

**CITY OF STEVENSON
RESOLUTION NO. 2026-651**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, APPROVING A PERSONAL SERVICES AGREEMENT WITH
PROTHMAN COMPANY FOR CITY ADMINISTRATOR RECRUITMENT SERVICES
AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT.**

I. WHEREAS:

1. The City of Stevenson operates under the mayor–council (strong mayor) form of government pursuant to RCW 35A.12; and
2. The position of City Administrator is critical to the effective administration of City operations and implementation of Council policy; and
3. The City Council desires to engage a qualified executive recruitment firm to conduct a professional recruitment process for the selection of a new City Administrator; and
4. Prothman Company has submitted a proposal to conduct a full recruitment process including stakeholder interviews, position profile development, targeted outreach, candidate screening, facilitation of finalist interviews, reference checks, and a one-year replacement guarantee; and
5. The professional services fee for the recruitment is Sixteen Thousand Five Hundred Dollars (\$16,500), plus reimbursable expenses as set forth in the Agreement; and
6. Executive recruitment services constitute professional services under Washington law and are exempt from competitive bidding requirements; and
7. The City Council has reviewed the proposed Personal Services Agreement and finds it to be in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON AS FOLLOWS:

Section 1. Approval of Agreement.

The Personal Services Agreement between the City of Stevenson and Prothman Company for City Administrator recruitment services, attached hereto as **Exhibit A**, is hereby approved.

Section 2. Authorization to Execute.

The Mayor is hereby authorized and directed to execute the Agreement on behalf of the City, and to take such administrative actions as are necessary to carry out the intent of this Resolution.

Section 3. Budget Authorization.

The professional services fee and reimbursable expenses associated with this Agreement shall be paid from appropriated funds within the City’s budget.

Section 4. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Stevenson, Washington, at a regular meeting thereof held on the ___ day of February, 2026.

CITY OF STEVENSON

Mayor, Jenny Taylor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney, Robert C. Muth