

- 1. Call to Order and Roll Call**
- 2. Approve Agenda**
- 3. Public Comments and Staff Updates**
- 4. Public Comment**

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. With very few exceptions, RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern and state your name for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

- 5. Discussion**
  - a. AB 26-56: Draft Temporary Personal Property Storage Agreement with Toppenish Historical Society.
  - b. AB 26-57: Proposal for City Manager Recruitment.
  - c. AB 26-58: King Lane and Berger Addition Updates.
- 6. Adjournment**

**Next Council Meeting Will Be Held on July 13, 2026.**

City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.

**Meeting Date:** July 6, 2026  
**Subject:** AB 26-56: Draft Temporary Personal Property Storage Agreement with Toppenish Historical Society.  
**Attachments:** 1. City of Toppenish - Toppenish Historical Society Draft Agreement  
**Presented By:** Daniel Heid, City Attorney  
**Approved for Agenda By:** Dan Ford, City Manager

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**Discussion:**

During the June 22, 2026, Regular Meeting, the City Manager presented a copy of a letter received from the Toppenish Historical Society on June 12, 2026, requesting additional time, without end, to continue storing its museum collection on the second floor of the library building.

Following Council discussion, the consensus was to direct the City Attorney to prepare an agreement providing the Toppenish Historical Society with a 60-day extension to remove its items from the library building. The agreement would establish the responsibilities of each party during the extension period, clarify access to the building for removal of the collection, address liability for the collection during the extension, and establish a firm deadline for the removal of all items.

**Fiscal Impact:**

None

**Recommendation:**

Approve the language of the agreement for presentation to the Toppenish Historical Society.

**Alternatives:**

**CITY OF TOPPENISH – TOPPENISH HISTORICAL SOCIETY  
TEMPORARY PERSONAL PROPERTY STORAGE AGREEMENT**

**This Temporary Personal Property Storage Agreement**, dated \_\_\_\_\_, is between the City of Toppenish, a Washington Municipal Corporation, referred to in this Agreement as "Real Property Owner" and the Toppenish Historical Society, referred to in this Agreement as "Personal Property Owner."

**PARTIES:**

The Real Property Owner is and shall be represented by City Manager Dan Ford.

The Personal Property Owner is and shall be represented by \_\_\_\_\_.

The Contact Information (Address and phone number(s)) for the Parties is as follows:

The Real Property Owner

Dan Ford, City Manager  
City of Toppenish  
21 West 1st Avenue  
Toppenish, WA 98948

The Personal Property Owner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Each Party agrees to notify the other if any changes are made to the above-listed contact information.

The Personal Property Owner may not assign or transfer its rights or obligations hereto without the advance written consent of the Real Property Owner.

**TERM:**

The Term of this Agreement shall be for Sixty (60) days from the date hereof.

**PERSONAL PROPERTY STORAGE:**

The Personal Property Owner shall be allowed to store its personal property at the building of the Real Property Owner located at 1 South Elm Street, Toppenish, WA 98948 for the period of the Term hereof.

By the conclusion/expiration of the Term of this Agreement, the Personal Property Owner shall remove its personal property from the Real Property Owner's premises.

**RENT PAYMENT:**

The Personal Property Owner shall pay the Real Property Owner the sum of \_\_\_\_\_ as rental costs for its storage of its personal property at the building described above.

**INSURANCE - INDEMNIFICATION:**

It is understood that the Real Property Owner carries no insurance coverage which would cover in any way whatsoever any loss that may be suffered by the Personal Property Owner by theft, fire, vandalism, water damage, or by any cause whatsoever. To the greatest extent allowed by Washington law, Personal Property Owner hereby agrees to indemnify and hold the Real Property Owner harmless from and against any and all claims for damage to property or personal injury cost including attorney fees arising from the use of the rental unit.

Personal Property Owner, at Personal Property Owner's expense, shall maintain a policy of fire, extended coverage endorsement, burglary, vandalism for actual cash value of stored property. Personal Property Owner agrees that no portion of the rent is used to pay Real Property Owner's insurance, and Personal Property Owner is not a co-insured or beneficiary of any insurance maintained by Real Property Owner, including but not limited to fire or structural insurance. Real Property Owner provides no security for Personal Property Owner or Personal Property Owner's personal property.

**NO BAILMENT:**

The Real Property Owner is not a warehouseman engaged in the business of storing goods for hire, and no bailment is created by this Agreement.

The Real Property Owner exercises no care, custody or control over the Contents or any other party's property located on, at or around the Storage Location.

**NO ORAL AGREEMENTS/WAIVER:**

This Agreement contains the entire Agreement between Real Property Owner and Personal Property Owner, and no oral agreements shall be of any effect whatsoever. Personal Property Owner agrees that the Personal Property Owner is not relying, and will not rely, upon any oral representation made by Real Property Owner or by Real Property Owner's agents or employees purporting to modify or add to this rental agreement.

Personal Property Owner understands and agrees that this agreement may be modified only in writing. Real Property Owner's failure to strictly enforce any part of

this Agreement shall not be deemed a waiver, and the Real Property Owner shall be entitled to strictly enforce all terms of this Agreement in the future without prior notice to the Personal Property Owner.

*Do not sign this Agreement until you have read it and fully understand it. This agreement limits the Real Property Owner's liability for loss of or damage to your stored property. If you have any questions concerning its legal effect, consult your legal advisor.*

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Representative of the Personal Property Owner

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Representative of the Real Property Owner

**Meeting Date:** July 6, 2026  
**Subject:** AB 26-57: Proposal for City Manager Recruitment.  
**Attachments:** 1. GMP Proposal\_Toppenish City Manager  
**Presented By:** Dan Ford, City Manager  
**Approved for** Dan Ford, City Manager  
**Agenda By:**

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**Discussion:**

During the June 22, 2026, regular meeting, City Manager Ford reminded the council of his resignation, which he had previously submitted on June 15, 2026. His last day with the city will be July 15, 2026.

Council agreed to consider engaging an experienced outside firm, such as GMP Prothman, to provide interim City Manager services and assist with the recruitment process for a permanent City Manager. The firm would support the City by assessing organizational needs, defining position qualifications and compensation, and managing the recruitment and screening process, given the complexity of the recruitment effort and the firm's specialized expertise.

Attached for Council consideration is the proposal from GMP Prothman, as directed at the previous meeting.

**Fiscal Impact:**

The Finance Director has reviewed this item.

**Recommendation:**

Staff will bring back the contract for Council approval during the next meeting on July 13, 2026.

**Alternatives:**



JUNE 2026

# City Manager Recruitment Proposal

FOR CITY OF TOPPENISH, WA

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PRESENTED BY

**Greg M. Prothman**

President, GMP Consultants

**GMP CONSULTANTS**

Greg@gmphr.com

(206) 714-9499

www.gmphr.com



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June 30, 2026

Mr. Ford  
City Manager  
City of Toppenish  
21 W 1st Ave  
Toppenish, WA 98948

Dear Mr. Ford,

Thank you for considering our proposal to assist City of Toppenish with the recruitment of its next City Manager.

GMP Consultants is well positioned to support this effort, having conducted hundreds of executive searches nationwide, many within local government and the public sector.

Your search will be led by Dave Zabell, a senior consultant with extensive executive-level experience relevant to the City Manager role. Each search is supported by a dedicated team specializing in candidate outreach, evaluation, and background review.

We also maintain an extensive professional network across cities, counties, and special districts nationwide—relationships that help us engage highly qualified candidates, including those not actively seeking new roles.

We are currently conducting City Manager searches for several communities, including:

- City of Kirksville, MO – City Manager
- City of Roseburg, OR – City Manager
- City of Lakewood, CO – City Manager
- City of Lake Oswego, OR – City Manager

With more than 800 recruitments completed, our proven process reflects best practices for attracting top-tier candidates. We are known for responsive service, transparent communication, and lasting relationships.

If you have any questions or would like to discuss your needs, please contact me at (206) 714-9499 or [greg@gmphr.com](mailto:greg@gmphr.com). I look forward to working with City of Toppenish on this important recruitment.

Sincerely,

Greg M. Prothman  
President

## About Us

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### Our Foundation

GMP Consultants is a public sector executive search firm with a collective 630 years of local government leadership experience. We pride ourselves in strong regional and national relationships.

GMP Consultants value the importance of local government in our communities. We offer our clients experienced subject matter experts with a solid understanding of municipal government coupled with decades of experience.

We have served in a wide range of executive positions, from city and county management to public works, planning, human resources, management information systems, police, fire and finance.

### Our Qualifications

Founded and led by Greg M. Prothman, GMP consultants have worked on over 800 executives searches and over 100 public sector consulting projects.

Our senior search consultants are seasoned municipal leaders who are active in both national and state associations in their respective professional disciplines.

### Our Philosophy

Our business philosophy centers on the understanding that this is a people related industry.

We have worked and lived in communities across the country, so we know first-hand that public service is both similar and unique in implementation one community to the next.

Our team takes the time to learn your values and vision so we can tailor our systematic process to your needs.

## GMP Consultant's Mission

*To provide exceptional executive search, interim placements, and organizational consulting partnering with our clients to provide the highest quality services to their residents.*

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# Why Choose GMP

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*What You Can Expect From a GMP Recruitment*

<p><b>SERVICE &amp; RELATIONSHIP</b></p>	<p>Our consultants provide outstanding service and build lasting relationships with both clients and candidates</p>
<p><b>CUSTOMIZED SOLUTIONS</b></p>	<p>We take time to learn your needs, values, and vision, creating solutions tailored to your agency</p>
<p><b>PEOPLE FIRST</b></p>	<p>We prioritize quality communication, working closely with you and your candidates through every stage of the process</p>
<p><b>RECRUITMENT EXPERIENCE</b></p>	<p>GMP Consultants are accomplished municipal leaders who as a team have completed over 800 executive recruitments bring access to quality applicant pools</p>
<p><b>18 MONTH GUARANTEE</b></p>	<p>We offer an 18-month guarantee on your selection. We don't just find qualified candidates, we focus on finding right fit for your agency and community, ensuring a smooth leadership transition</p>

**Personal Service. Quality Results.**

## Meet Your Recruitment Team

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### **Dave Zabell – Senior Consultant**



Dave is the recently retired city manager with the City of Pasco WA (pop. 80,000). During Dave's career he has served as City Administrator for the City of Marysville, City Manager for the City of Fife and Assistant City Manager for the City of Yakima. Dave also brings expertise in public works having served as Public Works Director for the cities of Marysville and Bothell, WA. Dave holds a Master of Public Administration from the University of Washington and a Bachelor of Science in Public Administration from Upper Iowa University.

### **Brenda Gabbitas – Project Manager**



Brenda brings more than a decade of experience collaborating with communities and stakeholders across the globe in both the public and private sectors. As a Project Manager with GMP, she has successfully led projects for clients throughout the United States, with a strong emphasis on strategic communication, operational organization, and exceptional client service. Her diverse professional background enables her to foster meaningful, long-term relationships while consistently delivering high-quality results and an elevated client experience. In addition to her professional expertise, Brenda holds a Bachelor of Education in Early Childhood Development from Utah Valley University.

### **Kate Hansen – Operations Manager**



Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government.

# Work Plan & Approach

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We understand that this is not just filling a position but is a leadership transition within your organization. Our goal is to not only find a highly qualified candidate but a candidate who is the perfect fit for your organization and the community.

We suggest a four-phase process:

## PHASE 1: PREPARATION

- Create Search Schedule & Plan
- Engage Stakeholders
- Identify Ideal Candidate Traits
- Design Recruitment Profile



## PHASE 2: SOURCING

- Place Targeted Advertisements
- Mail Invitation to Apply Flyers
- Send Emails to Potential Candidates
- Make Phone Calls to Potential Candidates

## PHASE 3: ASSESSMENT

- Identify & Research Leading Candidates
- Conduct Preliminary Interviews
- Hold Work Session for Client to Select Finalists



## PHASE 4: SELECTION

- Design Final Interviews
- Conduct Reference & Background Checks
- Finalist Interviews
- Select Chosen New Hire & Negotiate

# 1. Preparation

## *Information Gathering & Profile Development*

<p><b>Planning Meeting</b></p>	<p>We meet with you to:</p> <ul style="list-style-type: none"> <li>• Review the Scope of Work</li> <li>• Establish a project schedule</li> <li>• Identify the geographic scope of the search</li> <li>• Review the compensation package</li> <li>• Identify Key Stakeholders</li> </ul>
<p><b>Stakeholder Engagement</b></p>	<p>Your Lead Consultant will meet with Key Stakeholders individually or collectively as appropriate to identify your agency’s needs and the skills, talents &amp; abilities necessary to help your agency thrive</p>
<p><b>Position Profile Development</b></p>	<p>Our design team will develop a custom Position Profile highlighting:</p> <ul style="list-style-type: none"> <li>• Why Apply?</li> <li>• Quality of Life</li> <li>• Your Agency</li> <li>• The Position</li> <li>• Ideal Candidate Traits</li> <li>• Challenges &amp; Opportunities</li> <li>• Compensation &amp; Benefits</li> <li>• Your social media</li> </ul>

# 2. Sourcing

## *Strategic Outreach & Marketing*

<p><b>Advertising</b></p>	<p>Develop custom ads and post the position to extensive job boards and websites in regional and national professional associations along with postings on GMP’s Job Board and LinkedIn page</p>
<p><b>Invitation to Apply</b></p>	<p>Our team creates a custom <i>Invitation to Apply flyer</i> mailed to our extensive database of 4,500 City Manager professionals in Washington and the surrounding areas</p>
<p><b>E-mail Outreach</b></p>	<p>We will send email announcements to our extensive collection of City Manager professionals both locally and nationally</p>
<p><b>Personal Calls</b></p>	<p>Our consultant team will leverage their extensive knowledge of potential candidates to make personalized requests to potential candidates and their network</p>

## 3. Assessment

### *Candidate Review & Screening*

#### Receipt of Applications

Your lead consultant will review all application materials and send you regular updates on the candidate pool

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#### Preliminary Interviews

Once the most promising candidates have been identified, GMP will complete a robust screening process of all semifinalists that includes:

- In-depth internet query
- An extensive preliminary interview with your lead consultant
- Candidate summary with consultant recommendations

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#### Work Session

Your search team will meet with you to review candidate assessments. You will select candidates to move forward to final interviews. GMP will guide you through design of a customized final interview process

## 4. Selection

### *Final Interviews*

#### Preparation

- Conduct reference checks
- Facilitate candidate communications & travel
- Develop final interview materials including master interview schedule, draft interview questions, and candidate packets

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#### Interviews & Selection

Your lead consultant will be on-site to facilitate

- Final interviews
- Panel debrief
- Evaluation of the candidates and potential consensus

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#### Employment Offer

Once a preferred candidate is identified your GMP will

- Conduct criminal history background check
- Assist in identifying potential contract elements
- Assist in the job offer and contract negotiations (if asked)
- Notify all unsuccessful finalists

## Professional References

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**City of Arlington, WA**

Paul Ellis – City Administrator  
 pellis@arlingtonwa.gov  
 360 403 4603  
*Community Development Dir*  
*Finance Director*  
*Fire Chief*  
*Human Resources Director*  
*City Administrator*

**City of Lakewood, WA**

Doug Russell – City Manager  
 Drussell@cityoflakewood.us  
 253 983 7703  
*City Manager (3)*  
*Assistant City Manager*  
*Police Chief*

**City of Kennewick, WA**

Erin Erdman – City Manager  
 citymanager@ci.kennewick.wa.us  
 509 585 4238  
*Planning Director*  
*Human Resources Director*  
*City Manager*

**City of Puyallup, Washington**

Steve Kirkelie –  
 skirkelie@puyallupwa.gov  
 253 841 4321  
*Human Resources Director*  
*City Manager*  
*Community Development Director*

## Recruitment Schedule

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*Recruitments take approximately 90 to 100 days to complete*

Kickoff Meeting		You & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Week 3-7	GMP: Post ads; conduct candidate outreach
First Review	Week 8 -9	GMP: Conduct candidate screening & preliminary interviews
Work Session	Week 10	You & GMP: Review semifinalists and choose finalist candidates
Final Interview Prep.	Week 11-12	GMP: Conduct reference checks, create interview schedule, coordinate travel with candidates
Final Interviews	Week 12	GMP: Facilitate finalist interview process
Hiring Selection		You: Host interviews & make hiring selection

## Professional Fee & Expenses

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The professional fee for conducting a **City Manager** search is **\$18,500**. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. If needed, re-advertising the position can be completed for an administrative fee of \$950 plus expenses.

Your Agency will be responsible for reimbursing expenses incurred on the Agency’s behalf. All expenses are submitted at actual cost with no markup.

**Expenses Include:**

Job boards	\$1,800 - \$2,200
Direct Mail Announcements	\$1,700 - \$2,000
Consultant Travel	IRS mileage rate + \$87.50/hr.
Background Checks	\$225 per candidate

## Guarantee & Warranty

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**Guarantee**

Should the selected candidate leave the employment of your Agency within the **first 18 months** of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure.

**Warranty**

If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for a \$950 administrative fee plus expenses.

## Additional Services

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**First Year Goals & Six-Month Evaluation – \$3,750**

We will assist in the selected candidate’s success by working with the City to establish goals and expectations for the first year of service. We will also conduct a six-month performance evaluation designed to provide constructive and helpful feedback on work efforts and accomplishments to date, to provide any potential mid-course corrections and ensure success.

**Leadership Assessment - \$2,000** *(per candidate)*

GMP partners with Martin-McAllister who works with organizations to understand the skills and characteristics that are most important to them in making hiring decisions. Using a combination of validated inventories and an interview with a licensed psychologist, we evaluate candidates’ problem-solving skills and style, personality characteristics, work style, motivations, and professional goals to give organizations a prediction of what they would see from candidates on the job. If organizations have specific questions or areas of concern, we intentionally explore those areas in our assessments and if desired, we compose written reports on each candidate to summarize their key job-related characteristics and to provide insights into their individual strengths and developmental needs.

# Related Searches By GMP Consultants

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## Additional Related Searches

**City & Borough of Sitka, AK**  
Municipal Administrator

**City of Emeryville, CA**  
City Manager

**Inyo County, CA**  
County Admin Officer

**City & County of Broomfield, CO**  
Deputy City & County Manager

**Eagle County, CO**  
County Manager

**Town of Silverthorne, CO**  
Town Manager

**City of Ketchum, ID**  
City Administrator

**City of Sun Valley, ID**  
City Administrator

**City of Medina, MN**  
City Administrator

**North Branch, MN**  
City Administrator

**City of Kalispell, MT**  
City Manager

**City of Whitefish, MT**  
City Manager

**County of Los Alamos, NM**  
County Administrator

**City of Bandon, OR**  
City Manager

**City of Coburg, OR**  
City Administrator

**City of Damascus, OR**  
City Manager

**City of Hermiston, OR**  
City Manager

**City of La Grande, OR**  
City Manager (2)

**City of McMinnville, OR**  
City Manager

**City of North Plains, OR**  
City Manager

**City & Borough of Wrangell, AK**  
Borough Manager

**City of South Lake Tahoe, CA**  
City Manager

**Mono County, CA**  
Assistant County Admin Officer

**City of Colorado Springs, CO**  
Assistant City Manager

**Gunnison County, CO**  
Assistant County Manager

**Blaine County, ID**  
County Administrator

**City of Lewiston, ID**  
City Manager

**City of Brainerd, MN**  
City Administrator

**City of North Branch, MN**  
City Administrator

**City of Belgrade, MT**  
Assistant City Manager

**City of Livingston, MT**  
City Manager

**Town of West Yellowstone, MT**  
Town Manager (2)

**City of Minot, ND**  
City Manager

**City of Burns, OR**  
City Manager

**City of Coquille, OR**  
City Manager

**City of Drain, OR**  
City Administrator

**City of Hood River, OR**  
City Manager

**City of Lebanon, OR**  
City Manager

**City of Milwaukie, OR**  
City Manager

**City of Ontario, OR**  
City Manager

**City of Thorne Bay, AK**  
City Administrator

**Inyo County, CA**  
Deputy County Administrator

**Mono County, CA**  
County Admin Officer

**City of Louisville, CO**  
City Manager

**Gunnison County, CO**  
County Manager

**City of Hailey, ID**  
City Administrator

**City of Post Falls, ID**  
City Administrator

**City of Centerville, MN**  
City Administrator

**City of Oak Park Heights, MN**  
City Administrator

**City of Belgrade, MT**  
City Manager (2)

**City of Polson, MT**  
City Manager

**City of West Wendover, NV**  
City Manager

**City of Astoria, OR**  
City Manager (2)

**City of Canby, OR**  
City Administrator

**City of Cottage Grove, OR**  
City Manager

**City of Gladstone, OR**  
City Administrator

**City of John Day, OR**  
City Manager

**City of Lincoln City, OR**  
City Manager

**City of Mt. Angel, OR**  
City Manager

**City of Scappoose, OR**  
City Manager (2)

**City of Shady Cove, OR**  
City Administrator

**City of Umatilla, OR**  
City Manager

**City of Wilsonville, OR**  
City Manager

**City of Yachats, OR**  
City Manager

**Crook County, OR**  
County Manager

**Deschutes County, OR**  
Fair & Expo Director

**North Plains, OR**  
City Manager

**City of Moab, UT**  
City Manager

**City of Bainbridge Island, WA**  
City Administrator

**City of Bothell, WA**  
Assistant City Manager

**City of Chehalis, WA**  
City Manager (2)

**City of College Place, WA**  
City Administrator

**City of DuPont, WA**  
City Administrator

**City of Ellensburg, WA**  
City Manager

**City of Gig Harbor, WA**  
City Administrator

**City of Kelso, WA**  
City Manager

**City of Lacey, WA**  
City Manager (2)

**City of Lakewood, WA**  
Assistant City Manager

**City of Longview, WA**  
City Manager

**City of Mill Creek, WA**  
City Manager

**City of Toledo, OR**  
City Manager

**City of Waldport, OR**  
City Manager

**City of Wood Village, OR**  
City Manager

**Clackamas County, OR**  
County Administrator

**Curry County, OR**  
County Administrator

**Hood River County, OR**  
County Administrator

**City of Spearfish, SD**  
City Administrator

**Summit County, UT**  
County Manager

**City of Battle Ground, WA**  
City Manager (2)

**City of Bothell, WA**  
Deputy City Manager

**City of Chelan, WA**  
City Administrator (3)

**City of Connell, WA**  
City Administrator (2)

**City of Duvall, WA**  
City Administrator

**City of Fife, WA**  
City Manager

**City of Issaquah, WA**  
City Administrator

**City of Kenmore, WA**  
City Manager (3)

**City of Lake Forest Park, WA**  
City Administrator (3)

**City of Lakewood, WA**  
City Manager (2)

**City of Lynden, WA**  
City Administrator

**City of Monroe, WA**  
City Administrator

**City of Troutdale, OR**  
City Manager

**City of West Linn, OR**  
City Manager

**City of Woodburn, OR**  
City Administrator

**Clatsop County, OR**  
County Manager (2)

**Deschutes County, OR**  
County Administrator

**Lane County, OR**  
County Administrator

**City of Moab, UT**  
Assistant City Manager

**City of Arlington, WA**  
City Administrator

**City of Bingen, WA**  
City Administrator

**City of Carnation, WA**  
City Manager (2)

**City of Clyde Hill, WA**  
City Administrator

**City of Covington, WA**  
City Manager

**City of Edgewood, WA**  
City Manager (2)

**City of Fircrest, WA**  
City Manager (2)

**City of Issaquah, WA**  
Deputy City Administrator

**City of Kennewick, WA**  
City Manager

**City of Lake Stevens, WA**  
City Administrator

**City of Leavenworth, WA**  
City Administrator (2)

**City of Medina, WA**  
City Manager (2)

**City of Moses Lake, WA**  
City Manager (3)

**City of Mountlake Terrace, WA**  
Assistant City Manager

**City of Mukilteo, WA**  
Management Services Director

**City of North Bend, WA**  
City Administrator

**City of Pasco, WA**  
Deputy City Manager

**City of Puyallup, WA**  
City Manager

**City of Sammamish, WA**  
City Manager (2)

**City of Shelton, WA**  
Management Assistant

**City of Spokane Valley, WA**  
City Manager

**City of Stevenson, WA**  
City Administrator

**City of Tumwater, WA**  
City Administrator

**City of White Salmon, WA**  
City Administrator

**City of Yakima, WA**  
Assistant City Manager

**Franklin County, WA**  
County Administrator

**Island County, WA**  
County Administrator

**Mason County, WA**  
County Administrator

**Thurston County, WA**  
Assistant Chief Admin Officer

**City of Casper, WY**  
City Manager

**City of Riverton, WY**  
City Administrator

**City of Mountlake Terrace, WA**  
City Manager (2)

**City of Newcastle, WA**  
City Manager (2)

**City of Othello, WA**  
City Administrator

**City of Port Angeles, WA**  
City Manager

**City of Renton, WA**  
Chief Admin Officer

**City of SeaTac, WA**  
City Manager

**City of Shoreline, WA**  
City Manager (2)

**City of Spokane Valley, WA**  
Deputy City Manager

**City of Sultan, WA**  
City Administrator

**City of Vancouver, WA**  
Assistant City Manager

**City of Woodinville, WA**  
City Manager

**City of Yakima, WA**  
City Manager

**Grays Harbor County, WA**  
County Administrator

**Jefferson County, WA**  
Central Services Director

**San Juan County, WA**  
County Manager

**Town of Friday Harbor, WA**  
City Administrator

**City of Gillette, WY**  
City Administrator

**City of Sheridan, WY**  
City Administrator

**City of Mukilteo, WA**  
City Administrator

**City of Normandy Park, WA**  
City Manager

**City of Pasco, WA**  
City Manager (3)

**City of Prosser, WA**  
City Administrator

**City of Ridgefield, WA**  
City Manager

**City of Shelton, WA**  
City Administrator

**City of Shoreline, WA**  
Deputy City Manager

**City of Stanwood, WA**  
City Administrator

**City of Sunnyside, WA**  
City Manager

**City of Walla Walla, WA**  
City Manager

**City of Woodland, WA**  
City Administrator

**City of Yelm, WA**  
City Administrator

**Greys Harbor County, WA**  
County Administrator

**Lewis County, WA**  
County Manager

**Snohomish County, WA**  
Executive Director (2)

**Town of Friday Harbor, WA**  
Town Administrator

**City of Rawlins, WY**  
City Manager

## Appendix – Work Samples

The following documents are examples of our **position profile** and **invitation to apply letter** materials.

Additional samples are available at <https://www.gmphr.com/>

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# CITY MANAGER

PASCO *Washington*



## Why Apply?



The City of Pasco is seeking an experienced leader to assist the City’s rapid advance to its great potential. Pasco is a growing, culturally diverse city with an attractive quality of life and a welcoming community. Residents, businesses, and political leadership are united on the need for Pasco to continue to grow and progress. The City organization is financially sound with a high functioning senior leadership team committed to the betterment of the organization and the City. If you are an experienced local government executive looking for a friendly and supportive community, a stable Council Manager form of government, and the opportunity to make a professional impact on the course of a growing urban community at just the right time—along with a diverse and complex set of opportunities and challenges—this may be the right opportunity for you.



# WELCOME TO PASCO

Located in the heart of the Tri-Cities region of Southeast Washington, Pasco is a vibrant, diverse, and fast-growing community of 82,220 residents. Situated along the banks of the Columbia River about 3.5 hours outside of both Seattle and Portland, Pasco is known for its affordability, rich agricultural heritage, scenic beauty, and multicultural spirit with easy access to year-round outdoor recreation.

Pasco is booming. Since 2000, the city's population has grown from 32,000 to 83,000 and it's estimated that 125,000 people will live in Pasco by 2038. With more than 300 days of sunshine each year, miles of riverfront trails, and a growing number of cultural festivals and community events, the city's quality of life has kept pace as Pasco is recognized in many of Washington's "Best City" lists.

Pasco is home to a diverse and welcoming community. More than 20% percent of the population was born outside of the U.S. and 46% percent speak Spanish in the home. Pasco residents appreciate the diversity and kindness of their neighbors, their city's small-town feel, the great neighborhoods and recreation amenities, with quick access and relatively little traffic to the neighboring cities. Pasco also boasts a low crime rate, among the lowest in the state for cities with populations over 50,000.

Pasco is part of the Tri-Cities—a region forecasted to reach 425,000 by the year 2045. The region is home to a U.S. Department of Energy national laboratory, high-tech manufacturing firms, environmental and engineering companies, national food growers and processors, and two colleges. Amazon has two new distribution centers in Pasco with plans to employ more than 1,500 people. Additionally, the agricultural region around the Tri-Cities has grown into a premier wine destination. With over 200 wineries in a 50-mile radius, the region has been compared to Bordeaux, France, attracting both tourism and international acclaim.

As a growing hub for commerce and transportation, Pasco is also home to Port of Pasco and the Tri-Cities airport, which serves the area with daily flights by major airlines.





# THE CITY OF PASCO

Incorporated in 1891, The City of Pasco operates under the Council-Manager form of government with a seven-member City Council. Six Councilmembers are elected by district and one is elected at large. Every two years, the Council elects from among its members to serve as Mayor and Mayor Pro-Tem. The City Council appoints the City Manager to implement City Council policies and establish operating policies and processes, utilizing an Executive team of a City Manager, Deputy City Manager, Assistant City Manager, and nine Department Directors.



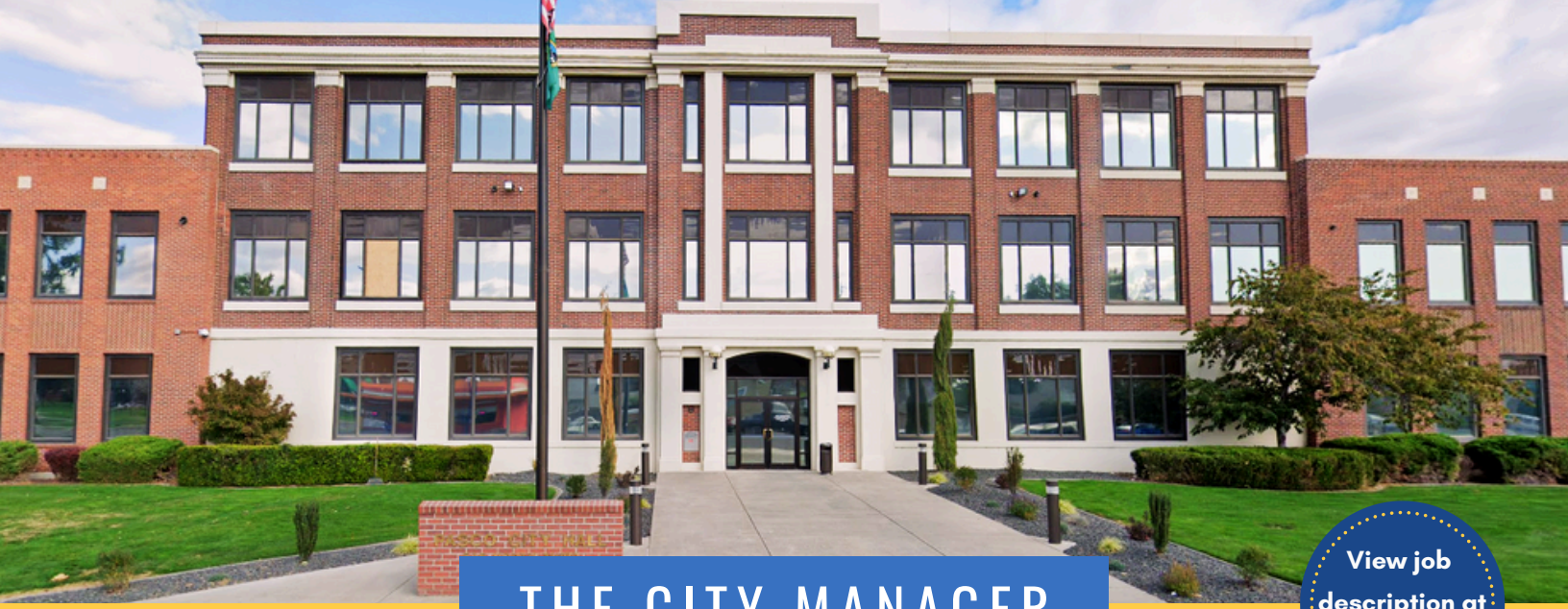
The City operates serves a population of 82,220 across 37.5 square miles with a team of 505 FTEs and a biennial budget of \$521.7 million, including \$150.8M of capital expenses. Departments include City Manager’s Office, Community & Economic Development, Finance, Fire, Human Resources, IT, Municipal Court, Parks & Recreation, Police, and Public Works. The City owns and operates a water/sewer utility system with Franklin PUD and Big Bend Electric providing power services.



Pasco is in the midst of transformative change. Over the past decade, the city has seen strong population growth, rising education levels and household incomes, a rapidly growing industrial base, and strong commercial growth. The City is planning and building for the future with major investments in infrastructure, economic development, and public facilities that range from the revitalization of downtown to the newly developing Broadmoor area that includes nearly 200 acres of retail commercial development surrounded by 7,000 planned units, to expanding parks and transportation systems.



The City works collaboratively on multiple initiatives with other government agencies and NGOs across the Tri-Cities region and closely coordinates with partners like the Port of Pasco, Franklin County, Franklin County PUD, and Pasco School District. Pasco has thrived on a philosophy of collaboration with its government partners, and with the community at-large. Pasco’s residents —“nuestra familia de corazón”—are the foundation of Pasco's success, and their passion fuels the City’s commitment to inclusive growth, responsible development, and excellent public service.



# THE CITY MANAGER

View job description at [gmphr.com](http://gmphr.com)

Reporting to the City Council, the City Manager oversees the day-to-day operation of the organization within appropriate administrative parameters and recommends actions to the City Council relating to the provision of services to the citizenry. Ideal candidate traits include:

- Transparent with excellent verbal and written communication skills, proactive in the dissemination of information, actively listens and follows through, and is responsive to Councilmembers, the community, and City staff.
- An action oriented and experienced local government executive who understands the roles of Council and Manager and strives to implement Council policy direction.
- Experienced in working with the City Council (or elected body) in developing/updating strategic goals and objectives, setting policy direction. Is committed to keeping the City Council and staff informed.
- A politically astute executive who maintains a pulse on the Council, the community at-large, and interest groups—including businesses, developers and builders, environmental organizations—and works with Council to assure alignment.
- A problem-solver who knows how to pull a team together to analyze complex issues, develop policy recommendations, and implement policy.
- An engaged leader who strives to stay current regarding significant aspects of City operations and is unafraid to roll up their sleeves to lead and help the team achieve success.
- A strategic thinker with superior negotiation skills and a proven track record of positive relations and results with regulatory and partner agencies, interagency agreements, collective bargaining, and non-profits and community groups.
- Business friendly with experience in economic development: understands the processes and economics associated with growth, makes economic development a priority, and encourages, manages, and leverages it to benefit the community.
- An outgoing personality with a desire to actively engage with the community and who brings a willingness to establish long-term relationships and a 5 to 7 year commitment to the city manager position.

# OPPORTUNITIES & CHALLENGES

## ***Growth***

The City has experienced significant growth over the past two decades, with a projected increase in population of approximately 40,000 over the next 15 years along with considerable new private investment in the commercial, industrial, and residential sectors.

## ***Financial Sustainability***

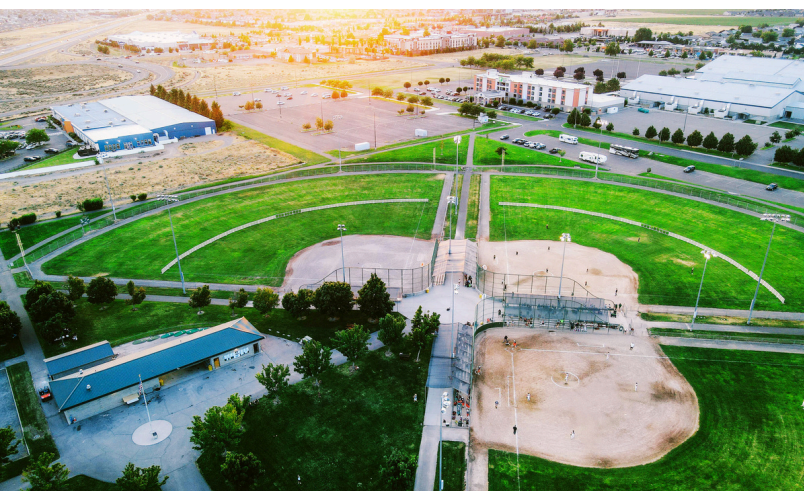
The City's overall budget is stable and sustainable over the near term, with ample reserves, and a history of utility rates keeping up with capital and operational costs. However, like many local governments, General Fund expenditures are outpacing revenues, requiring a reliance on fund reserves which is not sustainable past the next few years. The City Council is taking positive policy action and working with City Management to address this shortfall. The City has initiated a multi-pronged strategic process of evaluating revenue enhancements, efficiencies, and cost shifting to address the shortfall with the least amount of impact on residents.

## ***Process Improvement***

Customer service and efficient operations are two major focal areas of the City Council. The City Manager is expected to work effectively with staff to look inward with a lean mindset and the effective application of technology, focused on ways in which processes may be improved to increase customer satisfaction and eliminate waste in processes with a commitment to continuous process improvement.

## ***Economic Development***

Commercial development continues to see steady growth but has been limited by a lack of developable land. The City initiated a Tax Increment Finance area in the northwest portion of the City, resulting in key public infrastructure investments exceeding \$40 million now under construction or soon to be for this area. These investments will prepare for the for development of nearly 200 acres of commercially zoned land, and several hundred acres of mixed use and residential zoned property. The industrial sector has been robust with \$3 billion in assessed valuation added in recent years, with more in the pipeline. After significant transportation (Lewis Street Overpass) and placemaking/quality of life improvements (Peanuts Park), Downtown Pasco Downtown is beginning to experience increased private investment. One of the goals for the new City Manager is to work with the City Council in developing an economic development strategic plan for the next five to seven years.

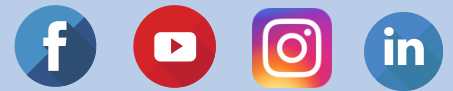


## COMPENSATION & BENEFITS

The City of Pasco is offering a salary range of \$230,000 to \$295,000 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

## EDUCATION & EXPERIENCE

Bachelor's degree in public administration or related field (master's degree preferred), and 10 years of experience in municipal management with 6 years of experience as city manager or assistant city manager. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.



## RESOURCES

[Financial Reports](#)

[Comprehensive Plan](#)

[Org Charts](#)

[2025 Legislative Priorities](#)

[2024 State of the Cities](#)

["Welcome to Pasco"](#)

[Pasco Chamber of Commerce](#)

[Visit Tri-Cities](#)

## TO APPLY

Apply Online: [gmphr.com](https://gmphr.com)

First Review: **June 1, 2025**

More Info: Greg Prothman, GMP Consultants  
[Greg@gmphr.com](mailto:Greg@gmphr.com) / (206) 714-9499



## WELCOME TO PASCO

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Dear Colleague,

GMP Consultants is assisting the **City of Pasco**, WA in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

**Greg Prothman, GMP Consultants**  
**Greg@gmphr.com / (206) 714-9499**



Greg M. Prothman, President  
greg@gmphr.com / 206-714-9499



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



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**TO  
APPLY**

Visit: [gmphr.com](http://gmphr.com)  
Salary Range: **\$230,000 to \$295,000 annually DOQ**  
First Review: **June 1, 2025**  
More Info: **Greg Prothman, GMP Consultants**  
[Greg@gmphr.com](mailto:Greg@gmphr.com) / (206) 714-9499



**Meeting Date:** July 6, 2026

**Subject:** AB 26-58: King Lane and Berger Addition Updates.

**Attachments:**

1. IMG\_0505
2. IMG\_0506
3. IMG\_0507
4. IMG\_0508

**Presented By:** Andrew Hattori, Director of Community Infrastructure and Development

**Approved for  
Agenda By:** Dan Ford, City Manager

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**Discussion:**

Photo presentation of the progress of the gravel and grading improvements on King Lane and the Berger Addition.

**Fiscal Impact:**

**Recommendation:**

**Alternatives:**



GARDEN  
CENTER





