



AGENDA STAYTON CITY COUNCIL MEETING

Monday, August 5, 2013

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

6:00 p.m. City Council Joint Work Session with the Marion County Commissioners (Community Center – North End)
7:00 p.m. Regular Meeting (Community Center – North End)

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Request for Recognition: If you wish to address the Council, please fill out a green “Request for Recognition” form. Forms are on the table at the back of the room.

Recommended time for presentation is 10 minutes.

Recommended time for comments from the public is 3 minutes.

ANNOUNCEMENTS – PLEASE READ CAREFULLY

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

CONSENT AGENDA

- a. July 15, 2013 City Council Meeting Minutes
- b. Pass Through Grant – Community Development Block Grant

Purpose of the Consent Agenda:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Alissa Angelo, Deputy City Recorder at (503) 769-3425.

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Acceptance of Funding from the Stayton Public Library Foundation
for 2013-14 in the amount of \$25,000**

Action

- a. Staff Report – Christine Shaffer
- b. Council Deliberation
- c. Council Decision

City Administrator Recruitment

Action

- a. Staff Report – Christine Shaffer
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS – None

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Allied Waste Proposed Rate Increase – Public Hearing August 19, 2013
- b. Mill Creek Assessment – Public Hearing September 16, 2013
- c. Ordinance for Registration Requirement for Foreclosed Properties
- d. Review of City Charter
- e. Revisions to Stayton Municipal Code Title 10

ADJOURN

CALENDAR OF EVENTS

AUGUST 2013

Monday	August 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 6	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	August 13	Public Safety Commission	6:00 p.m.	City Hall Conference Room
Monday	August 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 26	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2013

Monday	Sept 2	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY		
Tuesday	Sept 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	Sept 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	Sept 10	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	Sept 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	Sept 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	Sept 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	Sept 30	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2013

Tuesday	October 1	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 11	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Wednesday	October 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 21	City Council	7:00 p.m.	Community Center (north end)
Monday	October 28	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
July 15, 2013**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:03 P.M.

Time End: 7:50 P.M.

ATTENDANCE LOG

COUNCIL	STAFF
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder
Councilor Emily Gooch	Dan Fleishman, Director of Planning & Development
Councilor Catherine Hemshorn	David Kinney, Public Works Director
Councilor Jennifer Niegel	Louise Meyers, Library Director
Councilor Henry Porter	Rich Sebens, Police Chief
Councilor Brian Quigley	Christine Shaffer, Finance Director
	David Rhoten, City Attorney (excused)

AGENDA	ACTIONS
REGULAR MEETING	
Presentations / Comments from the Public	
a. Fishing Derby, presented by Sgt. Michael Meeks	Sgt. Meeks gave a brief presentation on the 2013 Fishing Derby.
b. Recognition of retiring Library staff member Nancy Grant, presented by Library Director Louise Meyers	Ms. Meyers presented Nancy Grant with a certificate of appreciation for her years of service.
Announcements	
a. Additions to the Agenda	None
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Niegel declared a conflict of interest for the Community Grants portion of the agenda. She is the chair of Friends of the Family. Councilor Quigley noted prior to the meeting he had a discussion with a grant applicant and another applicant is his neighbor. However, it will have no impact on his decision this evening.
Consent Agenda	
a. July 1, 2013 City Council Meeting Minutes	Motion from Councilor Hemshorn, seconded by Councilor Gooch. Motion passed 5:0.
Public Hearing	
	None
Unfinished Business	
	None
New Business	
a. Community Grant Applications	Motion from Councilor Quigley, seconded by Councilor Porter, to allocate Community Grant funds as follows: <ul style="list-style-type: none"> • Santiam Youth Peer Court - \$2,000

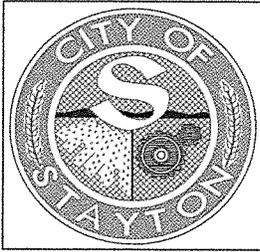
	<ul style="list-style-type: none"> • Santiam Heritage Foundation - \$500 • Boy Scout Troop 50 - \$500 • Summer Movies in the Park - \$1,000 <p>Motion passed 4:0 (Niegel abstained).</p>
Staff / Commission Reports	
a. Finance Director's Report – Christine Shaffer	No discussion.
b. Police Chief's Report – Rich Sebens	Chief Sebens provided the Council with a letter to the Marion County Commissioners regarding the closure of the East County Justice Court. The Council was in agreement to sign the letter.
c. Public Works Director's Report – Dave Kinney	Discussion of items in the Public Works update including the secondary well investigations; street tree replanting; and the Pioneer Park project. As well as replacement of the mile markers along the trail in Wilderness Park.
d. Pool Report	No discussion.
e. Library Director's Report – Louise Meyers	No discussion.
Presentations / Comments From the Public	None
Business from the City Administrator	None
Business from the Mayor	None
Business from the Council	<p>Councilor Quigley requested a monthly report providing the number of letters being sent out enforcing the sign code.</p> <p>Councilor Hemshorn gave commendation to the Parks and Recreation Board and the Parks Department for their hard work.</p>
Future Agenda Items	
a. Storm System Development Charge Resolution	
b. Mill Creek Assessment	
c. Review of City Charter	

APPROVED BY THE STAYTON CITY COUNCIL THIS 5TH DAY OF AUGUST 2013, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____ By: _____
A. Scott Vigil, Mayor

Date: _____ Attest: _____
Christine Shaffer, Interim City Administrator

Date: _____ Transcribed by: _____
Alissa Angelo, Deputy City Recorder



MEMORANDUM

TO: Mayor A. Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: August 5, 2013

SUBJECT: Consent Agenda: Pass through Grant Community Development Block Grant

ISSUE: North Santiam Economic Development Corporation, DBA GROW EDC, needs a local Government agency partner to apply for a CDBG grant.

STAFF RECOMMENDATION: Authorize staff to move forward assisting Allison McKenzie of GROW EDC obtain her grant to provide classes and training to small business owners in our area.

BACKGROUND INFORMATION: The City of Stayton acted as the pass through Government entity for a CDBG grant for NEDCO in 2010-11. There is a very minimal commitment of staff time; any expenses the City would incur would be reimbursed by GROW EDC.

This is a federally funded grant and may require a few policy actions by the City Council. One that I am aware of is the adoption of a limited English proficiency (LEP) plan and policy, a communication plan and policy for limited English speaking participants. Grow EDC will prepare this policy and the City Council will need to adopt it.

Each year the Federal Government adds new requirements to use Federal funds, the City would be required to adopt this policy the next time we had an award of Federal funds.

FISCAL IMPACT: None

OPTIONS: Approve,

MOTION(S): N/A included as a Consent Agenda item

Christine Shaffer

From: Allison McKenzie [allison@growsantiam.org]
Sent: Tuesday, July 30, 2013 3:33 PM
To: Christine Shaffer
Subject: applying for CDBG & seeking Stayton as a partner

Hi Christine. Thanks so much for your feedback about applying for a CDBG grant through the City of Stayton. We're hoping to apply for a \$95,000 grant for microenterprise assistance, the chief focus of which is offering classes to low/moderate income microentrepreneurs. These classes have been very successful for us in the past and provide an important base of support for entrepreneurs who have a business or want to get one started, especially for those who fit the low/moderate income profile. We have found them to be a wonderful complement to the one-on-one work we do. Every week we have someone asking us when we're going to offer classes again.

As you know from your work with NEDCO we cannot apply for this grant on our own. A government entity needs to be the chief applicant for this pass-through grant, with North Santiam Canyon Economic Development Corporation d/b/a GROW EDC as the sub-recipient. We think Stayton would be a great fit for this if you're willing.

If Stayton agrees to work with us on this, our plan is to prepare the PNIF (preliminary application) late this summer/early fall, and if invited to apply, we hope to have an application submitted at the end of the fourth quarter (Dec 31, 2013). It usually takes a couple of months for the final approval process, contracts and signatures to be complete, so if we get a green light on this & apply by the end of December, we would expect to begin the grant work in early March or so with the first invoice following a few months after that.

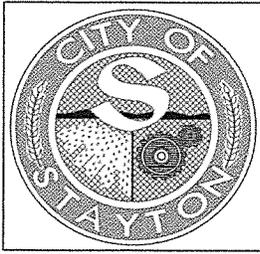
As you know, administrative work is not covered by this grant. However, GROW will gladly set aside funds from other sources to cover hard costs that the city might incur (posting notices for any public hearings about the grant, affidavits for proof of fair housing work completed, etc). If funded, this would be our third CDBG for microenterprise assistance. We understand the work involved and have systems in place to keep it running smoothly w/ very little work left for the city to do.

Please let me know if you have any questions before you present this to the council. I know you've done this before and know how the process works. I'm out of town until Aug 12 but will check my email a couple of times to see if you need anything.

Thanks, Christine! Hope they say yes. It would be great to work with you on this!

Allison
503.871.5188

7/30/2013



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: August 5, 2013

SUBJECT: Acceptance of funding from the Stayton Public Library Foundation for 2013-14 in the amount of \$25,000

ISSUE:

The Stayton Public Library Foundation has secured grant funding to fund the Storyteller Outreach Program for the 2013-14 fiscal year.

STAFF RECOMMENDATION:

Staff recommends accepting the funding to continue this very successful program for our community.

BACKGROUND INFORMATION:

The Storyteller program has been funded solely by The Stayton Public Library Foundation for four years. The City Council has made a commitment to continue this partnership in the future by including financial support in the Local Option Levy approved by the voters in May 2012, that funding will be collected this year.

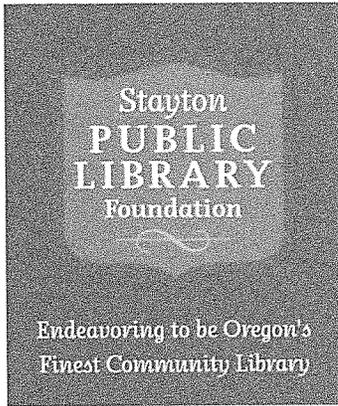
OPTIONS:

1. Accept the fourth year of funding for the Storyteller Outreach Program.
2. Decline the offer

MOTION(S):

For Option 1: Move to accept the \$25,000 of funding from the Stayton Public Library Foundation.

For Option 2: No motion is made.



RECEIVED
JUL 26 2013
CITY OF STAYTON

July 26, 2013

P.O. Box 810
515 N. First Avenue
Stayton, Oregon 97383
p: 503-769-9658
e: libfound@wvi.com
w: staytonlibraryfoundation.org

Christine Shaffer
Finance Director
362 N Third Ave
Stayton, OR 97383

Dear Christine:

Board of Directors

Officers:

- David Karr, President
- TASS Morrison, Vice President
- Diane Brenner, Secretary
- Robin Nichols, Treasurer

Board Members:

- Hazel Glover
- Colleen Graff
- Kay Kiser
- Kay Pendleton
- Carol Tabor
- Eric Nichols
- Stephanie Jorgensen
- Judith Brown

- David Kinney, Consultant
- Colette Lord, Foundation Administrator

Stayton Public Library
515 N. First Avenue
Stayton, OR 97383
p: 503-769-3313

The Stayton Public Library Foundation
is an IRS recognized 501 (c)(3)
non-profit organization.

I am pleased to inform you that the Stayton Public Library Foundation board of directors has approved the continuation of the Storyteller Program for the fiscal year July 1, 2013 - June 30, 2014.

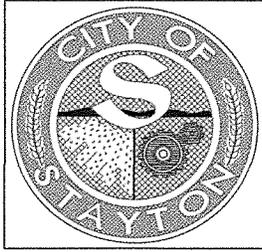
We have been awarded grant funding for the fiscal year to insure the continuation of this important program. The board has committed \$25,000 to this program for the fiscal year ending June 30, 2014. However, we assume the amount designated in the City's operating levy for the Storyteller program will reduce the actual amount expended out of the Foundation's funds. Please call me at your convenience to discuss how the operating levy will affect this year's program expenses.

The board will continue to seek additional grant funding to enable us to continue the program beyond June 2014.

Do not hesitate to contact me if you have any additional questions.

Sincerely,

Robin Nichols, Treasurer



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Interim City Administrator

DATE: August 5, 2013

SUBJECT: City Administrator recruitment

At the July 15, 2013 City Council meeting the City Council reviewed the recruitment materials for the City Administrator position. Staff incorporated all of the recommendations from the City Council and modified the City Administrator Profile, supplemental questions, interview questions, and the interview rating form.

The proposed schedule recommends posting by August 19, 2013. If there are no major changes to the profile at this time staff will move ahead with posting the position with:

The League of Oregon Cities
Council of Governments
Local Government Personnel Institute
Oregon City / County Management Association
International City / County Management Association
American Planning Association
Government Finance Officers Association
Oregon Planners Network

University of Portland, Graduate School of Public Administration
Willamette University, Graduate School of Public Administration

City of Stayton Website

Additional suggestions for job posting opportunities welcomed.

Options:

1. Approve recruitment materials and direct staff to post the City Administrator position.
2. Modify recruitment materials and bring back to the August 19, 2013 City Council Meeting.

Motions:

1. Move to approve recruitment materials for the City Administrator recruitment, direct staff to post with all recommended organizations.
2. Move to direct staff to modify recruitment materials as directed by the City Council and return with updated materials on August 19, 2013 for approval.



The Community

The City of Stayton is located in the heart of the Santiam Canyon and the Willamette Valley, 14 miles east from the state capitol in Salem along Highway 22. The area is largely agricultural and is surrounded by abundant farmland, vineyards, world class wineries, the cascade foothills, and the North Santiam River.

City Government

The City of Stayton is a charter city with a council-manager form of government that has 5 elected members on the City Council along with an elected Mayor. The Mayor presides at the Council meetings and does not vote except in the case of a tie. The City Administrator is appointed by, serves, and answers to the Mayor and Council. The City Administrator is responsible for overseeing the administrative operations of the City and for implementing Council policies using the resources appropriated by the Council. It is highly preferred and strongly encouraged that the City Administrator lives within Stayton city limits.

The mission of the City of Stayton is to advance livability by providing quality public services that are efficient and accessible to the citizens of Stayton.

The population of Stayton is 7,660 and the current budget is \$17,172,402. The City has approximately 45 FTE positions, including five department heads. The City of Stayton is a full service community which operates its own police department, water, wastewater, storm, street operations, planning and development, building permits, library, and finance departments. There are two collective bargaining agreements, the Stayton Police Officers Association (SPOA) which represents the City's sworn police officers and the American Federation of State, County, and Municipal Employees (AFSCME) which represents all other non-management employee positions.

Current Issues / Priorities

- Economic Development
- Street and Sidewalk upgrades
- Collective Bargaining Agreement with AFSCME
- Library Director recruitment
- Franchise Agreements with both our Cable and Telephone companies

The Candidate

Education and Experience

Bachelor's degree in public / business administration or related field with at least five (5) years local government management experience as a City Manager / Administrator, Assistant City Manager / Administrator or Department Head or equivalent combination of education and experience required. A Masters degree in public administration or related field and certification as an ICMA Credentialed Manager or equivalent is preferred.

Skills and Past Performance

Administrative Ability – The City seeks a seasoned leader with proficiency in overall municipal operations and exceptional communication and interpersonal skill to serve as the new City Administrator. He/she must be efficient, organized and able to prioritize effectively. In working with staff, he/she must be approachable, supportive, and have a sense of humor. The ideal candidate will be able to empower staff by providing clear direction, establishing high standards of accountability and letting managers manage his/her department. He/she should have strong leadership skills and be able to foster an atmosphere of teamwork and collaboration. An impeccably honest, fair, respectful, ethical individual with a strong sense of personal and professional integrity is sought.

Council Relations – The new City Administrator must be able to develop and maintain a good working relationship with the Council on both an individual basis and as part of the “team.” He/she must have the ability to keep the Council accurately informed in a timely manner, with on going open dialog. Will have an open-door policy for Councilors, needs to provide well-researched recommendations, analysis and alternatives to the Council so that they may make informed decisions. The individual must be adept at assisting the Council in translating their vision and goals into action plans and be able to carry out their intentions and directions in a positive and transparent way.

The individual should be a “big picture” person who, in collaboration with the Council, is able to help create and implement a vision for the City.

Finance and Technology – The City is seeking an experienced administrator with strong budget and financial management skills and the ability to continue the City's excellent budgeting and fiscal policies. He/she must be fiscally responsible and able to work within established budgetary constraints of a small, full service City with limited resources. The individual must be technologically astute, recognizing the value of integrating, planning, designing and optimizing technology for employee, city and community advantage.

Labor Relations and Human Resources – He/she should have a good understanding of labor and employment law and have a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person must possess excellent problem-solving skills, be able to develop solutions and make good decisions. He/she must be impartial, fair and able to generate trust within the organization.

Community Relations – The individual should have a history of community service / volunteerism and a commitment to become actively involved in this community. Through these various activities he/she will put a face on the City of Stayton government. He/she should be a visible leader, good listener, approachable, open and direct, and someone the community can trust. The individual needs to maintain the current strong working relationship with the Chamber of Commerce and the School District. He/she must be dedicated to providing excellent public service.

Intergovernmental Relations – The new City Administrator must have the ability to develop and maintain effective partnerships with other governmental entities and recognize that regional involvement, cooperation and collaboration is essential to the overall welfare of the City. It would be desirable for the candidate to be a part of the professional networks in order to bring new ideas to staff and Council and to gain insight into challenges and solutions.

Innovations and Major Achievements – Candidate must be a creative problem solver. He/she must be able to multi-task all of the many different ongoing City business needs while simultaneously communicating with staff and members of the community and generating a feeling of trust that things are being taken care of properly and effectively. The new Administrator should have an affinity and a feel for small cities and an appreciation of the community values.

Compensation

The hiring range for this position is \$90,000 to \$105,000 dependent upon qualifications. An attractive benefit package is also provided including, retirement, medical, dental, and vision insurance life insurance and AD&D coverage.

How to Apply

Individuals interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile, supplemental questions, and a list of five professional references. Send the cover letter, resume, supplemental questions and references to:

Attn: Deputy City Recorder
City of Stayton
362 N. Third Avenue
Stayton, OR 97383

The closing date is September 16, 2013.

**EOE
VETERANS PREFERENCE**



CITY OF STAYTON
CITY ADMINISTRATOR
Supplemental Essay Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and please return your answers to the City of Stayton by ****DATE****.

- 1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Stayton.**

- 2. Stayton is experiencing signs of economic growth and there are a number of new industrial and residential development projects in the works. However, economic development continues to be a significant priority for the City, especially our commercial core. Tell us about your experience in this area. Please share your ideas and concerns about bringing new businesses and development to the City.**



CITY OF STAYTON CITY ADMINISTRATOR *Interview Questions*

1. What do you perceive to be the administrator's role in dealing with the Council?
2. Based on your education, experience and background, what do you consider to be your strengths in dealing with local government problems? What are your weaknesses?
3. In your opinion, what role should the administrator play in the community?
4. To what extent do you believe contact with citizens and citizen groups are important? How do you typically handle this responsibility?
5. What experience have you had in labor negotiations?
6. What approach have you used in dealing with personnel problems? What personnel skills have you used in disciplining, demoting or firing an employee?
7. What role have you played in the preparation of a budget?
8. Have you ever gone to a vote of the people for a funding measure? What was your role in the campaign? What was your rate of success? What would you consider to be the keys to success?
9. What success have you had in attaining grants for various projects in a city? Specifically, what programs have you administered with either state or federal grants?
10. In the field of intergovernmental relations, what experience have you had in dealing with:
 - a. Counties
 - b. Neighboring cities
 - c. State agencies

11. What is the extent of your experience in the field of public works, and did it cover the following:

- a. Street maintenance and construction
- b. Operation, maintenance, and construction of utilities
- c. Supervision of construction projects
- d. Seeking funding

12. If you have been involved with the formations of an LID, what cities were involved? What was being constructed or improved?

13. What experience have you had in land use planning and zoning requirements?

14. Why did you apply for this position?



INTERVIEW RATING FORM

APPLICANT: _____

DATE: _____

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior	Notes
Experience						
Depth of experience						
Degree of responsibility in previous positions						
Level of education – college or advanced degree						
Specialized Training						
Keeps updated on new technology, management techniques and advancements						
Skills						
Applicability of experience to the City's challenges						
Involvement in all phases of local government operations						
Ability to work with others						
Ability to make decisions						
Understanding of mechanics of budget						
Grasp of financial administration						
Ability to work with scarce resources						
Experience with personnel problems						
Overall knowledge of community growth problems						
Knowledge of street maintenance and construction practices						
Knowledge of public works administration						
Track record in obtaining grants						
Experience in working with other governmental agencies						

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior	Notes
Personality						
Ability to transmit ideas clearly						
Ability to organize ideas, summarize and express them with confidence						
Non-verbal communication skills (e.g. physical, eye contact)						
Fits your idea of individual for the position						
Manner in which applicant presents him / herself						
Personality traits in relation to personality of City						
Possible blend in the organization						

COMMENTS:
