

12(4)

, Oregon  
20 May 2010

Hon. Chris heisler, Mayor  
CITY OF LAFAYETTE, OREGON  
P.O. Box 55  
Lafayette, Oregon 97127

Re: INTERIM CITY ADMINISTRATOR?

Dear Mayor Heisler:

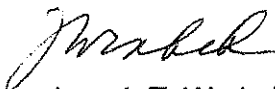
I had heard through the city managers' grapevine about the departure of Justin Boone as your city administrator. (I do not know details.) I did not know if you had a replacement already, or whether you would be needing to have an interim person while a new administrator was recruited; if the latter, I would like to make myself available.

A resume is attached, along with references. I have been city manager, city administrator, or city recorder for five cities in Oregon, over a 15-year period (usually in combination with other jobs—city treasurer, city planner, and so forth). My last position, in Phoenix, Oregon, was as interim city manager (I had originally been hired as the planner).

I am currently working—I am the Marketing Director for the Bay City Arts Center, here on the Coast—but I would be able to get free for the six to nine months that would probably be necessary to help you folks. (And I would appreciate the opportunity to make a little money.)

I would be available at your and the Council's convenience to discuss the matter. If and as you have questions, or need more information, please contact me either by e-mail ( ) or by telephone ( ). Thank you in advance for your attention.

Sincerely,



Joseph T. Wrabek

Encl.

# JOSEPH T. WRABEK

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## OBJECTIVE

Increasingly responsible position in the public sector.

## EXPERIENCE

**CURRENTLY:** Marketing Director, Bay City Arts Center, Bay City, Ore. Small non-profit chartered to further the arts and arts education on the N. Oregon Coast. Since 3/10. Promotion, public relations, designing promotional & advertising materials, financials. Unpaid position (organization has no money at present).

**Interim City Manager/City Planner**, City of Phoenix, Ore., 6/07 to 3/08. Chief administrative officer, planner, and personnel officer for S. Oregon city of 4,760. Direct supervision over Dept. heads—Public Works Director (with staff of 5), Police Chief (with staff of 10), Recorder/Treasurer (with staff of 2.5), Fire Chief (with staff of 5) until fire service contracted out 10/1/07. Direct supervision of Planning Dept. staff of 2 (later reduced to one) plus contracted building, plumbing & electrical inspectors. Purchasing, land use planning and administration, administration of contracts and leases, representation of City on regional boards and commissions. Responsible to Mayor and 6-member City Council.

### *Accomplishments:*

- Cured \$234,000 short fall in General Fund with combination of economies, not filling vacant staff positions, and sale of downtown lot to Urban Renewal Agency.
- Arranged for annexation of Fire Dept. to adjacent Fire District at minimal cost to voters, eliminating an expense stream that had been increasing at 12% per year. Contracted fire service to District 6 months before election.
- Delivered services at approximately desired levels in face of financial (and concomitant personnel) shortage.
- Negotiated new union contracts with Fire and Police, revisions to Public Works contract, so all bargaining agreements expired same time and had roughly equivalent terms.
- Reorganized Urban Renewal Agency (which existed, but had never had a budget).
- Re-established City's credibility in Regional Problem Solving, a regional planning effort with 6 other cities, county, and 5 state agencies that had been going on for 8 years.

**City Administrator**, City of Union, Ore., 9/04 to 11/06. Chief administrative officer, treasurer, planner, budget officer, personnel officer and (after 6/1/06) city recorder for E. Oregon city of 1,960. In charge of 3-person public works crew (incl. Public Works Superintendent), 2-person Police Dept. (incl. Police Chief), 2-FTE City Hall staff, .8-FTE librarian, part-time Fire Chief. Preparation and implementation of annual budget, grant application and administration, purchasing, land use planning and administration, administration of contracts and leases, Downtown Revolving Loan Fund for historic buildings, clerk pro tem to City Council, secretary pro tem to Planning Commission, other standing committees. Responsible to Mayor and 6-member City Council.

### *Accomplishments:*

- Delivered services at approximately desired levels in face of severe financial (and concomitant personnel) shortage.
- Financed (partly with grant funds) and supervised remodel of 1891-vintage City Hall to make front office and Police Dept. handicapped-accessible.
- "Grew" wastewater treatment plant operator in house.
- Supervised computerization of front desk, conversion of utility billing to integrated accounting system.
- Led management-side negotiations that produced City's first union contract.

- Instituted systems development charges on new construction (they took effect Nov. 2006).
- Brought City zoning, contract, floodplain, and cross-connection ordinances into compliance with changes in state law.
- Devised solutions (some since implemented) to financial problems.

**City Administrator, City of Garibaldi, Ore., 6/2000 to 7/04.** Chief administrative officer, incl. city treasurer and budget officer for city of 900 on N. Oregon Coast. In charge of 4-person public works crew (incl. Public Works Supervisor), half-time Fire Chief & Asst. Chief, 1-person City Hall staff. Preparation and implementation of annual budget, grant application and administration, purchasing, administration of contracts and leases, building permits & land use program, Recorder Pro Tem for City Council, Planning Commission. Responsible to Mayor and 4-person City Council.

***Accomplishments:***

- Increased General Fund cash carryover from \$30,000 to \$140,000 between 2001 and 2004.
- Started and produced quarterly City newsletter after local newspaper folded.
- Computerized front desk.
- Designed and marketed Sewer Discount Program using private donations to buy down sewer bills of low-income senior citizens.
- Designed and marketed solution for downtown parking shortage.
- Negotiated new cable TV franchise with Charter Communications on behalf of Garibaldi & 4 other cities in county.
- Contracted out police, municipal court (to county); new contract with planner (and later new planner).
- Presided over update of Water Master Plan, creation of Transportation Systems Plan, construction of water treatment plant, construction of new \$5.5 million wastewater treatment plant.

**City Recorder, City of Huntington, Ore., 11/97 to 6/2000.** Chief administrative officer, incl. city treasurer, clerk, planner, and budget officer for city of 580 near Idaho border. Preparation and implementation of annual budget, grant application and administration, purchasing, land use planning and administration, administration of contracts and leases, clerk to City Council, secretary to Planning Commission. Responsible to Mayor and 6-person City Council.

***Accomplishments:***

- Started and produced quarterly City newsletter.
- Computerized budget, front desk, ambulance and misc. accounts receivable billings.
- Revised zoning ordinance to include changes in state law over previous 12 years; initiated revision and computerization of personnel manual, comprehensive plan, city ordinances.
- Got Internet service established in community; "wired" City Hall, Library.
- Secured Enterprise zone charter from state Economic Development.
- Initiated city's first Local Improvement District, from "enabling" ordinance allowing creation of LIDs to completion of first new street--with 100% consent of landowners paying the bills.

**City Clerk-Coordinator, City of Vale, Ore., 4/93 to 8/97.** City manager, treasurer, clerk, recorder, planner, budget officer, personnel officer for E. Oregon city of approx. 1,600. In charge of 7-person public works crew (incl. Public Works Supervisor), 5-person Police Dept. (incl. Police Chief), 1.5-FTE City Hall staff, .5-FTE librarian. Preparation and implementation of annual budget, grant application and administration, purchasing, land use planning and administration, administration of contracts and leases, City Revolving Loan Fund, clerk to City Council, secretary to Planning Commission, other standing committees. Responsible to Mayor and 5-member City Council.

***Accomplishments:***

- Revised job descriptions, initiated performance evaluations, produced personnel manual.

- Revised and computerized budget..
- Computerized front desk; scanned & re-codified city ordinances.
- Negotiated re-write of union contracts for police, public works.
- Started savings accounts for equipment replacement, utility system replacement.
- Presided over 1st subdivision in 25 yrs., 1st major annexation of non-public land since 1914; expanded Urban Growth Boundary to include municipal airport.

#### **OTHER WORK EXPERIENCE**

Freelance writer, 1986-93; newspaper reporter, 1991-93 (and 2009-present), covering local government "beat"; night auditor/bookkeeper for hotel, 1991-93; newspaper editor, 1987-91; newspaper advertising & production manager, 1985-87; executive director for non-profit membership organization, 1983-85; real estate agent, 1977-83.

#### **COMMUNITY LEADERSHIP**

Port of Garibaldi Budget Committee, 2010 (term expires 2012).

Garibaldi Urban Renewal Agency Budget Committee, 2007-present.

Union Grassroots Festival Committee, 2004-2006.

Economic Development Council of Tillamook County Board of Directors, 2000-03.

Huntington School District 16J Budget Committee, 1998-2000.

Steering Committee (Housing and Land Use chair), NOVA (Malheur County (Ore.) Economic Development Advisory Cte.), 1995-97.

Mayor of Cascade Locks, Ore., 1989-91. City of 930 in Columbia Gorge Natl. Scenic Area, operating its own electric, cable television, sewer and water systems. Official spokesman for city, representing city before press and other governmental bodies; lobbied county, state, Congress and Federal agencies on behalf of city. Served as overall "complaint department" for citizenry.

City Councilmember, Cascade Locks, Ore., 1983-89 (re-elected 1992); Budget Committee, 1982-93, Council President 1987-89. As Council President, assumed Mayor's position in Mayor's absence.

#### **OTHER LEADERSHIP**

Southern Oregon Songwriters Assn. Board of Directors, 2008.

Coast Swingers Square Dance Club (Garibaldi, OR), Secretary 2002 and 2007, Vice-President 2003 & 2004.

Oregon City Planning Directors Assn. Board of Directors, 11/99 to 6/2000.

League of Oregon Cities' Legislative Committee, 1984-85.

#### **EDUCATION**

Redding University (Redding, Calif.), B.S. in Public Administration, March 2010.

Eastern Oregon University (La Grande, Ore.), 1997-present, pursuing B.S. in Small City Management/Planning.

Continuing education: Rural Development Initiatives (RDI) Rural Futures Forum, winter & spring 1999; Portland State University (Portland, Ore.) Community Development Training Institute, fall 1995-spring 1996; employee supervision and management seminars, 1995 and 1996; risk management (insurance) seminars by City-County Insurance Services, Northland Insurance, 1993, 1994, 1996, 1997, 1999; Mt. Hood Community College (Gresham, Ore.), microcomputer applications, 1983-85.

Control Data Institute (Syracuse, N.Y.), 1971-72; computer programming.

Syracuse University (Syracuse, N.Y.), 1968-70; history major.

#### **OTHER SKILLS**

Typing, shorthand (Briefhand), public speaking; journalistic, technical and expository writing; computer applications including word processing (Word, WordPerfect, Lotus WordPro, WordStar), spreadsheet (Lotus, Excel, QuattroPro), database management (DataStar, other dBase clones), desktop publishing (PageMaker).