



— POSITION AVAILABLE —

PUBLIC WORKS ADMINISTRATOR

Apply by March 6, 2020



Welcome to Renton, Washington

Along the southeast shore of Lake Washington, with the Cascades and Mount Rainier adorning the horizon, lies Renton. This bustling city, the eighth largest in Washington, strikes a balance between urban and suburban, offering the best of both. It is a city on the rise and has a small town feel while being diverse and warmly embracing newcomers. Located on I-405, it has easy access to both Seattle (12 miles northwest) and Bellevue (11 miles north). Capturing the best of the Pacific Northwest, it offers a mix of business, family, leisure, and potential—whether exploring the sprawling green parks, browsing the cultural downtown, catching the Film Summit, or taking part in the economic boom, Renton is a great place to work and an even better place to call home.

Renton boasts of numerous outdoor facilities and activities—29 developed public parks, 13 miles of trails, 813 acres of public open space, two lakefront beaches, an 18-hole golf course, and a public boat launch.

Gene Coulon Memorial Beach Park is a true gem. It features 57 acres of water recreation on Lake Washington. With eight boat-launch lanes, four picnic shelters, a fishing pier, a water walk, picnic flats, and a summer swimming area, this park offers enjoyment for



all ages. Park events include Ivar's Clam Lights, kids fishing derbies, Fourth of July festivities, and a summer concert series. More water activities await at the Henry Moses Aquatic Center.

Other notable parks include the Cedar River Park, Maplewood Golf Course, and the Kennydale Beach Park. Renton also hosts the Meadow Crest Playground, an all-inclusive playground that is touted as the Pacific Northwest's greatest playground.

Renton's charming downtown is a haven of activity and culture. With a myriad of boutique shops, restaurants, cultural and historical points of interest, antique dealers, parks, special events, and festivals, it is an urban destination. Culture is not limited to the downtown. Public art can be found throughout the City in the form of diverse murals and sculptures. The city is also a growing center for filmmakers, hosting the Seattle Film Summit, the Renton Film Challenge, and BestFest. The Carco and Civic Theatres provide venues for performing arts, independent film, children's programs, and more.

Renton's proximity to Seattle is another boon, as residents can readily enjoy the City and its many attractions. Popular cultural venues are: the Seattle Symphony, the Seattle International Film Festival, the annual Antiquarian Book Fair & Book Arts Show, and the Seattle Art Museum. The Woodland Park Zoo, the Seattle Aquarium, and Pacific Science Center are must-sees for any visitor. Another attraction is Pier 57, part of Seattle's waterfront, which thrives with character. The Seattle Great Wheel, one of the largest Ferris wheels in the United States, offers spectacular views of the City and the Puget Sound from the pier. Sports enthusiasts will enjoy easy access to games played by the Mariners and the Seahawks.

The median home value in Renton is \$485,622, which is lower than the average for the Seattle-Tacoma-Bellevue Metro area. Most available residences tend to be houses, though some condos and townhomes are available. The City has thirteen elementary schools, three middle schools, and three high schools, as well as two alternative high schools, a Virtual Academy and a H.O.M.E. program. The International Baccalaureate Diploma Program implemented at Renton High School has been recognized by the Office of Innovation and Improvement in the U.S. Department of Education for improving access to educational opportunities and fostering greater equity in rigorous course-taking.

For over 75 years, Renton Technical College has provided training, re-training, and educational opportunities. Beyond Renton are many diverse and accredited higher education opportunities, including University of Washington, Bellevue College, Northwest University, Seattle University, Lake Washington Institute of Technology, and Green River College.

With a dynamic highway infrastructure in place, Renton benefits from a well-connected system of interstates, state routes, and surface arterials. For those who like to travel, Renton is close to the Seattle-Tacoma International Airport, the ninth busiest airport in the U.S. and the 40th busiest in the world. Within the City is the Renton Municipal Airport—a general aviation airport and the place where every Boeing 737 takes its maiden flight.

Renton is where nature meets urban thriving. This bustling, diverse, warm and friendly city borders the peaceful Lake Washington—a place where the mountains stand vigil on the horizon replete with economic opportunity. Renton has something for everyone, and is a true treasure. So if you are an outstanding public works professional, please forward your resume and cover letter immediately per the instructions on last page of this brochure.

History

The Renton area served as the Duwamish's tribal homelands for centuries and as an important salmon fishing ground. In the 1860s, Europeans began to arrive, and it was transformed into a center for coal mining, clay production, and timber export. The Walla Walla Railroad served the area and provided access to Seattle. Renton was named after a local lumber and shipping merchant who invested heavily in the coal trade.

The City was incorporated in 1901. Coal mining and timber processing were the most important economic industries. For years, the area was threatened by flooding, which was largely alleviated through the completion of the Lake Washington Ship Canal in 1916 and by diverting the Cedar River into Lake Washington.

The population sharply increased during World War II when Boeing built its Renton facility to produce the B-29 Super fortress. Between 1940 and 1950, Renton grew from a

Table 1: Renton Demographics

Estimated Population: 102,153			
Distribution by Race		Distribution by Age	
White	50.7%	0 to 15	19.1%
Black	10.1%	15 to 25	11.4%
Asian	22.5%	25 to 45	34.3%
Native American	0.5%	45 to 65	24.9%
Two or More Races	16.2%	65 to 85	8.8%
Total	100%	Over 85	1.5%
Hispanic Ethnicity (all races)	13.7%		

Educational Achievement (Over Age 25)	
High School or Higher	91.2%
Bachelor's Degree or Higher	36.9%

Educational Achievement (Over Age 25)	
Median Age—Renton	35.8
Median Age—U.S.	37.8
Median Household Income	\$70,661
Poverty Rate	10.9%

Source: U.S. Census Bureau

population of 4,488 to 16,039. As time progressed, with economic growth and annexations, Renton’s population is now over 100,000.

Demographics

It should be noted that the City believes its population is seriously under-counted and is leading an effort to improve its population count in the 2020 census. See Table 1 for information on the demographics of the City of Renton.

Climate

Renton enjoys a temperate climate of mild summers and winters. The summer months boast cool days in the 60’s and 70’s while the winter months average in the 40’s. The coldest

month of the year is January, which averages around 36°F. Renton receives an average of 44 inches of rain per year and only 6 inches of snow.

Geography

Renton is located on the southeast shore of the beautiful 34-square mile Lake Washington. It is 11 miles southeast of downtown Seattle. It has a total area of 23.54 square miles, of which, 23.12 square miles is land and 0.42 square miles is water (most of which is the Cedar River).

The geographical characteristics of Renton are varied. They include the south flank of Cougar Mountain descending southward merging with May Valley, the terrain then elevating south into the East Renton Plateau, and finally descending to the north bank of the Cedar River. Only modest variations in elevation occur in the Renton area. The elevation varies from 46 to 410 feet with the average being 146 feet above sea level.

Commerce

In addition to Boeing’s manufacturing facility, companies with major operations in Renton are: Mitsubishi, Providence Health and Services, Valley Medical and Kaiser Permanente. The game company, Wizards of the Coast is headquartered here. PACCAR has its parts and information technology divisions located in Renton. Numerous retail businesses dot the community including many smaller, family-owned and oriented businesses.

Today, Renton continues to be a center of innovation and manufacturing. From the beginning, waves of immigrants made their homes here for jobs in coal mining, then timber processing, and now in healthcare, manufacturing and service occupations. See Table 2 on page 4 for the top ten employers in Renton.

The Government

Renton’s government is a Strong Mayor form of government, where the Mayor is elected to a four-year term, acts as the City’s CEO and is responsible for the operation of the city government. He oversees all departments and employees and holds the authority to appoint and remove assistants and department heads. The current Mayor took office in January

2020, after serving six years on the Renton City Council. The prior mayor served three terms (12 years).

The City Council adopts ordinances and polices relating to local or municipal affairs. It is composed of seven members who serve staggered four-year terms with elections every two years. The members are non-partisan and elected at-large. Historically, the Council has been stable. In fact, one of the current council members is in his seventh term, another is in his third term, and two are in their second. Three others are newly elected or appointed. The past few elections have brought change primarily due to retirements. It is important to know that all the elected officials are dedicated to the welfare of the City’s residents and are results oriented. They work well together and have a great deal of respect for City staff.

Renton is a full-service city that employs 593.5 full time equivalent employees. 585.44 FTEs are in General Fund and 108.09 in the Enterprise Funds. The city departments include Legislative (8 FTEs), Administrative Services (48 FTEs), Legal (14 FTEs), Community and Economic Development (58.5 FTEs), Community Services (97 FTEs), Court Services (13.63 FTEs), Executive (13.63 FTEs), Human Resources and Risk Management (13 FTEs), Police (163.4 FTEs) and Public Works (162 FTEs). The City also manages a golf course, an airport and

a museum. An organization chart for the city government can be found below. The City has three unions.

Renton operates using a biennial budget. The 2020 General Fund Budget is \$110,361,000 and the City’s Total Budget is \$260,252,613. 79% of the General Fund Revenue comes from taxes (20% of which are property taxes).

See Chart 1 on page 5 for more information on the City of Renton’s organization.

Fire and Emergency Services are provided by the Renton Regional Fire Authority, an independent authority with a seven-member board, three are Renton City Councilmembers.

Organizational Culture

The City has a long history of being on the leading edge of organizational operational excellence through its Renton Results program, which focuses on organizational culture, innovation and process improvement, and development of teams and individuals. In 2019, the City further demonstrated its commitment to these goals with the addition of a full time organizational development manager. There is a significant emphasis in this recruitment for an Administrator with strong

leadership skills who can be highly effective in participating, supporting, and creating cross-functional (across departments) work teams that are focused on providing exceptional customer service to our public. A successful Administrator will extend trust and authority to their team and will regularly provide opportunities for growth and development of staff. A micro-manager will not be successful in this organizational structure.

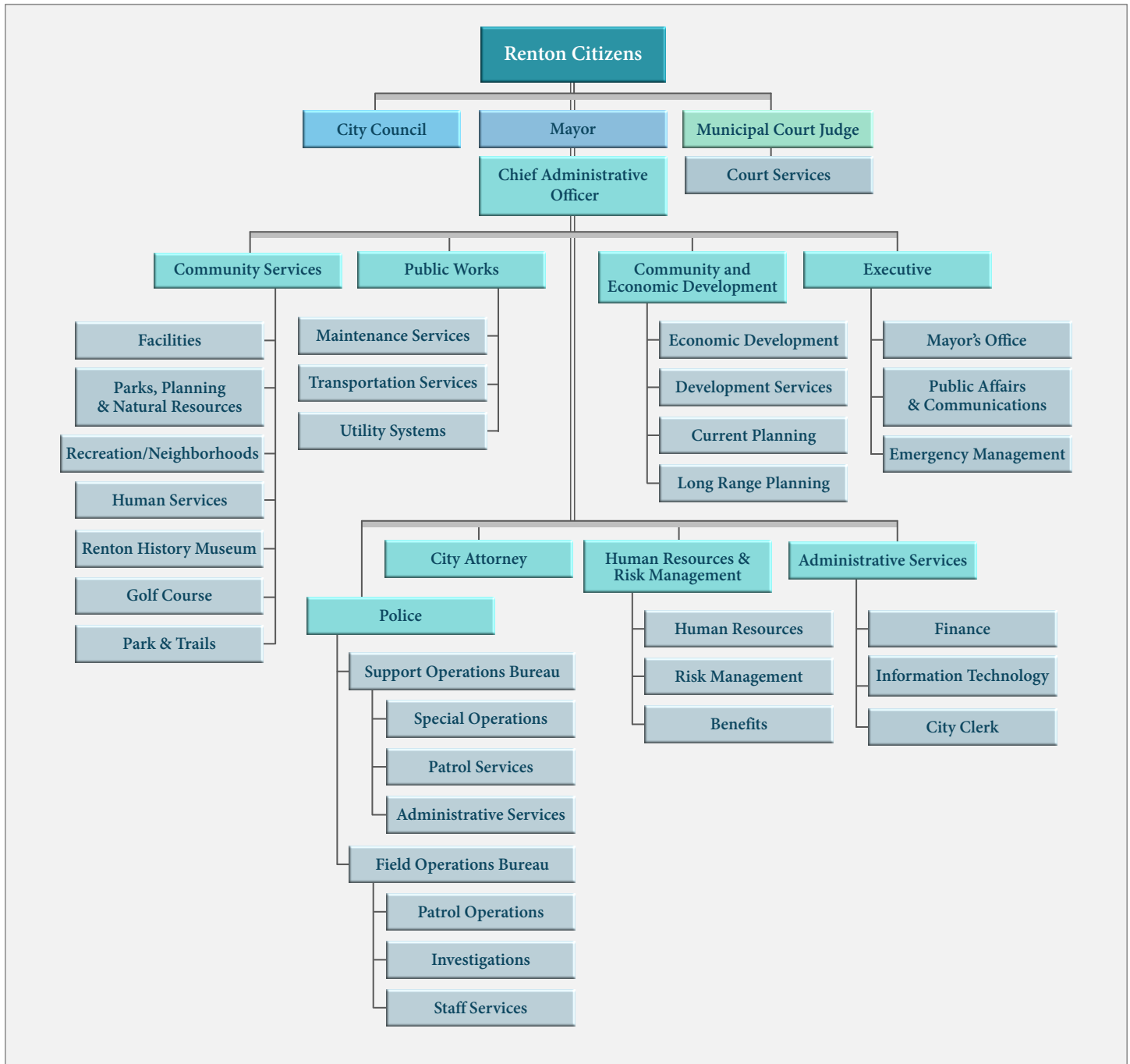
Additionally, the City’s leadership team have committed to the success of one other as well as their own departments. Selflessness in focusing the City’s limited

Table 2: Principal Employers, Renton, WA

Employer	Industry	Employees
Boeing Company	Manufacturing	14,766
Valley Medical Center	Medical	3,362
Renton School District	Education	1,883
Providence WA Regional Services	Medical	1,762
PACCAR Inc	Manufacturing	1,189
City of Renton	Municipal	996
Kaiser Permanente (Formerly Group Health)	Medical	984
Fred Meyer Stores	Retail	830
King County	Municipal	694
Wizards of the Coast	Entertainment	559

Source: City of Renton, WA 2018 CAFR

Chart 1: City of Renton Organizational Chart



resources to achieve the City’s overall goals, which may mean sacrificing some resource allocation from your own department to the benefit of another department, will be important. Success requires commitment to the City’s overall goals in addition to achieving your department’s goals. Being comfortable in working in a team-oriented leadership environment is critical. A successful Administrator will be able to adapt and align department goals to those of the City while successfully leading teams through transition and change.

The High Performance Organization Model being implemented is an ICMA best practice and originated through the University of Virginia. In 2019, the City trained all of the administrators, directors and managers in the model and is in the process of developing strategic, cross-functional work teams. Familiarity with the model is a plus, but training in the model will be provided. Additional training's are scheduled for 2020.

The Public Works Department

The Public Works Department protects the health and safety of the community by overseeing the operation and maintenance of the city's infrastructure. Public Works is composed of three divisions: Maintenance, Transportation Systems, and Utility Systems.

The Department employs 162 FTEs and has an operating budget for 2020 of \$84,587,503 and a capital budget of \$37,25,035. 57% of the employees (92 FTEs) work in maintenance services, 24% (or 39.5 FTEs) in Transportation Systems, and the remaining 18% (28.5 FTEs) in Utility Systems. One hundred forty-seven of the Public Works employees are represented by the American Federation of State, County and Municipal Employees (AFSCME).

The Challenges and Opportunities

Renton is financially sound and not encumbered by bureaucracy, but is not without its opportunities and challenges. First, the City has a new first-time Mayor, Armondo Pavone, and three new council members (out of a total of seven) who are excited about the opportunity to make a positive impact on Renton's future. Forming new relationships and understanding how best to work with one another presents an outstanding opportunity to re-evaluate how the City does business.

Second, the new Administrator will replace a retiring Administrator with a tenure of 26 years. That will present an opportunity to take an in depth look at the Department's operations and staffing, and bring it to the next level. He / she will constantly ask: "Are the goals we are trying to achieve the right goals? Do our processes help us reach these goals as efficiently as possible? Can they be more effective? What can we do better? Are the right people in the right positions? Have we used technology properly and have we fully taken advantage of its capabilities? Do we really serve the needs of our residents and businesses? Can we be more customer-centric and customer service oriented?" It is not that anything is broken, but it is expected that a fresh set of eyes will discover areas where improvements can be made.

The third issue is resources. The money available is never enough to satisfy all the Department's needs. Infrastructure is

probably the most significant area of concern. Due to development decisions of the past, the City lacks sidewalks in a significant number of areas where they are needed. Other parts of the City's infrastructure need or will soon require repair/renovation or reconstruction. Right now, the City spends \$600,000 to \$700,000 annually on street overlays. It is not enough to keep up, and some roadways are deteriorating.

The fourth issue is accommodating growth. In 2003, Renton's population was 53,000. It is now over 100,000 officially. Keeping up with the needs of a seemingly ever-increasing population is a further challenge to the limited resources.

Fifth is staffing in general, and several factors within it. Renton loses staff to other cities, and is competing with private businesses for employees. A compensation study is underway that should help in that area. Many of the staff that remain have been in place a long time and have established ways of doing business. The new Administrator will value past practice but also encourage staff to critically review what they do, and how they do it. The last staffing opportunity is to make the composition of the staff more reflective of the Renton community. Given about 50% of the population is non-white, people of color are significantly under-represented among City staff.

The sixth challenge comes from the Federal Aviation Administration (FAA). The Renton Municipal Airport did its first master plan in 1997 and was partially updated in 2007. In 2014, work on a new master plan began but it has not been completed, in part because the FAA reclassified Renton's Municipal Airport from a B2 to D3. That will cause major issues for Boeing as well as the other tenants. To meet the requirements of the new classification, the safety zones need to increase by 200 feet on both sides and 1000 feet at each end. The space to increase the safety areas simply is not available within the current confines of the airport. The Public Works Administrator will not be tasked with finding the solution on their own but will be part of the team that resolves the issue.

Other issues include reducing traffic congestion; improving public transportation; and working with other governments. Renton is part of a metropolitan area with numerous governments. Finding solutions means working together.

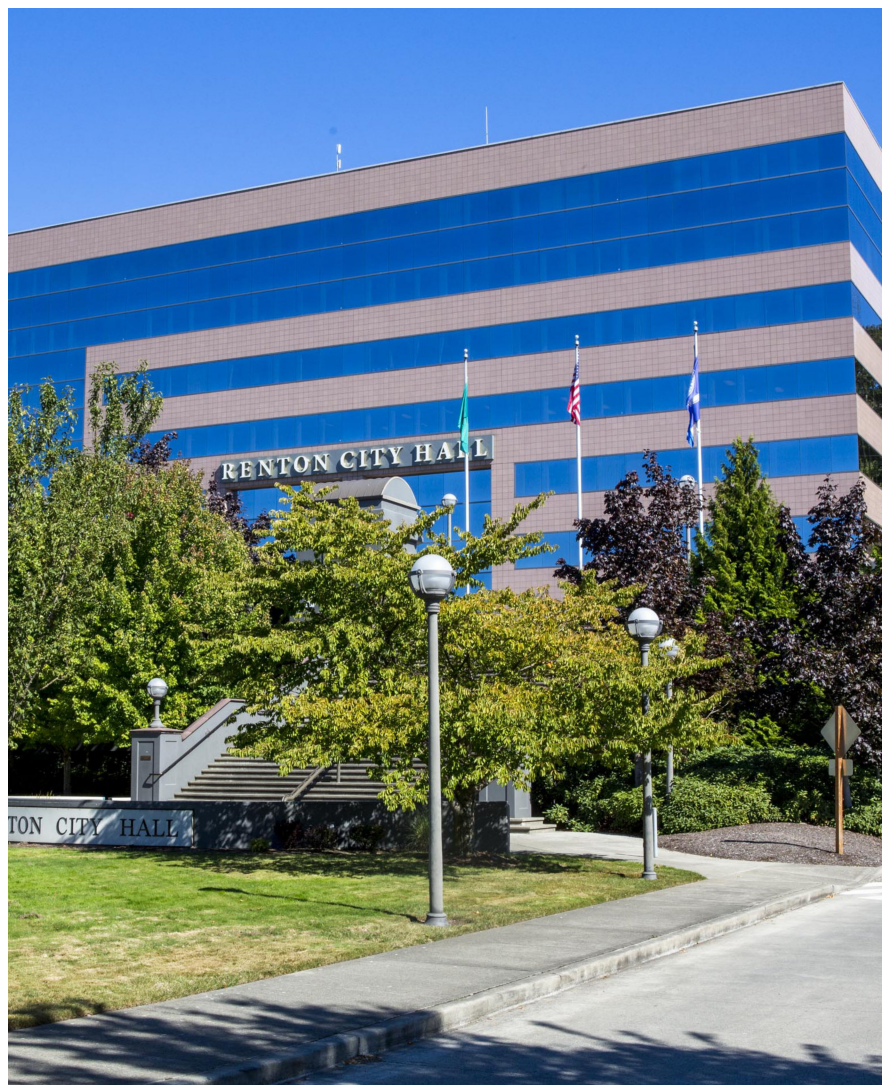
The Ideal Candidate

Renton is seeking a seasoned professional who is an outstanding leader and a great manager. The individual will partner with Renton's leadership to take the organization to the next level. The next Administrator will understand the importance of day-to-day operations, but he/she will not let it divert his/her attention from the need to plan for the future nor from accomplishing what needs to be done to ensure the City's long-term success.

The Mayor is not looking for a "yes" person but someone who is confident enough to state his/her opinion diplomatically when he/she feels strongly about an issue.

The ideal candidate will be an excellent communicator—open, approachable and comfortable working with staff, the public and other governments and governmental agencies. He/she will know the City has a great story to tell and will tell that story. The individual will be equally comfortable working with people from all walks of life, every aspect of the economic spectrum, and every ethnic group. The next Administrator will value diversity and inspire the staff's and public's trust.

The new Administrator will be bold, tenacious, high-energy, positive and proactive with a high degree of integrity a pragmatic optimist. The ideal candidate will be an analytical, strategic and innovative thinker, and a doer, always seeking better ways to accomplish public works core businesses, and improve operations. Staff will quickly learn that "We have always done it this way," is not a satisfactory response. Rather, they will know that if they believe it is the best approach, then they need to be able to explain why, or propose a better solution. He/she will analyze risk when making a decision but will not let risk dissuade them from what is the best course of action.



The Mayor prefers to give direction, set broad parameters to accomplish goals, and then to step back. He expects the Administrator to be a self-starter, determine the best approach, solve problems, and accomplish his/her assignments.

The Administrator will be a collaborative leader who mentors and energizes those around him/her. The individual will build teams, inspire employees, and encourage a feeling of self-worth. Creativity will be encouraged, with staff having the freedom to try new ideas. The best candidate will understand that not every great, new idea succeeds, and will not penalize those who make an honest effort to be creative, but fail. He/she will delineate objectives, establish clear expectations, delegate and allow the employees the latitude to accomplish their work in the manner they feel will be the most effective. The individual will expect to be kept informed and deadlines to be met and projects to be accomplished on time and within budget. Accountability will be important to the next Administrator, but he/she will not be a micro-manager.

The individual will realize spending all day in the office is not an effective way to grow and motivate staff. Rather, he/she will spend time in the field and community with the crews, ensuring familiarity with their issues and concerns.

The Administrator will place a high degree of importance on customer service, and lead by example. He /she will realize the customer is not always right but will work diligently to find solutions for them. If the customer's need cannot be satisfied, then an explanation will need to be provided in a way that makes them feel they are being treated fairly. Ideally, the Administrator will be able to tell people "no" in a way that they feel good about it.

Since many of the solutions to the challenges the City faces are regional in nature and often involve the state or federal government, the Administrator will have outstanding skills in intergovernmental relations. The individual will be an excellent negotiator who understands the motivations of others and how to use those motivations to create win-win solutions.

It will be important that the selected candidate grasp the essentials and the intricacies of managing a public works operation. The ideal candidate will also have a strong knowledge of budget creation and management, of finance as applied to public works, and of best practices. He/she will also be familiar

with the application of modern technology and seek to bring new technologies to Renton.

The ideal candidate will have Bachelor's degree in Engineering, Business Management, Planning or related field, along with a minimum of 10-12 years management experience in administering complex municipal public works, engineering, and utilities' operations.

Finally, while the selected candidate will need to work hard, the Mayor expects the person to be balanced and have a life outside of work.

Compensation

The salary range is \$148,320 to \$180,708 depending on qualifications and experience. Benefits are excellent and include a pension plan. The Public Works Administrator receives a 4% contribution to the City's deferred compensation retirement savings plan.

The Most Recent Public Works Administrator

The current Public Works Administrator will retire on February 29, 2020 after 26 years as Administrator and over 30 with the City of Renton.

Residency

Although the Administrator is not required to reside in Renton, it is a great place to live!

How to Apply

E-mail your cover letter and resume to Recruit42@cb-asso.com by March 6, 2020. 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.

Internal Candidates

Renton is committed to selecting the best candidate—no matter where they are currently employed. Some internal candidates may apply.

Confidentiality

Candidate names will not be released without the candidates' permission.

The Process

Applications will be screened between March 7 and April 14, 2020. Finalists will be selected on April 15, 2020. Finalist interviews will be held on April 24, 2020 with a selection being made shortly thereafter.

Other Important Information

The City of Renton is a diverse community and strongly believes in treating everyone equally in the recruiting, screening and selection process. It strongly encourages women, minorities, veterans, and everyone else to apply.

Additional Information

For additional information about the city, visit:

www.rentonwa.gov

www.gorenton.com

rentondowntown.com

whyrenton.com

visitrentonwa.com



COLIN BAENZIGER & ASSOCIATES

EXECUTIVE RECRUITING