. More water activities await at the outdoor Henry Moses Aquatic Center.

Other notable parks include the Cedar River Park, Maplewood Golf Course, and the Kenndale Beach Park. Renton also hosts the Meadow Crest Playground, an all-inclusive playground that is touted as the Pacific Northwest's greatest playground.

Renton's charming downtown is a haven of activity and culture. With a myriad of boutique shops, restaurants, cultural and historical points of interest, antique dealers, parks, special events, and festivals, it is an urban destination. Culture is not limited to the downtown. Public art can be found throughout the City in the form of diverse murals and sculptures. The city is also a growing center for filmmakers, hosting the Seattle Film Summit, the Renton Film Challenge, and BestFest. The Carco and Civic Theatres provide venues for performing arts, independent film, children's programs, and more.

Renton's proximity to Seattle is another boon, as residents can readily enjoy the City and its many attractions. Popular cultural venues are: the Seattle Symphony, the Seattle International Film Festival, the annual Antiquarian Book Fair & Book Arts Show, and the Seattle Art Museum. The Woodland Park Zoo, the Seattle Aquarium, and Pacific Science Center are must-sees for any visitor. Another attraction is Pier 57, part of Seattle's waterfront, which thrives with character. The Seattle Great Wheel, one of the largest Ferris wheels in the United States, offers spectacular views of the City and the Puget Sound from the pier. Sports enthusiasts will enjoy easy access to games played by the Mariners and the Seahawks.

The median home value in Renton is \$485,622, which is lower than the average for the Seattle-Tacoma-Bellevue Metro area. Most available residences tend to be houses, though some condos and townhomes are available. The City has thirteen elementary schools, three middle schools, and three high schools, as well as two alternative high schools, a Virtual Academy and a H.O.M.E. program. The International

Baccalaureate Diploma Program implemented at Renton High School has been recognized by the Office of Innovation and Improvement in the U.S. Department of Education for improving access to educational opportunities and fostering greater equity in rigorous course-taking.

For over 75 years, Renton Technical College has provided training, re-training, and educational opportunities. Beyond Renton are many diverse and accredited higher education opportunities, including University of Washington, Bellevue College, Northwest University, Seattle University, Lake Washington Institute of Technology, and Green River College.

With a dynamic highway infrastructure in place, Renton benefits from a well-connected system of interstates, state routes, and surface arterials. For those who like to travel, Renton is close to the Seattle-Tacoma International Airport, the ninth busiest airport in the U.S. and the 40th busiest in the world. Within the City is the Renton Municipal Airport—a general aviation airport and the place where every Boeing 737 takes its maiden flight.

Renton is where nature meets urban thriving. This bustling, diverse, warm and friendly city borders the peaceful Lake Washington—a place where the mountains stand vigil on the horizon replete with economic opportunity. Renton has something for everyone, and is a true treasure.

## History

The Renton area served as the Duwamish's tribal homelands for centuries and as an important salmon fishing ground. In the 1860s, Europeans began to arrive, and it was transformed into a center for coal mining, clay production, and timber export. The Walla Walla Railroad served the area and provided access to Seattle. Renton was named after a local lumber and shipping merchant who invested heavily in the coal trade.

The City was incorporated in 1901. Coal mining and timber processing were the most important economic industries. For years, the area was threatened by flooding, which was largely alleviated through the completion of the Lake Washington Ship Canal in 1916 and by diverting the Cedar River into Lake Washington.

The population sharply increased during World War II when Boeing built its Renton facility to produce the B-29 Super fortress. Between 1940 and 1950, Renton grew from a population of 4,488 to 16,039. As time progressed, with economic growth and annexations, Renton's population is now over 100,000.

## Demographics

Table 1: Renton Demographics

Distribution by Race		Distribution by Age	
White	50.7%	0 to 15	19.1%
Black	10.1%	15 to 25	11.4%
Asian	22.5%	25 to 45	34.3%
Native American	0.5%	45 to 65	24.9%
Two or More Races	4.2%	65 to 85	8.8%
Total	100%	Over 85	1.5%
Hispanic Ethnicity (all races)	11.8%		
<b>Estimated Population: 102,153</b>			
Educational Achievement (Over Age 25)			
High School or Higher		91.2%	
Bachelor's Degree or Higher		36.9%	
Other Statistics			
Median Age—Renton		35.8	
Median Age—U.S.		37.8	
Median Household Income—Renton		\$70,661	
Median Household Income—U.S.		\$61,937	
Poverty Rate		10.9%	

Source: U.S. Census Bureau

It should be noted that the City believes its population is seriously under-counted and is leading an effort to improve its population count in the 2020 census. See Table 1 for information on the demographics of the City of Renton.

## Climate

Renton enjoys a temperate climate of mild summers and winters. The summer months boast cool days in the 60's and 70's while the winter months average in the 40's. The coldest month of the year is January, which averages around 36°F. Renton receives an average of 44 inches of rain per year and only 6 inches of snow.

## Geography

Renton is located on the southeast shore of the beautiful 34-square mile Lake Washington and is 11 miles southeast of downtown Seattle. It has a total area of 23.54 square miles, of which, 23.12 square miles is land and 0.42 square miles is water (most of which is the Cedar River).

The geographical characteristics of Renton are varied. They include the south flank of Cougar Mountain descending southward merging with May Valley, the terrain then elevating south into the East Renton Plateau, and finally descending to the north bank of the Cedar River. Only modest variations in elevation occur in the Renton area. The elevation varies from 46 to 410 feet with the average being 146 feet above sea level.

## Commerce

In addition to Boeing's manufacturing facility, companies with major operations in Renton are: Mitsubishi, Providence Health and Services, Valley Medical and Kaiser Permanente. The game company, Wizards of the Coast, is headquartered here. PACCAR has its parts and information technology divisions located in Renton. Numerous retail businesses dot the community including many smaller, family-owned and oriented businesses.

Today, Renton continues to be a center of innovation and manufacturing. From the beginning, waves of immigrants made their homes here for jobs in coal mining, then timber processing, and now in healthcare, manufacturing and service occupations. See Table 2 for the top ten employers in Renton.

Table 2: Principal Employers, Renton, WA

Employer	Industry	Employees
Boeing Company	Manufacturing	14,766
Valley Medical Center	Medical	3,362
Renton School District	Education	1,883
Providence WA Regional Services	Medical	1,762
PACCAR Inc	Manufacturing	1,189
City of Renton	Municipal	996
Kaiser Permanente (Formerly Group Health)	Medical	984
Fred Meyers Stores	Retail	830
King County	Municipal	694
Wizards of the Coast	Entertainment	559

Source: City of Renton, WA 2018 CAFR

## The Government

Renton’s government is a Strong Mayor form of government, where the Mayor is elected to a four-year term, acts as the City’s CEO and is responsible for the operation of the city government. He oversees all departments and employees and holds the authority to appoint and remove assistants and department heads. The current Mayor took office in January 2020, after serving six years on the Renton City Council. The prior mayor served three terms (12 years).

The City Council adopts ordinances and polices relating to local or municipal affairs. It is composed of seven members who serve staggered four-year terms, with elections every two years. The members are non-partisan and elected at-large. Historically, the Council has been stable. In fact, one of the current council members is in his seventh term, another is in his third term, and two are in their second. Three others are newly elected or appointed. The past few elections have brought change primarily due to retirements. It is important to know that all the elected officials are dedicated to the welfare of the City’s residents and are results oriented. They work well together and have a great deal of respect for City staff.

Renton is a full-service city that employs 614.53 full time equivalent employees. 504.94 FTEs are in the General Fund and 109.59 in the Enterprise Funds. The city departments include Legislative (8 FTEs), Administrative Services (44 FTEs), Legal (14 FTEs), Community and Economic Development (58.5 FTEs), Community Services (116.5 FTEs), Court Services (17 FTEs), Executive (13.63 FTEs), Human Resources and Risk Management (13 FTEs), Police (163.4 FTEs) and Public Works (166.5 FTEs). The City also manages a golf course, an airport and a museum. An organization chart for the city government is on the next page. The City has three unions.

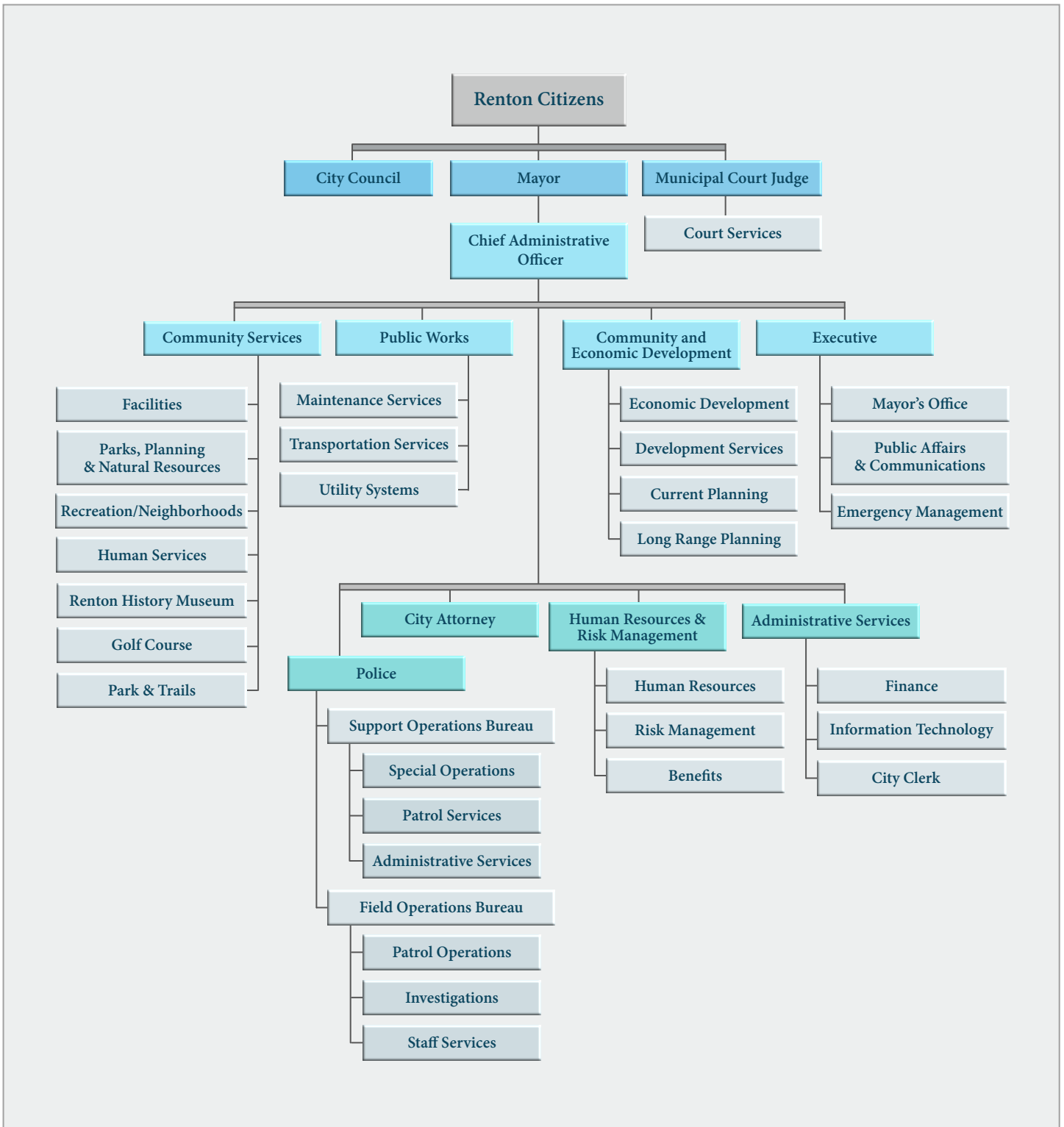
Renton operates using a biennial budget. The 2020 General Fund Budget is \$124,162,622 and the City’s Total Budget is \$414,263,881. 67% of the General Fund Revenue comes from taxes (16% of which are property taxes).

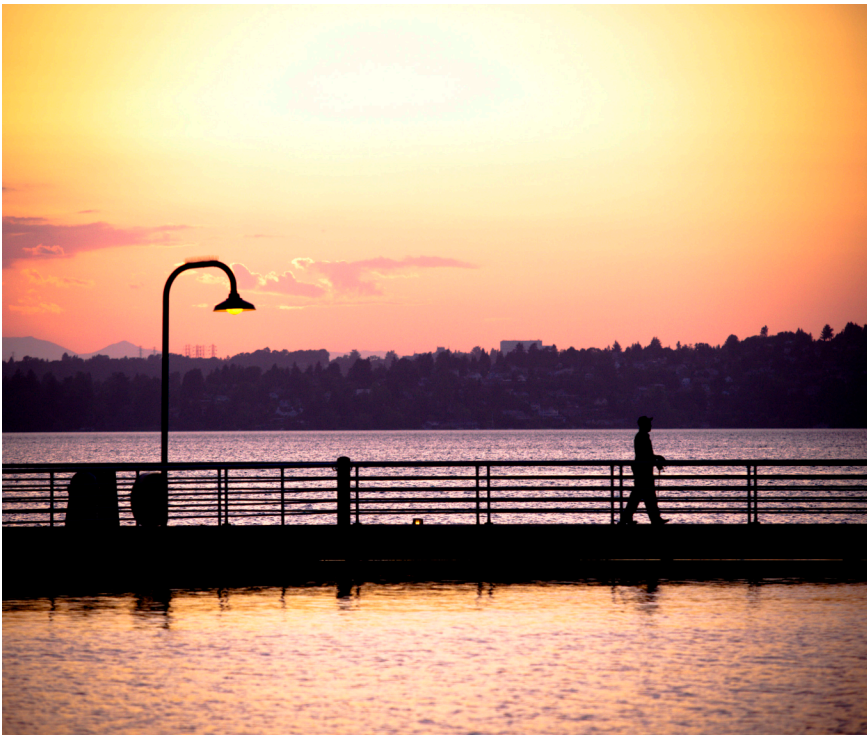
Fire and Emergency Services are provided by the Renton Regional Fire Authority, an independent authority with a seven member board, three of which are Renton City Council members.

## Organizational Culture

The City has a long history of being on the leading edge of operational excellence. Through its Renton Results program, it has focused on organizational culture, innovation, process improvement, and development of teams and individuals. The City is currently implementing the University of Virginia (UVA) High Performance Organization Model as an ICMA best practice. In 2019, the City trained all of the administrators, directors and managers in the model and is in the process of developing strategic, cross-functional work teams. Additional training’s are scheduled for 2020. Also, in 2019, the City demonstrated its commitment to these goals with the addition of a full-time organizational development manager.

Chart 1: City of Renton Organizational Chart





## The Chief Administrative Officer (CAO)

Renton's senior management team is composed of the Mayor, the Chief Administrative Officer, and seven Administrators: Administrative Services, City Attorney, Community Services, Community and Economic Development, Human Resources/Risk Management, Police, and Public Works. The CAO works directly for the Mayor who knows what he wants to achieve, serving as the mayor's spokesperson and as a clearinghouse for ideas from the other Administrators, vetting them before presenting to the Mayor. The CAO does not supervise the Administrators (the Mayor does), however the Administrators should report through the CAO to the Mayor. See Chart 1 on page 5 for more information.



## The Challenges And Opportunities

Renton is financially sound and not encumbered by bureaucracy but is not without its opportunities and challenges. First, the City has a first-time Mayor, Armondo Pavone, and three new council members (out of a total of seven). They are all excited about the opportunity to make a positive impact on Renton's future. As such, the new CAO will have an outstanding opportunity to re-evaluate how the City does business and make improvements.

Second, the current pandemic has thrust the City into uncharted territory. The next CAO will need to be able to maneuver and find new paths in this environment. Renton has had twice as much financial impact from COVID-19 compared to its surrounding communities. The reason is its number one employer is Boeing and a great deal of the city's commercial base supports Boeing. Adjustments to city staffing and operations will likely be necessary so the new CAO should be ready to function and excel in this environment.

Protecting the health of both the employees and constituents will also be of critical importance.

Third, the Mayor is not a traditional politician—rather he is a very successful small business owner. He has a good idea of what he needs and wants. The new CAO will need to understand his vision and then communicate it to the staff. Honesty and transparency are of utmost importance. This individual will facilitate and coordinate the activities of the Administrators. Fortunately, the staff is not in disarray. The Administrators are all very skilled in their respective fields, work well together, and are very professional.

Fourth, the new CAO will need to help lead Renton as it continues to work toward improving equity and diversity. While Renton has been working on the goal of diversity and inclusion in its workforce, we recognize that there is more work to do to more closely reflect our community. Renton is one of the most diverse cities in the state.

Other issues include accommodating growth; reducing traffic congestion; improving public transportation; and working with other governments. Renton is part of a metropolitan area with numerous governments. Finding solutions means working together.

## The Ideal Candidate

Renton is seeking a seasoned professional who is an outstanding leader. This individual will partner with Renton's leadership to take the organization to a higher level. The next CAO will understand the importance of day-to-day operations, while planning for the future and accomplishing what needs to be done to ensure the City's long-term success.

The ideal candidate will be an excellent communicator—open, transparent, approachable and comfortable working with staff, the public and other governments and governmental agencies. This individual will be equally comfortable working with people from all walks of life, from every aspect of the economic spectrum, and from every ethnic group. The candidate will need to be very responsive to the public, becoming part of the community and partnering with community groups and the Chamber of Commerce. The next CAO will inspire the staff's and public's trust.

The best candidate will be highly effective in creating, participating, supporting, and coordinating cross functional/across-department teams that are focused on providing exceptional customer service to our public. To be successful, the CAO will extend trust and authority to the team and will regularly provide opportunities for growth and development. A micro-manager or control-oriented individual will fail in this organizational structure.

The next CAO will serve as a bridge: The Mayor prefers to give direction, set broad parameters to accomplish goals, and then step back. The CAO needs to be a self-starter, determine the best approach, solve problems, and accomplish the Mayor's assignments. The successful CAO will need to first understand the vision of the Mayor and then make decisions that are in line with this vision. That said, the Mayor is not looking for a "yes" person, but someone who is confident enough to state their opinion diplomatically when they feel strongly about an issue. The individual will need to be candid and open, not someone who holds their cards close to their chest. They need to be able to develop a trusting relationship with the Mayor so he feels confident the CAO will guide the organization towards the vision he has set. He can then focus on other issues. The new CAO will also need to develop a trusting relationship with the Administrators and staff.

The ideal candidate will be a collaborative leader who mentors and energizes colleagues, co-workers and others in the community. The CAO will work with the executive team to develop several options, which are then presented to the Mayor. The ability to facilitate discussions, while keeping everyone on track and moving forward, is essential. The CAO will be a resource that Administrators can utilize to evaluate ideas and recommendations before they are presented to the Mayor. This individual needs to be nimble and able to course correct as needed; treat each department equally; and make recommendations that are best for the City as a whole.

The ideal candidate will be an analytical, strategic and innovative thinker—a doer who is always seeking better ways to improve operations. Staff will quickly learn that the statement, "We have always done it this way," is not a satisfactory response. Rather, they will know that if they believe it is the best approach, they need to be able to explain why. If they cannot demonstrate that, they should be able to present a better process. The CAO will analyze risk when making decisions, but



not let risk dissuade them from what is the best course of action. Creativity will be encouraged.

When polarizing topics or hot issues occur, the new CAO will keep all the organization running smoothly and on course—even when everyone else may want to flock to the perceived emergency. This individual will be a very steady and stabilizing presence.

Since many of the solutions to the challenges the City faces are regional in nature and often involve the state or federal government, the CAO will have outstanding skills in intergovernmental relations. The individual will be an excellent negotiator who understands the motivations of others and how to use those motivations to create win-win solutions.

The ideal candidate will have Bachelor's degree in Business Management or a related field, along with a minimum of 10-12 years management experience in the public sector. Familiarity with the UVA High Performance model is a plus but not a requirement. Training in the model will be provided if needed. The successful candidate will understand their role as the CAO in a strong Mayor form of government and have experience in a medium to large size city. The candidate also needs to be very detail oriented and organized.

Finally, while the selected candidate will need to work hard, the Mayor expects the person to be balanced and have a life outside of work.

### Compensation

The salary range is \$163,692 to 199,344 depending on qualifications and experience. Benefits are excellent and include a pension plan. The CAO receives a 7% contribution to the City's deferred compensation retirement savings plan.



## The Most Recent Chief Administrative Officer

The most recent CAO resigned in May, having been with the City for two years. The previous CAO held the role for 28 years.

## Residency

Although the CAO is not required to reside in Renton, it is a great place to live!

## How To Apply

E-mail your cover letter and resume to [Recruit37@cb-asso.com](mailto:Recruit37@cb-asso.com) by September 4, 2020. Questions should be directed to Lynelle Klein at (425) 658-7025 or Colin Baenziger at (561) 707-3537.

## Internal Candidates

Renton is committed to selecting the best candidate—no matter where they are currently employed. Some internal candidates may apply.

## Confidentiality

Candidate names will not be released without the candidates' permission.

## The Process

Applications will be screened between September 4 and October 5, 2020. Finalists will be selected on October 12. The interviews will be held on October 22 and 23. Ideally these meetings will be in person but recognizing the current pandemic, they may be held via video conferencing.

## Other Important Information

The City of Renton is a diverse community and strongly believes in treating everyone equally in the recruiting, screening and selection

process. It strongly encourages women, minorities, veterans, and everyone else to apply.

## Additional Information

For additional information about the city, visit:

[www.rentonwa.gov](http://www.rentonwa.gov)

[www.gorenton.com](http://www.gorenton.com)

[rentondowntown.com](http://rentondowntown.com)

[whyrenton.com](http://whyrenton.com)

[visitrentonwa.com](http://visitrentonwa.com)

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