



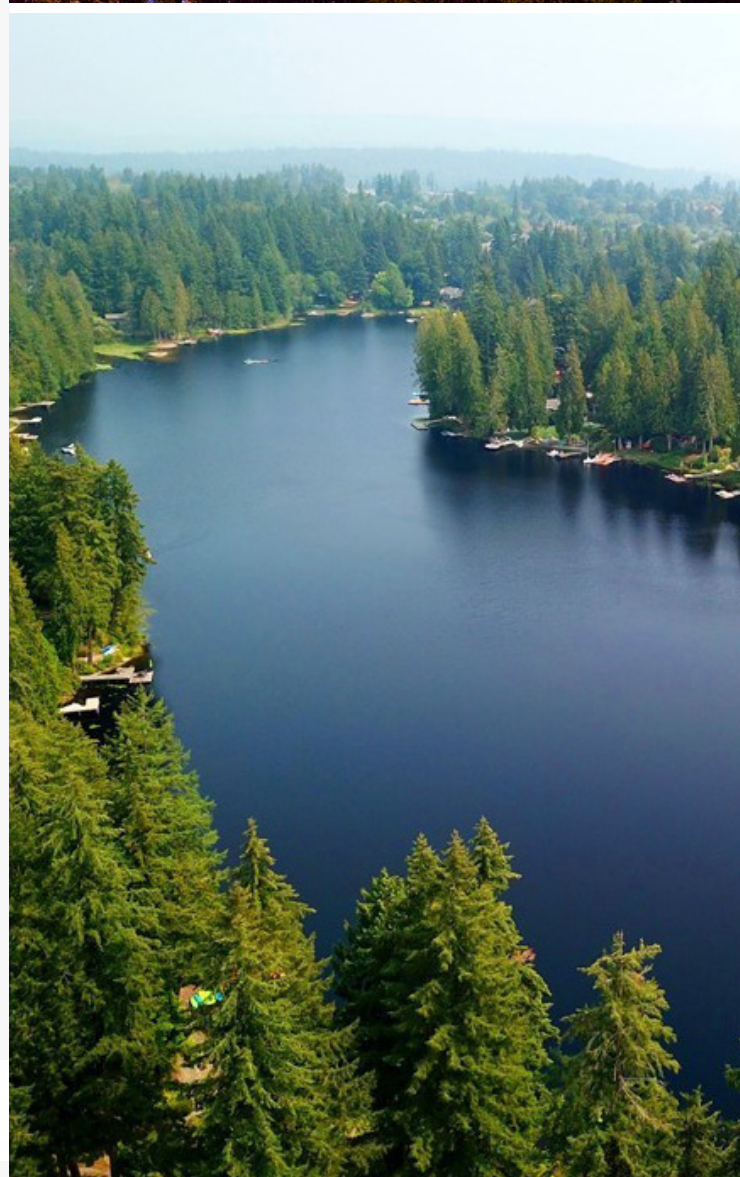
CITY MANAGER POSITION AVAILABLE
Apply by January 25, 2019

Welcome to Sammamish, WA

If you are an experienced public-sector management professional who wants to join a dynamic team and are up for a challenging position in a beautiful setting near Seattle, then look no further than Sammamish, Washington. The City is seeking a seasoned City Manager to help lead the community into the next decade as it faces challenges associated with balancing its growth while maintaining its quality of life.

THE COMMUNITY

Sammamish is a wonderful, quiet bedroom community located approximately 20 miles due east of Seattle. For many years it was simply referred to as "The Plateau" and known as a patch of green, a place with magnificent trees and natural beauty. Today it is a vibrant diverse community centered in a highly dynamic region. It is recognized for its truly



exceptional schools, its friendly and highly educated residents, and its outstanding quality of life.

Sammamish was incorporated in August 1999 and has quickly gathered national attention. Forbes named it the Friendliest Town in the United States in 2012. In 2018 CNN's Money Magazine named it the 9th "Best Place to Live" in the United States. Sammamish has gathered attention on Money's list 3 times in its short history. The magazine characterizes Sammamish as the perfect place for those who don't want to live in a big city but want to enjoy the perks of nearby Seattle, which is roughly 30 minutes away. Other recent acknowledgements include being ranked the 1st safest city in Washington in 2018 by the National Council for Home Safety and Security, the 9th Best Place to Visit in 2018 by Livability, and the 13th Best Small City for Families in 2016 by Nerd Wallet. The market's perception of the community's quality is reflected in the median home sale price of \$901,900 (per Zillow.com).

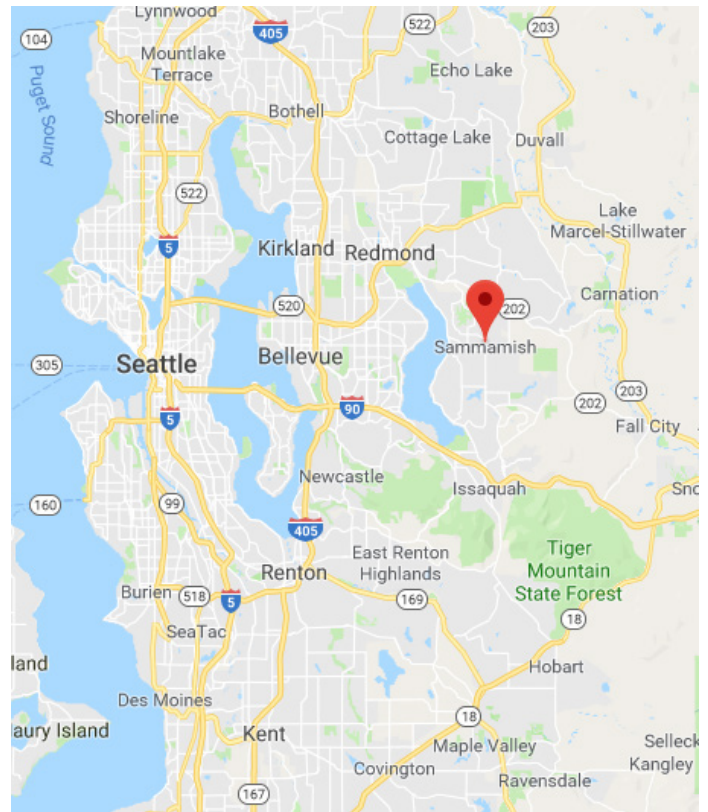
Recreation is found in abundance in Sammamish. The City lies along the eastern shore of Lake Sammamish which encompasses Lake Sammamish State Park, a 512-acre day-use park featuring activities such as waterskiing, rowing, wakeboarding/surfing, tubing and jet-skiing. Pine Lake and Beaver Lake also lie within the City boundaries. These lakes prohibit motorized activities, so they are home



to sports such as swimming, paddleboarding, canoeing or just playing on the beach. Sammamish is home to its own symphony. Additionally, Sammamish is home to three private golf courses including Sahalee, one of Golf Digest 100 top courses in America, which has hosted 3 PGA Majors, the 1998 PGA Championship, the 2002 NEC World Golf Championship, and the 2010 US Senior Open, as well as the 2016 KPMG Women's PGA Championship.

Should you desire the attraction a large city can offer, Seattle is just over a half-hour (assuming no traffic) to the west. There you will find the Seattle Symphony Orchestra (which is among the nation's most recorded), the Seattle Opera and the Pacific Northwest Ballet. Sprinkled throughout Seattle are over two dozen theater venues. For those who enjoy spectator sports, the Seahawks (of the NFL), Mariners (MLB), Sounders (MLS), and Storm (WNBA) are well known—not to mention the University of Washington and its well-respected Huskies. Seattle was just awarded an NHL team and XFL team to land in 2020. It is also a major travel hub where you can catch flights to travel anywhere in the country, or abroad. The cruise port offers trips to Alaska and other destinations.

A bit further away (45 minutes) are the Cascade Mountains and there you can enjoy outdoor activities in both the summer and winter. Also, relatively nearby to the west are the Puget Sound and the Olympic Mountains and to the southeast is Mount Rainer. It is one hour to skiing, two hours to the ocean and only three hours to Portland, Oregon or Vancouver, British Columbia. Needless to say, a multitude of outdoor activities surround the area that you can enjoy while still living in a temperate climate, which characterizes the Plateau of Sammamish.



HISTORY

The Sammamish people were a Coastal Salish Native American tribe that inhabited the Sammamish River Valley. Europeans from the Hudson's Bay Company began arriving in the area in 1832. In 1855, the United States government signed the Treaty of Point Elliot with most of the Puget Sound tribes. Some did not accept the Treaty and after the brief Puget Sound War, the Sammamish People were relocated to reservations.

Serious settlement began on the Plateau in the 1870s and 1880s. By the 1890s, logging had become major industry and for many years the area was characterized by small farms, some large chicken and dairy farms and saw mills. By the 1930s, the area was "logged out" and resorts began to develop.

Table 1: Sammamish Demographics
Source: U.S. Census Bureau

Estimated Population: 64,548			
Distribution by Race		Distribution by Age	
Caucasian	69.2%	0 to 15	25.8%
African American	1.0%	15 to 25	10.1%
Asian	25.2%	25 to 45	27.4%
Native American	0.0%	45 to 65	29.7%
Two or More Races	4.6%	65 to 85	6.3%
Total	100%	Over 85	0.7%
Hispanic (all races)	4.0%		

Educational Achievement (over age 25)	
High School or Higher	98.2%
Bachelor's Degree or Higher	72.9%

Other Statistics	
Median Age–Sammamish	38.3
Median Age–U.S.	37.4
Poverty Rate	2.7 %

The area's real growth began in the mid-1970s and, in the mid 1980s, it accelerated dramatically as Seattle's suburbs sprawled eastward. About then, the Plateau's population passed 10,000, and local residents were concerned that the growth was unchecked. Additionally, they did not feel King County was providing the appropriate services. Many thought the answer was to control their own destiny by forming their own city and in 1999, 63% of the citizens voted to do so. Growth then became more orderly, municipal services improved, and a real sense of community began to be established.

DEMOGRAPHICS

Over the past two decades, the area surrounding Lake Sammamish has been one of the fastest growing in the Pacific Northwest. In 2000, the city's population was a little over 34,000. In 2010, it was over 45,870, and the 22nd largest city in Washington by population. By 2017, the population was estimated to be over 65,000 and the 17th largest city in the state. Table 1 (left) presents some demographic data for Sammamish.

One of the key things it demonstrates is Sammamish is a community of very affluent people (the median household income in 2016 was reported to be \$153,253) from all over the world who have chosen to make Sammamish the place to raise their family and make their home.

CLIMATE

Sammamish's climate is described as oceanic with mild wet winters and warm dry summers. The city has four distinct but relatively mild seasons. The average high in December is 45° F and 76° F in July, while average low varies from 34° F in December to 54° F in July. The City experiences approximately 200 cloudy days a year and is partly cloudy for another 90+ days.

The area's reputation for rainy days come from the frequency (it rains on average a little over 150 days per year) and not the total accumulated rainfall. In fact, its annual average precipitation is approximately 35 inches, less rain than what is received in New York (50 inches), Atlanta (50 inches), or Chicago (39 inches).

GEOGRAPHY

Sammamish’s land area covers 20.4 square miles. The city is located on the east bank of Lake Sammamish and sits on a plateau averaging 310 feet above sea level. The city features a landscape of trees and lakes. Mountains are easily viewed in the distance on a clear day, and readily accessible.

COMMERCE

Sammamish is primarily a bedroom community, but features several small businesses and three school districts. Its commercial base should grow considerably with the continued development of its new Town Center. The adopted Town Center plan calls for 2,000 dwelling units and 600,000 square feet of commercial development. It is envisioned as a gathering place for social interaction, with well-designed mixed-use development, cultural and

recreational opportunities. The city is primarily residential and the latest estimate suggests 97% of the working population commutes to employment in nearby cities. Many work in high tech, and the mean commute time is 31.5 minutes. Employers within the city limits tend to be retail and/or provide services to residents. See Table 2 for Sammamish Principle Employers.

Sammamish’s unemployment rate tends to be lower than the national average and the Bureau of Labor Statistics reported it to be 3.1% in May 2018, compared to 3.8% nationally.

THE GOVERNMENT

Sammamish operates under the Council-Manager form of government, with a seven-member City Council. The Council is elected at-large and serve staggered four-year

terms. The City Council of Sammamish does not have term limits. The Mayor and Deputy Mayor are selected by the Council from among its members. All Council Members have the same authority and their individual votes all count the same. The Sammamish City Council is relatively new, with four members being seated in 2018, two other members seated in 2016, and one has served since 2012. The City has been served by two City Managers in its 18-year history. The first

Table 2: Principal Employers, Sammamish, WA
Source: Source: 2017 Sammamish CAFR; * Current FTEs as of Nov. 2018 (131.25 budgeted FTEs)

Employer	Industry	Employees
Issaquah School District	Education	675
Lake Washington School District	Education	483
YMCA	Fitness Club	360
QFC (Kroger)	Grocery Store	208
Safeway	Grocery Store	175
Sahalee Country Club	Coutry Club	150
Eastside Catholic School	Education	120
Metropolitan Market	Grocery Store	105
Starbucks	Coffee House	101
City of Sammamish	Government	101*
Columbia Athletic Club at Pine Lake	Fitness Club	100
Plateau Club	Country Club	100

manager served for 15 years and the last manager who was hired from within served two years. One acting and one interim City Manager have served the City in 2018.

The City’s 2019-2020 biennial budget is \$208.6 million, with a General Fund budget of \$96.5 million and a Capital Improvement Plan totaling \$67.5 million. The City is organized in 6 Departments and contracts for City Attorney, Fire and Police Services. The City Clerk reports to the City Manager. See Table 3 for Sammamish Organization.

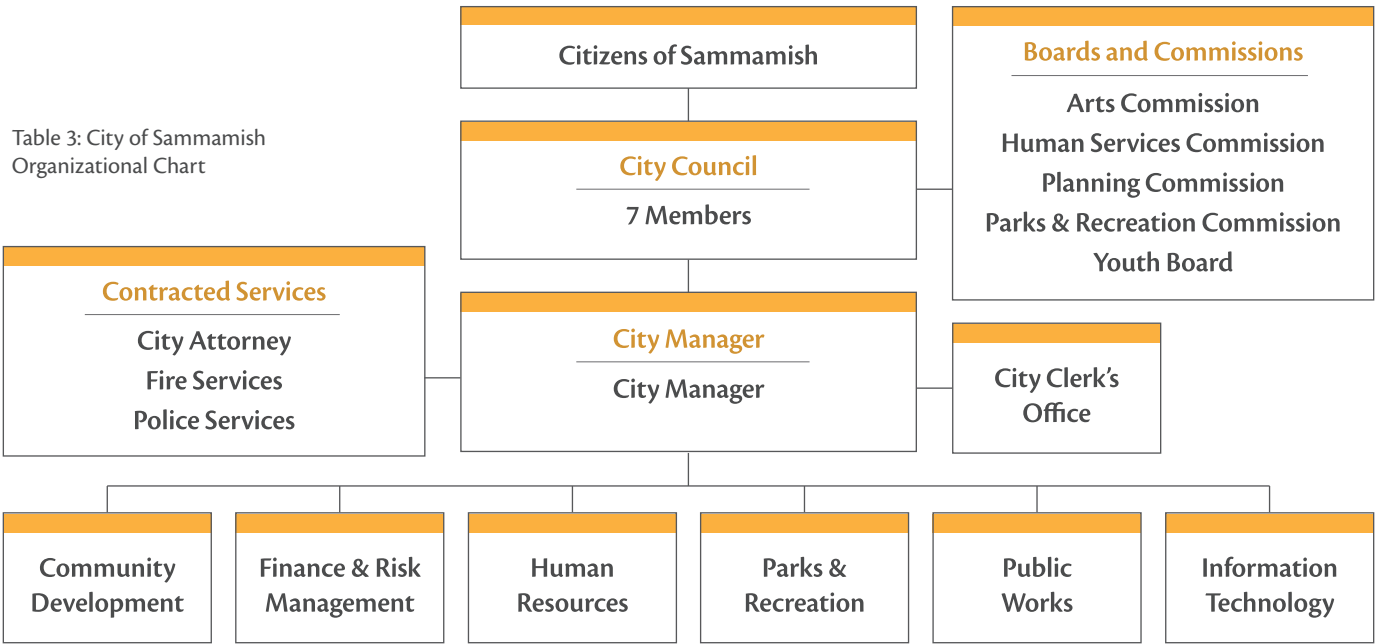
OPPORTUNITIES AND CHALLENGES

Sammamish is a wonderful community with a few opportunities and challenges. The first will be working with the Council and staff to build a cohesive management team. With six council members in their first term and a new manager, roles and responsibilities will need to be

refined, relationships developed, and communications paths created.

The second opportunity/challenge is balancing growth with the resident’s desires to maintain their current high quality of life. Some roads already exceed their desired capacity and flow characteristics. Ball fields are in short supply. As the community grows, additional infrastructure will need to be added. Implementing the City’s new concurrency model and ensuring economic growth will be part of the solution. Updating the City’s Transportation Master Plan and 6-Year Transportation Improvement Plan will be another part. A third part will be continuing the City’s Parks Development Program and moving a number of key planning initiatives forward including: (1) processing approvals for the City’s Town Center development, (2) Updating the Subdivision and Zoning Codes; (3) Updating the City’s Housing Strategy Plan, its Urban Forest Management Plan, and its

Table 3: City of Sammamish
Organizational Chart



State Shoreline Master Plan; and (4) producing the 2023 Comprehensive Plan Update. Related to maintaining the high quality of life will be implementing the recently completed Police Services Study.

The third challenge is maintaining Sammamish's excellent financial health—its Standard and Poors' bond rating is AAA and it has no debt. Implementing all of the above cited programs, however, will cost money. The fact that the City wants to be certain its employees are fairly compensated and implementing its new classification and compensation study needs to be factored in. Identifying sustainable funding for these activities, prioritizing the programs, and determining the pace of implementation will require a great deal of effort and teamwork.

The fourth opportunity is to find ways to keep residents better informed, particularly in view of everything the City has or will soon have underway. Sammamish does not have a local newspaper, and consequently, non-traditional means will need to be employed.

THE IDEAL CANDIDATE

The City Council is seeking an outstanding leader with a demonstrated track record of success. While the individual will understand he/she works for the Council, the elected officials hope to find someone to work with them as a partner, a supporter and a trusted advisor. He/she will be a team player with a strong ability to facilitate relationships with the Council Members, City staff, the community and regional partners. The Manager will keep Council informed on critical issues in a timely manner and be responsive to Council questions and requests. He/

she will know how to balance competing points of view, to find common interests and secure cooperation of others in difficult work situations. The elected officials all want what is best for the community. The task now is to build a cohesive Council/Manager/Staff team. The successful candidate will develop healthy working relationships with each member of Council and understand the need of balancing the complementary and sometimes competing interests of each member.

The ideal candidate will be someone who is intelligent, upbeat, friendly, outgoing, organized, positive and progressive—someone with a "can do" attitude and who is visionary yet practical. She/he will be resolute yet flexible, consistent, cheerfully persistent, high energy, and a leader—not a bureaucrat. The individual will have a healthy sense of impatience, always trying to find ways to accomplish tasks more efficiently and effectively. The best candidate will be confident and be comfortable speaking truth to power, diplomatically and in the appropriate setting. The Council wants someone who will tell them what they need to hear, not what they want to hear—someone who addresses the difficult issues and does not gloss over them. The next Manager will help the Council and staff define and understand their roles, and once that is done, strongly remind everyone when they overstep their boundaries.

The City expects the next City Manager to have outstanding communication and public relations skills. The individual will realize that listening is often more important than speaking. The best candidate will be someone who can make everyone feel their views are being heard and who will help bring people together. The manager will believe strongly in transparency, and the public's right to know.

Realizing nothing is being hidden, and everyone has the same information, will be important. He/she will be involved and become a visible presence in the community, thereby developing personal credibility and trust with citizens.

The individual will understand his/her role is to help the Council make the best decisions by not just bringing options and recommendations but also the pros and cons as well as the data supporting each option. Once the Manager has made his/her recommendation, and the Council makes its decision, the individual will relay City Council's policy direction to staff and community and facilitate the implementation of those decisions, prioritizing the workload. He/she will work well under pressure, deal with a wide variety of complex issues, and focus on the big picture, while looking for opportunities to implement Council's goals. The individual will be skilled in analyzing and resolving problems in a logical and effective manner, and have the skill and ability to perform research, compile and analyze data and write clear and accurate reports on complex topics.

The ideal candidate will motivate people and build a team atmosphere through effective delegation, communication and follow-up. The individual will expect to be kept informed, look for results, and hold employees accountable. He/she will encourage staff development, provide coaching to subordinates and encourage training and professional development opportunities. He/she will foster creativity and taking reasonable risks but also realize not every great idea will be successful. As such, he/she will be approachable, receptive, open, and honest. The individual will place a high priority on outstanding customer/citizen service.

The ability to anticipate/resolve issues before they become problems is critical. Should one erupt, the Manager will not delay but will deal with it promptly and effectively. Good judgment and common sense are essential. A sense of humor and the ability to use it to defuse tense moments is an absolute plus.

Knowledge of, and experience with, intergovernmental relations will be a critical factor in evaluating candidates. Sammamish is part of a much larger urban area. Some of its issues can only be addressed on a regional basis or in conjunction with a subset of nearby local governments. Being comfortable working with other municipalities, the local school systems, the county, the state and the federal government will be important.

In terms of specific other skills, the Manager will be able to develop financial plans that are based on sustainable service and funding levels and that will ensure ongoing expenses are supported by ongoing revenues. He/she will have strong experience in capital projects and development/redevelopment.

The position requires a bachelor's degree in business administration, public administration, public policy or related field plus five (5) years of experience as a City Manager, Assistant City Manager or Department Head in a local government organization or equivalent level experience in a private sector business or industry. At least five (5) years of experience managing and supervising employees is required. A master's degree in business, public administration or related field is preferred.



A thorough understanding of municipal organizations and functions of City government is required. The selected candidate will need to quickly develop a strong grasp of state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meeting Law.

COMPENSATION

The salary range is \$175,000 to \$225,000. The salary will depend on qualifications and experience. In recognition of the value its employees deliver to the community, the City of Sammamish offers an excellent benefit package which includes deferred compensation and retirement benefit options through the Washington State Retirement System and the International City/County Management Association—Retirement Center (ICMA-RC).

The City does not participate in the Social Security Administration (SSA) program, and employees do not earn social security credits.

RESIDENCY

Residency within the city limits or PAA (Potential Annexation Area) is required, unless such requirement is waived by the Council. Compensation is negotiable if the selected candidate has difficulties finding suitable housing within the City.

HOW TO APPLY

E-mail your cover letter and resume to Recruit49@cb-asso.com by January 25, 2019. Faxed and mailed resumes will not be considered. Questions should be directed to Lynelle Klein at (425) 658-7025, or Colin Baenziger at (561) 707-3537.

CONFIDENTIALITY

Unless otherwise required by the Public Records Act, candidates' names will not be released without the candidates' permission. However, it is expected that, after the City selects finalists, some form of public participation will be incorporated into the candidate evaluation process and the finalists' names will be released.

THE PROCESS

Applicants will be screened between January 26th and February 25th.

Finalists will be selected on March 4th and interviews will be held on March 15th and 16th with the selection of the City Manager occurring shortly thereafter.

OTHER INFORMATION

The City of Sammamish is an Equal Opportunity Employer and encourages women, minorities and veterans to apply.

ADDITIONAL INFORMATION

The following websites have additional, useful information that you may wish to consider:

<http://www.sammamish.us/>

<http://www.iinet.com/~shs/index.html>

<https://www.nerdwallet.com/blog/jobs/best-places-washington-job-seekers/>

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