SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NUMBER: Action A 2

DATE: May 8, 2008

SUBJECT: Confirmation of the Appointment of the Community Development Director

CONTACT PERSON: City Administrator Deborah Knight

ISSUE:
The issue before the Council is the confirmation the appointment of Robert Martin to the position of Community Development Director effective May 12, 2008.

SUMMARY:
The position of Community Development Director has been vacant since the end of December 2007. The City has contracted with Perteet Engineering to provided interim Planning Director services for the past four months.

The City advertised the position of Community Development Director in February 2008 and the City received 8 applications. Interviews were held in March and it was determined that Robert Martin was the most qualified candidate.

Mayor Eslick has offered the position of Community Development Director to Robert Martin effective May 12, 2008. In accordance with SMC 2.17.040, the appointment of the Community Development Director is subject to confirmation by the City Council.

FISCAL IMPACT:
$6922 per month salary plus benefits. As discussed in the Budget workshops, there will be a six week period that payments are made to the prior Community Development Direct for the contract payout and vacation and sick leave accruals.

RECOMMENDATION
The Mayor recommends the confirmation of the appointment of Robert Martin to the position of Community Development Director.

MOTION:
Move to confirm the appointment of Robert Martin to the position of Community Development Director effective May 12, 2008.

Attachments:
A. Robert Martin Resume
B. Job Description
C. SMC 2.17

February 20, 2008

Ms. Deborah Knight, City Administrator
City of Sultan
319 Main St.
Sultan, WA 98294

Subject: Employment Application; Community Development Director

Dear Ms. Knight:

Please accept this letter of interest, the accompanying application, and supplemental materials regarding the position of Community Development Director with the City of Sultan.

With 30 years in the practice of land use planning and community development, I bring a wide range of experience to the profession. I have served as Planning Director of Jefferson County, Oregon, and Planning Director of the City of Milton-Freewater, Oregon.

Moving to Walla Walla as Development Services Manager, I was heavily involved in development of the Washington Growth Management Act and served as President of the Washington City Planning Directors Association. Along with development of the GMA Comprehensive Plan program, community development became a major focus. I am very pleased that downtown Walla Walla went from a condition of near collapse to a National Main Street community. Here as in all of my positions, I have engaged in direct contact with the community over the counter and at local leadership forums. I have hands-on effort in all programs and products. I am a leader, manager, and a direct contributor to the common good.

After 16 years with the City, I formed Plan First Consulting LLC, providing planning and development consultation to over 50 clients in 2 ½ years. Starting and building a new business is an amazing experience. The direct client contact was most gratifying.

Our interest in living on the "west side" prompted our move to the Bellingham area where I have served for three years as Land Use & Natural Resources Manager for Whatcom County. I am recently assigned responsibilities as Project Manager to address long-overdue Zoning and Subdivision code upgrades and to provide high-level contributions to the long range planning team.

My passion is fired by the type of planning and community development that is possible in small and medium cities. Comprehensive Plans are crucial, but plans are not meaningful unless the community and the staff are willing to work together to achieve their common goals. I am energized by leading, managing, and working hand-in-hand with dedicated groups to make visible improvements in people's lives. I have supervised staffs ranging from three people to 26 people as director and manager. My interest is not in the size of the community, or the staff, but in making a meaningful contribution to the good of both. Having read the discussion of issues in your recruitment packet, I feel that Sultan and I fit each others needs and interests very well.

Thank you, for your time in reviewing my application. I sincerely look forward to the opportunity of interviewing with the Sultan management team and meeting the community.

Sincerely,

Robert C. Martin AICP

ROBERT C. MARTIN

EDUCATION:

B.S. - Central Michigan University

- Major - Biology
- Minors - Education, Ecology

M.S. - Oregon State University

- Major - Geography
- Minor - Resource Management

CERTIFICATION:

- American Institute of Certified Planners

DEPENDABLE STRENGTHS:

- Superior writing skill that makes difficult issues clear and concise.
- Analysis and synthesis: perception of the simple in the complex.
- Able to work with people at all levels of social and technical sophistication.
- Excellent public presentation skills.
- Ability to work with employees in a graceful and personally supportive fashion
- Knowledge of local and state government systems.

EXPERIENCE:

12 / 2004- Present Whatcom County

Senior Manager Land Use & Natural Resources & Project Manager

- Supervise as many as 26 professional and para-professional planning staff involved in all areas of land use processing and natural resource management and enforcement
- Coordinate extensively with other divisions and departments including Public Works, Engineering, Environmental Health, Building and Long Range Planning
- Personal responsibility for coordination of large scale, politically sensitive, or complex development applications
- Extensive direct service to citizens referred by County Executive's office
- Currently on Project Manager assignment involving reconstruction of Subdivision and Zoning Codes as well and several long range planning projects and system upgrades

2002- 2004 Owner and Managing Member: Plan First Consulting L.L.C.

- Plan First Consulting was a land use planning consulting business. Plan First provided site design, permit process, public-private liaison, site selection and development consultation to private property owners and local governments

1986-2002 Development Services Manager, City of Walla Walla

- Direct and manage comprehensive planning of Walla Walla community including construction of GMA Comprehensive Plan and all implementing ordinances
- Insure that City is current with State mandates for planning, environmental review, habitat protection, building codes, and historic preservation

- Manage multi-disciplinary team of 10 including professional planners, building officials, GIS specialists, clerical staff, permit processor, and code enforcement officer.
- Extensive involvement in redevelopment of Downtown Walla Walla, leading to designation as National Main Street City; received Main Street partner of the year award.
- Acquired land and developed city parking lots and Farmer's Market
- Managed as many as 11 operating budgets, and construction budgets up to $1.5 million, depending on construction projects in a given year
- Present regularly to City Council and community civic groups
- Manage all affairs of City Planning Commission, City Hearings Examiner, Historic Preservation Commission, and Regional Housing Committee
- Involved heavily in legislative process leading to adoption of the Washington Growth Management Act during two years as President of Washington City Planning Directors Association

1983-1986 Planning Director, City of Milton-Freewater, OR

- Wrote and produced Comprehensive Plan for City and Urban Growth Area.
- Constructed complete new zoning and subdivision code
- Presented new planning program to state land use commission and gained compliance certification
- Handled all land use applications and conducted all public hearings before Planning Commission and City Council on discretionary permits

1978-1983 Planning Director, Jefferson County, OR

- Wrote and produced Comprehensive Plan for county and three cities.
- Constructed complete new zoning and subdivision code
- Handled all land use applications before County Commission and Planning Commission.
- Managed County Building Official and County Sanitarian and clerical staff

COMMUNITY LEADERSHIP ACTIVITIES:

- Board of Directors, Walla Walla Christian Aid Center, 1995-2004
  President of Board 1996 - 1998
- Multiple roles in family church including choir, and group presentations
- President of Association of Washington City Planning Directors, 1988-1990
- Member Walla Walla Downtown Foundation, member of Design Committee, received 2002 award as Outstanding Downtown Partner

AREAS OF PERSONAL INTEREST

- House and garden improvement with my wife
- Working with my children on their classic cars
- Woodworking by myself

Attachment B

City of Sultan

Job Description

Title: Community Development Director Effective Date: January 28, 2008

Reports to: City Administrator City Administrator _____

FLSA Exempt Mayor _____

SUMMARY

Under general administrative direction, plan, direct, administer and coordinate the activities and operations of the Community Development and Building Departments; enforce the city's zoning, shoreline management and environmental ordinances, process and review all land-use and subdivision permit applications for public hearings; review development applications and providing technical and professional support to the Planning Board and other appointed boards and committees. Supervise one or more employees engaged in planning, building, engineering and economic and community development.

SCOPE OF RESPONSIBILITIES

Under the general supervision of the City Administrator and within the framework of governing federal, state and local laws and policies established by the City Council, the incumbent exercises considerable latitude and independence in the organization and direction of the department as well as planning and performing individual duties.

Activities are monitored by the City Administrator for compliance with established internal policies and procedures and to ensure interdepartmental coordination and cooperation goals are met. Work is reviewed for soundness of professional judgment; for compatibility of program and project recommendations with adopted plans and policies; and for effectiveness with subordinates, city officials and the civic and business community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize and direct all activities of the Community Development and Building Departments. Assign, coordinate, review and evaluate the work of subordinates.
2. Write, revise and update the Comprehensive Plan to meet the requirements of the Growth Management Act (GMA); implement goals, objectives and policies of the City's Comprehensive Plan; recommend and formulate amendments to the Comprehensive Plan, Unified Development Code, and Building Code.
3. Review quasi-judicial land-use and development applications and recommend disposition to Hearings Examiner and City Council and provide administrative services for the office the Hearings Examiner.

4. Coordinate the preparation and review of environmental impact statements and technical reports and make final decisions on environmental issues as the designated State Environmental Policy Act (SEPA) official for the City.
5. Review and process approved and projected development plans and construction permits to assure compliance with Unified Development and Building codes, environmental laws and regulations, the Shoreline Management Act and other regulatory requirements.
6. Prepare reports and keep appropriate records of department activities; maintain records of permits processed and issued and procure or initiate development of necessary maps, blueprints and plans pertinent to planning, development programs and projects.
7. Organize, schedule and participate in Planning Board, Hearing Examiner and appointed boards and committee meetings and hearings.
8. Serve as principle representative of the City in coordinating with the County and State Agencies on planning matters within the urban growth area (UGA).
9. Prepare and administer departmental and related project and grant budgets.
10. Provide managerial leadership and supervision to subordinates. Hire, train and evaluate the performance of a staff capable of providing services to maintain all finance department operations. Oversee departmental personnel practices, review and approve disciplinary decisions of subordinate managers. Provide staff development in areas of functional specialization.
11. Gather, interpret and prepare materials for planning studies, reports and recommendations pertaining to shoreline management, land-use control, environmental impact, and annexation studies. Perform special projects or assignments as directed by the Mayor, Council and/or City Administrator.

Other job Functions:

Coordinate planning responses and recommendations from other department directors and consultants. Develop and maintain effective working relationships with elected and appointed officials, contractors, government agency personnel, city employees and the general public. Keep informed of new trends, developments, laws and regulations impacting the planning and economic development activities of the City. Provide advice and counsel to the Mayor, City Council, and management team. Make presentations to the City Council, boards, commissions and citizen groups. Serve as staff to Council committees as needed.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the Washington State Growth Management Act, annexation laws and annexation procedures.
- Thorough knowledge of the principles and practices of urban planning, engineering, economic development and their application to development projects
- Considerable knowledge of modern trends and literature in the field of planning.
- Considerable knowledge of federal, state and local laws, codes ordinances, regulations and standards incident to municipal planning and development and building trades.
- Ability to manage and direct a comprehensive planning and development services program
- Ability to think conceptually, observe and evaluate trends, analyzes data, draw logical conclusions and prepare comprehensive reports.

- Ability to identify and respond to sensitive community and organizational issues, concerns and needs
- Ability to plan, assign and coordinate the work of subordinates.
- Ability to evaluate, research and write legislation as needed.
- Ability to communicate well, other orally and in writing.
- Ability to gain and retain effective working relationships with employees, city officials, other municipal and governmental agency officials and the general public.
- Ability to coordinate multiple projects concurrently in a rapidly growing community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room setting as well as out-of-doors involved in construction site visits and inspections. Work will involve more than the normal office hours because of evening meetings and work load.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a four-year college or university with a degree in planning urban studies, public administration or a closely related field.

Progressively responsible experience as a Planning Director, Assistant Planning Director or a minimum of 5 years experience as a professional Planner in a public agency in a supervisory capacity in urban or regional planning and administration; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Membership in the American Institute of Certified Planners (AICP) is preferred

Valid Washington State Driver's License or the ability to obtain a license within 30 days of employment required.

Attachment C

2.17.030 Position established.

There is established the position of director of the department of community development in and for the city of Sultan. (Ord. 904-06 § 1)

2.17.040 Appointment.

The mayor shall have the power of appointment and removal of the director of the department of community development. Such appointment and removal shall be subject to confirmation by a majority vote of the city council. (Ord. 904-06 § 1)

2.17.050 Powers and duties of director.

The powers, duties and responsibilities of the director of the department of community development, except where the director may act in a quasi-judicial manner, shall be subject to the direction, authority and supervision of the city administrator, and shall include, without limitation, the following:

A. Perform, or cause to be performed for the city, all duties as imposed under the Sultan Municipal Code on the city planner or/and zoning official;

B. Issue administrative determinations under the city's unified development code;

C. Serve as the city's designated official under the State Environmental Policy Act (SEPA);

D. Perform directly or by designee all duties imposed on officials of the city of Sultan under SMC Titles 15, 16, 17, 21 and 22;

E. Appoint and supervise the performance of a senior planner, and such permit technicians as authorized by the city's annual budget;

F. Except where he/she acts in a quasi-judicial capacity, supervise the performance of the city's building official and the city's code enforcement officer;

G. Participate in and prepare an annual budget for the department of community development; and

H. Cause to be performed the duties of the department of community development as established by this chapter. (Ord. 904-06 § 1)

2.17.060 Salary.

The director of the department of community development shall receive a salary in such amount as the city council may from time to time establish by ordinance for a permanent hire, and such amount as the mayor may negotiate and the council approve by resolution for an interim appointment. (Ord. 904-06 § 1)