



## City of Falls City

299 Mill St • Falls City, Oregon • 97344  
Ph. (503) 787-3631 • [www.fallscityoregon.gov](http://www.fallscityoregon.gov)

### **PUBLIC NOTICE: City Council Meeting**

**Date:** Tuesday, August 25, 2020 **Time:** 6:00 pm

**Location:** The FC Community Center, Telephone, Web Application, in writing

### **How to Attend and/or Participate:**

1. **In-Person:**
  - a. Falls City Community Center, 320 N. Main St. Falls City, OR 97344
  - b. 10 Person Maximum Capacity
1. **Call-in:**
  - a. (425) 436-6370, Code: 251514(#)
  - b. You will be muted, but may "raise your hand" to indicate you wish to comment. Please visit [freeconferencecall.com](http://freeconferencecall.com) for a tutorial
2. **Web Application:** Download the [Freeconferencecall.com](http://Freeconferencecall.com) web application
  - a. Meeting ID: manager3208
  - b. You will be muted, but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
  - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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### **AGENDA**

1. CALL TO ORDER & ROLL CALL  
Jeremy Gordon, Mayor\_\_\_ Dennis Sickles \_\_\_ Lori Jean Sickles\_\_\_  
Jennifer Drill \_\_\_ Tony Meier\_\_\_ Cliff Lauder\_\_\_ TJ Bailey \_\_\_
2. PLEDGE OF ALLEGIANCE
3. MOTION TO ADOPT THE ENTIRE AGENDA
4. NEW BUSINESS
  - a. Resolution 22-2020, City Manager Pro-Tem
5. ADJOURN

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## STAFF REPORT

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** APPOINTING A MANAGER PRO-TEM (INTERIM)  
**DATE:** 8/25/20

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### SUMMARY

Requesting the City Council Appoint David Clyne to the position of Manager Pro-Tem subject to contract approval, and effective September 14, 2020.

### BACKGROUND

City Manager, Mac Corthell tendered his resignation on August 19, 2020, with an effective date of September 21, 2020.

The Falls City Charter deals with the City Manager position in Section 33 which provides the following in pertinent part:

- The council must fill the office [of City Manager] by appointment as soon as practicable after the vacancy occurs.
- When the office of manager becomes vacant, the council must appoint a manager pro-tem.
- The manger pro tem will be the Mayor until another manager pro-tem is appointed.
- The manager pro tem has the authority and duties of manager, except that a pro-tem manager may appoint or remove employees only with council approval.
- A majority of the council must appoint and may remove the manager.
- The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

David Clyne is an International City Manager's Association Certified City Manager with over 30 years of experience in the field. In December 2018 he retired from the City Manager post in Independence and became the Oregon City County Manager Association's "Circuit Rider" in retirement. This means Mr. Clyne would travel throughout the region assisting current City Managers with difficult or complex situations and mentorship as needed. Most recently, Mr. Clyne served as the Manager Pro-Tem for the City of Newberg after their City Manager retired.

Mr. Clyne is well known and well respected in Polk County, and the greater Mid-Willamette Valley Region. His presence as Manager pro-tem would certainly lend itself to continuity of governance through operational and project expertise, as well as strong relationships with community partners and funding agencies. Mr. Clyne has intimated that he is willing to take the role on an hourly basis, without benefits, and while he would certainly keep operations afloat and projects moving forward, his primary goal would be to assist the Council in determining a process and finding a set of suitable candidates for the Council to select from in filling the City Manager position long-term.

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**STAFF RECCOMENDATION**

Adopt Resolution 22-2020 Appointing David Clyne City Manager Pro-Tem effective 9/14/20, subject to contract approval. This would create 5 business days of overlap with outgoing Manager, Mac Corthell, to ensure a smooth transition.

**FINANCIAL IMPLICATIONS**

Though it would need to be finalized in contract negotiations and approved by the City Council, Mr. Clyne has intimated a willingness to take an hourly rate, without benefits or retirement, that would likely see the liability of the city reduced in comparison to the Current City Manager's pay and benefits.

Additionally, Mr. Clyne has intimated that he would likely work less than 40 hours per week, unless duties require it, so there would likely be an additional cost savings based on the arrangement.

**EXHIBIT**

A- Resolution 22-2020

B- David Clyne Curtailed Resume

**PROPOSED MOTIONS**

I move that the City Council of Falls City adopt Resolution 22-2020, A RESOLUTION APPOINTING DAVID CLYNE CITY MANAGER PRO-TEM, SUBJECT TO CONTRACT APPROVAL, AND APPOINTING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND DRAFT A MANAGER PRO-TEM CONTRACT FOR COUNCIL APPROVAL.

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**RESOLUTION 22-2020**

A RESOLUTION APPOINTING DAVID CLYNE CITY MANAGER PRO-TEM, SUBJECT TO CONTRACT APPROVAL, AND APPOINTING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND DRAFT A MANAGER PRO-TEM CONTRACT FOR COUNCIL APPROVAL.

Whereas:

1. Current City Manager, Mac Corthell has tendered his resignation, effective September 21, 2020; and
2. The City Charter requires the Council to appoint a Manager pro-tem when the office becomes vacant; and
3. The City Charter requires the Council to fill the office of City Manager, by appointment, as soon as practicable after the vacancy occurs; and
4. The City Charter requires a majority of the Council to appoint the City Manager.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. David Clyne is named City Manager pro-tem, with an effective date to be defined in an employment contract approved by the City Council.

Section 2. The City Manager and City Attorney are hereby assigned the duties of negotiating with Mr. Clyne and drafting an employment contract between Mr. Clyne and the City of Falls City for Council review and approval.

Section 3. Effective Date. This resolution becomes effective upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 25<sup>th</sup> DAY OF AUGUST, 2020.

VOTE:            AYE\_\_\_\_            NAY\_\_\_\_            ABSTAIN\_\_\_\_            ABSENT\_\_\_\_

Signed:

\_\_\_\_\_  
Jeremy Gordon, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Jamie Ward, City Clerk

\_\_\_\_\_  
Date

## **DAVID CLYNE, ICMA-CM<sup>1</sup> - Retired**

195 Independence Way  
Independence, OR 97351  
(541) 905-3230 (cell)  
[davidclyne29@gmail.com](mailto:davidclyne29@gmail.com)

### **SUMMARY OF QUALIFICATIONS**

- ICMA Credentialed Manager
- 40 years public service
- 30 years City Management Experience, including three as Deputy City Manager
- Private sector experience includes operating my own small law practice and consulting services
- Masters in Public Administration
- Juris Doctor (law degree)
- Certified Mediator
- Board Member (past) – League of Oregon Cities
- 2x Board Member (past) – Oregon City/County Managers Association
- Licensed Attorney – Colorado (inactive)
- Licensed Water/Wastewater Operator – Colorado (expired)
- Licensed Real Estate Broker – Colorado (expired)
- Licensed Title Examiner – Colorado (expired)
- Numerous collective bargaining contracts
- Accomplished negotiator, communicator, team player, mentor and lifelong student

### **SELECTED ACCOMPLISHMENTS**

- Led City of Independence to All America City designation
- Led City of Independence renaissance resulting in 2018 LOC Award of Excellence
- Helping City lead in Internet of Things innovation economy in a number of ways
- Created successful bi-cultural equity program in City to engage our 35% Latino community
- Developed improved relationship with Confederated Tribes of Grand Ronde
- Successfully recruited Oregon State Hospital together with \$30,000,000 intergovernmental agreement to develop related infrastructure resulting in over hundreds of new permanent jobs to the community (Junction City)
- Helped passage of general obligation measures in two Oregon communities (Independence and Brownsville)
- Founding member Oregon Small Cities Network
- Initiated Statewide scenic byway program (Colorado)
- Secured many millions of dollars in grants over career and oversaw the construction of hundreds of millions in capital improvements
- Produced fiscally sound budgets in numerous communities with annual operating budgets ranging in size from approximately \$50,000,000<sup>2</sup> to as low as \$1,000,000

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<sup>1</sup> International City Management Association Credentialed Manager

<sup>2</sup> In 1980s Dollars.

**SUMMARY OF LOCAL GOVERNMENT EXPERIENCE**

<b>CITY MANAGER</b> – Independence, OR	8/10 – 12/18 (retired)
<b>CITY ADMINISTRATOR</b> – Junction City, OR	8/06 – 8/10
<b>CITY ADMINISTRATOR</b> - Brownsville, Oregon	8/02 – 08/06
<b>TOWN ADMINISTRATOR</b> - Morrison, Colorado	9/99 – 2/02
<b>TOWN ADMINISTRATOR</b> - Buena Vista, CO	6/98 – 9/99
<b>DEPUTY CITY MANAGER</b> - Central City, CO	6/92 – 4/95
<b>TOWN MANAGER</b> - Nederland, CO	1/87 – 5/91
<b>TOWN ADMINISTRATOR</b> - Olathe, CO	6/84 – 11/85
<b>BUDGET DIRECTOR</b> – Arapahoe County, CO	11/80 – 6/84
<b>STAFF ASSISTANT:</b> League of Arizona Cities – Phoenix, AZ	7/78 – 8/80

**SUMMARY OF OTHER PROFESSIONAL QUALIFICATIONS**

<b>CERTIFIED MEDIATOR (OR)</b>	2014 - Present
<b>ATTORNEY AT LAW (CO)</b>	1991 - 1998
<b>REAL ESTATE BROKER/TITLE EXAMINER (CO)</b>	1996 - 1998
<b>V.I.S.T.A. VOLUNTEER (CA)</b>	1976 - 1977
<b>WAREHOUSE MANAGER/CLERK (CA)</b>	1968 - 1975

**SUMMARY OF EDUCATIONAL QUALIFICATIONS**

<b>JURIS DOCTOR</b> <i>University of Denver</i>	1991
<b>MASTER OF PUBLIC ADMINISTRATION</b> <i>California State University, Long Beach</i>	1980
<b>BACHELOR OF ARTS – Political Science</b> <i>University of California at Los Angeles</i>	1978
<b>GENERAL COLLEGE STUDIES</b> <i>Skyline Community College, San Bruno, CA</i>	1975

**COMMUNITY ENGAGEMENT EXPERIENCE - INDEPENDENCE**

- Rotary Member
- Chamber of Commerce Board of Directors
- Lions Club Member
- Independence Downtown Association Member
- MINET Board of Directors
- Hop and Heritage Festival Board
- Latino Round Table participant
- Regional Tourism Solutions Team
- Polk-Tourism Board
- Regional City Managers meetings