# Town of West Yellowstone

**Town Council Work Session**
**Tuesday, April 14, 2015**
**West Yellowstone Town Hall, 440 Yellowstone Avenue**
**West Yellowstone, Montana**
**6:00 PM**

## Agenda

**Public Comment Period/Council Comments**

| | |
|---|---|
| Resort Tax Ordinance | Discussion ∞ |
| Public Records Requests Policy | Discussion ∞ |
| Operations Manager Recruitment | Discussion ∞ |

**No action will be taken, the Public is invited to attend.**

# WYMC 3.12

# Resort Tax

## 3.12.010 Created--General provisions--Imposed.

A. There is imposed a resort tax on the retail value of all goods and services sold within the town by the following establishments:

1. Hotels, motels, and other lodging or camping facilities;

2. Restaurants, fast food stores, and other food service establishments;

3. Taverns, bars, nightclubs, lounges and other public establishments that serve beer, wine, liquor or other alcoholic beverages by the drink; and

4. Establishments that sell luxuries must collect a tax on such luxuries. (Ord. 211 §1, 2003; Ord. 112 §1, 1985)

## 3.12.020 Definitions.

A. The terms "luxuries," "medical supplies," and "medicine" shall be defined as set forth in MCA Section 7-6-1501.

B. All references to the "resort tax" and "tax" in this chapter shall refer to the resort tax passed by the electorate of West Yellowstone and as enacted by the ordinance codified in this chapter. (Ord. 211 §2, 2003; Ord. 113 §1, 1985; Ord. 112 §2, 1985)

## 3.12.030 Imposed.

There is imposed a duty on each operator of any of the establishments mentioned in this chapter to collect, upon sale, the tax imposed as set forth in this chapter. (Ord. 113 §2, 1985)

## 3.12.040 Luxuries tax.

Each business subject to the tax shall collect the same on the retail value of all goods and services sold within the town by the establishments set forth in Section 3.12.010. All luxuries shall be taxed, and luxuries shall mean any gift item, luxury item or service, or other item, or other item normally sold to the public or to transient visitors or tourists; but the term does not include food purchased unprepared or unserved, medicine, medical supplies and services, or any necessities of life. Luxuries shall be further defined to mean sporting goods, rentals on snowmobiles, automobiles, all-terrain vehicles, motorcycles, bicycles, skis, boats, campers, boat

motors; recreational services, including float trips, guided trips, ~~and~~ tours and entertainments ; all souvenir and localized items such as imprinted hats and T-shirts and curios; all nonfood items such as cleaning supplies, housewares (other than household appliances), automotive supplies and parts; ice; retail liquor, beer and wine, except that sold at state stores. (Ord. 211 §3, 2003; Ord. 113 §12, 1985)

### 3.12.050 Rate--Duration.

A. The exact rate of the resort tax is three percent.

B. The duration of the resort tax as approved by the voters on November 5, 1985 is twenty years from its effective date. The effective date of the resort tax is January 1, 1986.

C. The duration of the resort tax renewal as approved by the voters on November 5, 2002, is twenty years from its effective date. The effective date of the resort tax renewal is January 1, 2006. (Ord. 211 §4, 2003; Ord. 112 §§3, 4, 5, 1985)

### 3.12.060 Resort tax payment.

The resort taxes collected by a business in any month are to be paid to the town on or before the twentieth day of the following month, or if such day falls on a Saturday, Sunday or holiday, then on the next business day. Resort tax payments sent by mail or private courier must be received by the town on or before the twentieth day of each month, or if such day falls on a Saturday, Sunday or holiday, then on the next business day. (Ord. 224 §1, 2007: Ord. 219 §1, 2006: Ord. 113 §3, 1985)

### 3.12.070 Collection duties and responsibilities.

A. The office responsible for receiving and accounts for the resort tax receipts is the town clerk and treasurer.

B. The operations manager and his/her agents shall be responsible for enforcing the collection of resort taxes and shall be responsible for overseeing the methods and procedures to be used in enforcing the collection of the resort taxes. (Ord. 172 §1, 1995: Ord. 113 §§4, 5, 1985)

### 3.12.080 Resort tax collection fee.

Each collecting merchant shall be entitled to withhold two and one-half percent of the resort taxes collected to defray costs for collecting the resort tax, providing that resort tax payments are timely made in accordance with Section 3.12.060. The resort tax collection fee may be withheld by the business at the time of paying the tax to the town. Failure to withhold the fee shall constitute waiver and forfeiture of the same. (Ord. 222 §1, 2007: Ord. 219 §2, 2006: Ord. 113 §7, 1985)

### 3.12.090 Records and forms.

The town shall provide each business that is required to collect resort tax with the proper forms for reporting and making payment to the town. Resort tax payments to the town shall be tabulated and accounted for on forms prescribed and furnished to the business by the town. The records and forms held by the town shall be confidential, and shall not be open to inspection by the public unless so ordered by a court of competent jurisdiction. Each business that is required to collect resort tax must maintain adequate accounting records and pay the resort tax to the town on the forms provided by the twentieth day of the following month. The accounting records maintained must be accurate, verifiable, and provide a reasonable audit trail. Failure to maintain adequate accounting records constitutes a violation of this chapter. (Ord. 219 §3, 2006: Ord. 201 §1, 1999: Ord. 119 §1, 1986; Ord. 113 §8, 1985)

### 3.12.100 Preservation of records.

Every business required to collect and pay resort tax shall keep and preserve for a period of not less than three years all records necessary to determine the accuracy of the taxes paid, and shall make these records available for audit or inspection on its business premises at all reasonable times. Any audit or inspection shall be conducted in West Yellowstone on the premises of the business or establishment collecting the resort tax or at such other location as the town may determine. (Ord. 219 §4, 2006: Ord. 201 §2, 1999: Ord. 113 §10, 1985)

### 3.12.110 Random audit.

Periodic random audits shall be conducted under the direction of the mayor or his designated representative and all business operators shall cooperate in all respects in the conduct of the audits. Any random audit shall be for the previous calendar year, and shall be conducted in West Yellowstone on the premises of the business or establishment collecting the resort tax or at such other location as the town may determine. If the audit determines a deficiency it will be at the discretion of the town to audit the previous two years and require a follow up audit on the next reporting year. Failure to cooperate in any audit or inspection of records, including the failure to make the appropriate records available ~~on the business premises in West Yellowstone~~ within fourteen (14) calendar days of the auditor's scheduled audits in West Yellowstone, shall result in an automatic non-renewal of the business license for the subsequent business license year and shall constitute a violation of the provisions of this chapter. Payments or the arrangements thereof of what has been determined as outstanding resort tax must be made within thirty (30) days of the date of notification of the audit results. (Ord. 201 §3, 1999: Ord. 113 §9, 1985)

### 3.12.120 Appeals.

Any business may appeal to the town council any assessment of penalty or interest; provided, that notice of appeal in writing is filed with the town clerk within thirty days of the serving or mailing of the determination of the amount of penalty and interest due. The town council shall on the next immediate regular town council meeting fix the time and place for hearing the appeal and the town clerk shall cause notice in writing to be personally served by a peace officer upon the operator. The findings and decision of the town council shall be final and conclusive and shall be served upon the appellant in the manner prescribed for service of notice of hearing or by certified mail directed to the business operator's last known address. Any amount found to be due shall be immediately payable upon service of the findings and decision. (Ord. 113 §11, 1985)

## 3.12.130 Exemptions. RECOMMENDATION PROVIDED BY JANE

Notwithstanding Section 3.12.040, however, the following goods and services shall be exempt from the tax:

A. Utilities and utility services;

B. Medical supply services and medicine;

C. Wholesale merchandise for resale at retail or used in the purchaser's business as supplies;

D. Gasoline and other motor vehicle fuel;

E. Liquor sold at state liquor stores;

F. Propane and similar home fuels;

G. Automobiles, trucks, snowmobiles, motorcycles, all-terrain vehicles, bicycles, boats, outboard motors and chain saws;

H. Labor on automobiles, trucks, snowmobiles, motorcycles, all-terrain vehicles, bicycles, boats, outboard motors and chain saws;

I. All non-recreational labor, services and non-recreational state licensed professions and trades;

J. All payroll and business and labor costs;

K. Lumber, building supplies and tools, and other tools;

L. Household appliances;

M. Any hotel, motel, campground or other lodging facility occupancy, with respect to any person or persons who occupy a room or a space for a period longer than thirty consecutive calendar days; provided, that such person certifies prior to occupancy that the occupancy will exceed thirty consecutive calendar days and does in fact exceed thirty consecutive calendar days;

N. All sales of goods from catalogs paid for from outside of the boundaries of the town; that is, catalog sales of goods shall be exempt except to the extent that the goods are paid for and the exchange is made within the boundaries of the town. (Ord. 117 §§2, 3, 1986; Ord. 113 §13, 1985)

### 3.12.140 Use of tax moneys.

A. The tax moneys derived from the resort tax may be appropriated by the town council for any activity, undertaking, or administrative service that the municipality is authorized by law to perform, including costs resulting from the imposition of the tax.

B. There is established a marketing and promotion (MAP) fund for the town. Two and one-half percent of the three percent resort tax collected by the collecting merchant shall be dedicated exclusively to the MAP fund, which fund shall be used solely for the marketing and promotion of West Yellowstone and the surrounding area, as well as the associated costs of administering the fund. The town council may appropriate additional resort tax receipts to the MAP fund.

C. The town council shall by resolution establish a board of not less than three nor more than seven qualified persons to oversee the MAP fund. At least one member of this board shall be a sitting member of the town council or the council's designee. The board shall establish policies and procedures for its operation and the general management of the fund in accordance with the council's resolution establishing the board. The board shall also select individual marketing and promotion projects and approve expenditure of funds for such projects, subject to approval by the town council. (Ord. 222 §2, 2007: Ord. 112 §6, 1985)

### 3.12.150 Reduction of property tax levy.

Annually anticipated receipts from the resort tax must be applied to reduce the municipal property tax levy for the fiscal year in an amount equal to five percent of the resort tax revenues derived during the preceding fiscal year. (Ord. 112 §7, 1985)

### 3.12.160 Property tax relief fund.

In the event the town receives more resort tax revenues than had been included in the annual municipal budget, it shall establish a municipal property tax relief fund, and all resort tax revenues received in excess of

the budget amount must be placed in the fund. The entire fund must be used to replace municipal property taxes in the ensuing fiscal year. (Ord. 112 §8, 1985)

## 3.12.170 Resort tax administration.

The town shall administer resort tax collections according to the following rules:

A. Resort tax payments shall be made to the town finance office by the established deadline.

B. Failure to report or make resort tax payments by the payment deadline shall result in forfeiture of the resort tax collection fee for the month in which the payment is due.

C. Failure to pay resort tax before the end of the month in which the payment is due shall result in an administrative fee of either: (1) twenty-five dollars for businesses with gross sales of one thousand five hundred dollars or less for the reported month; or (2) fifty dollars for businesses with gross sales in excess of one thousand five hundred dollars for the reported month, which shall be in addition to any civil penalties awarded to the town in a suit for collection of resort tax.

D. At the end of each subsequent month after the original payment is due, the town will assess an additional administrative fee equal to ~~ten~~ three percent ~~of the sum~~ of any delinquent resort tax and penalties, which shall be assessed on the first business day of the subsequent month. This and all administrative fees shall be assessed in addition to any civil penalties awarded to the town in a suit for collection of resort tax.

E. The town may revoke the business license of any person or business that violates any provision of this chapter. The town may revoke a violator's business license either through the administrative procedure described in Chapter 5.04 or through a court order or judgment in accordance with Section 3.12.180. (Ord. 250 §1, 2010: Ord. 219 §5, 2006: Ord. 211 §5, 2003; Ord. 112 §9, 1985)

## 3.12.180 Violation--Civil penalties.

For failure to report taxes when due, failure to pay taxes when due, and other violations of this chapter, the town may seek the following penalties or remedies:

A. A court judgement in the amount of all unpaid resort taxes, including any unpaid administrative fees assessed under Section 3.12.170 and any resort tax collection fees forfeited in accordance with Section 3.12.080;

B. Interest at the rate of ~~ten~~ thirty-six percent per annum on unpaid resort taxes or administrative fees from the due date or assessment date until paid;

C. A civil penalty in the amount of fifty percent of the unpaid resort taxes, which includes forfeited resort tax collection fees, plus all costs and attorney's fees incurred by the town in any court action;

D. An order requiring the delinquent business to undergo a financial audit by the town or its representatives to determine the proper amount of resort taxes due, including payment by the business of all audit costs and expenses incurred by the town or its representatives;

E. Revocation of the violator's town business license, either through judicial order or the administrative procedure described in Chapter 5.04;

F. Any other penalty, remedy or judicial relief to which the town is entitled. (Ord. 219 §6, 2006: Ord. 207 §3, 2000: Ord. 113 §6, 1985)

### 3.12.190 Violation--Criminal penalties.

A person or business violating any provision of this chapter is guilty of a misdemeanor and subject to a fine not exceed one thousand dollars for each violation, or imprisonment not to exceed six months for each violation, or both. (Ord. 219 §7, 2006)

**RESOLUTION NO. _____**

**A RESOLUTION OF THE TOWN OF WEST YELLOWSTONE ESTABLISHING FEES TO BE CHARGED FOR PUBLIC RECORDS SEARCHES AND COPYING**

**WHEREAS,** Section 7-1-4144 Montana Code Annotated (MCA) ensures that any person shall be allowed access to appropriate public records consistent with the provisions of the Montana Constitution while allowing for the governing body to impose reasonable fees for copies of accessible records; and,

**WHEREAS,** Section 2-6-110 MCA provides that access to public records ensured by the Montana Constitution and Section 7-1-4144 MCA is extended to electronic information and that fees may be charged to cover directed expenses for procuring or transferring the electronic information; and,

**WHEREAS,** Subsection 7-1-4123(7) MCA empowers municipalities to impose a special assessment reasonably related to the cost of any special service or special benefit provided by the municipality or impose a fee for the provision of a service; and,

**WHEREAS,** a public hearing was held on this matter on the _____ day of _____, 2015, at 7:00 p.m. in the Town Council Chambers at 440 Yellowstone Avenue in West Yellowstone, Montana.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA:**

That the following uniform fee schedule for retrieval and copying of public records is hereby adopted:

**PUBLIC RECORDS - No Search Required (Print Media):**

**Standard size (up to 11" x 17")**

| | |
|---|---|
| Up to 10 pages printed or copied: | No charge. |
| More than 10 pages printed or copied: | $0.10 per page for every page over 10. |
| **Nonstandard size (over 11" x 17")**: | Actual charges assessed by third party to produce nonstandard size documents. |

**PUBLIC RECORD SEARCH - Except Criminal Case Defendants:** This is for searches that can only be accomplished by a Town employee where searches by the general public are not possible because the initial search must start with information that is contained in electronic format that is only accessible by authorized Town employees, i.e. city court and police.

| | |
|---|---|
| Electronic search for up to 5 records, printing up to 10 pages of electronically stored documents, and certification: | $5.00 per search for up to 5 records |
| Search, retrieval, and copying of original documents stored in a location that is not accessible to the public (up to 10 pages): | $10.00 per search per name or report number per date |
| For copies requiring printing or copying of more than 10 pages: | $0.10 per page |

A defendant in a pending criminal action or the defendant's attorney may obtain copies of documents regarding the case at no cost, either for searching, copying, or printing.

**ACCIDENT REPORTS (Print Media) (Confidential Per §61-7-114, MCA, with exceptions):**

| | |
|---|---|
| Cost of research and copying: | $5.00 per report |
| Cost of mailing (if required): | $1.00 per report |

**REPORTS CONTAINING BOTH CONFIDENTIAL AND PUBLIC INFORMATION (Print Media):**

| | |
|---|---|
| Each record or report up to 5 pages | $1.00 per report |
| Copying more than 5 pages in report | $1.00 plus $0.10 per page beyond the first 5 pages |

**PUBLIC RECORDS (Non-print Media):**

Charges per §2-6-110, MCA:

**(1)** the Town's actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media; and

**(2)** expenses incurred by the Town for providing on-line computer access to the person requesting access; and

**(3)** other out-of-pocket expenses directly associated with the request for information, including the retrieval or production of electronic mail; and

**(4)** hourly rate for the current fiscal year for a Town employee classified as a deputy town clerk for each hour, or fraction of an hour, after one-half hour of copying service has been provided.

**ADDITIONAL CHARGES:**

| | |
|---|---|
| Binding or notebook binder: | Reimbursement of actual cost for the binding or binder |
| Certified copy: | $1.00 per record plus copying costs for public records |

**PASSED BY THE TOWN COUNCIL AND APPROVED BY THE MAYOR** this _____ day of _____, 2015.

_____
Mayor

_____ _____
Council Member Council Member

_____ _____
Council Member Council Member

ATTEST:

By: _____
TOWN CLERK

PROTHMAN

April 9, 2015

Mr. Brad Schmier
Mayor
Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone, MT 59758

Dear Mayor Schmier:

Thank you for your confidence in Prothman to assist the Town of West Yellowstone in the recruitment for its next Operations Manager. The following represents a scope of work for this search and associated professional fees and expenses.

## SCOPE OF SERVICES

### Project Review

The first step will be to review the following topics:

- Review the scope of work and project schedule
- Identify the geographic scope of the search (local, regional or national)
- Review the compensation package and decide if a salary survey is needed
- Identify key stakeholders

### Information Gathering and Research

Our goal is to thoroughly understand the values and culture of the Town of West Yellowstone, as well as the preferred qualifications you desire in your next Operations Manager. We will travel to West Yellowstone and:

- Meet with the Mayor & Council
- Meet with Department Directors & Staff as directed
- Meet with community & business stakeholders as directed
- **Hold a community meeting (if desired)**
- Review all documents related to the position

### Position Profile Development

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- **A description of the ideal candidate's qualifications**
  - Years of related experience and education required
  - Ideal personality traits and work habits
- **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- **Community-specific information**
  - Overview of the region
  - Description of the environment and quality of life details
- **Compensation package details**
- **Information on how to apply**

## Recruitment and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position--this is the person we want to reach and recruit. We have an aggressive recruitment strategy which involves the following:

- **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city management professionals who are not actively searching.
- **Direct Contact Calls** placed directly to city management professionals we know.
- **Posting the Position Profile on the Prothman website**, which receives thousands of hits per month.

## Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

1) **Application Review**: Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
2) **Personal Interviews**: We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
4) **Work Session**: We will prepare a detailed summary report which includes each candidate's application materials and the results of the personal interviews and publication search. **We can travel to West Yellowstone or, to save money, we can meet via phone conference** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

## Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
    We will tailor the interview process to fit your needs. It may involve using various interview panels (which can include community stakeholders), an evening reception or just one-on-one interviews with the decision makers.
  - **Deciding on Candidate Travel Expenses**
    We will help you identify which expenses your organization wishes to cover.

- **Identifying Interview Panel Participants & Panel Facilitators**
  We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.

♦ **Background Checks**
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

- **References**
  We conduct 3-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years. From this list we will have personal conversations with the individuals who have direct knowledge of the candidate's work and management style.
- **Education Verification, Criminal History, Driving Record and Sex Offender Check**
  We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks. We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.

♦ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.

♦ **Final Interview Binders**
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.

♦ **Final Interviews with Candidates**
**We will travel to West Yellowstone and facilitate the interviews.** The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch.

♦ **Panelists & Decision Makers Debrief**: After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

♦ **Candidate Evaluation Session**: After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

♦ **Facilitate Employment Agreement**: Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

**Warranty**

♦ **Repeat the Recruitment**: Should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee.

## FEE, EXPENSES & GUARANTEE

### Professional Fee

**The fee for conducting an Operations Manager recruitment with a one-year guarantee is $18,000, plus expenses.** The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

### Expenses

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The Town of West Yellowstone will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising
- Direct mail announcements
- Final Interview Binders, printing of materials, and delivery expenses
- Consultant travel: airfare, rental car, lodging, travel time
- Background checks performed by Sterling
- Any client-required licenses, fees or taxes
- Candidate travel expenses vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. We will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

A 3% charge will be added to all expenses which reflects Prothman's City of Issaquah and Washington State B&O tax obligations. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

## GUARANTEE

Our record of success in placing highly qualified candidates provides that Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within **one year** from the employment date, we will conduct a replacement search with no additional professional fee.

## CANCELLATION

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

| TOWN OF WEST YELLOWSTONE | | PROTHMAN | |
|---|---|---|---|
| _____ | | Greg Prothman | April 9, 2015 |
| Brad Schmier | Date | Greg Prothman | Date |
| Mayor | | President | |

PROTHMAN

# Invoice

| Date | Invoice # |
|---|---|
| 10/29/2014 | 2014-4599 |

Federal Tax ID: 91-2170148

PAID 12/02/2014

Bill To:

Chris Smith, HR Director
City of Longview
PO Box 128
Longview, WA 98632

| Terms | Due Date |
|---|---|
| 20 days | 11/18/2014 |

| Description | Amount |
|---|---|
| Reimbursable Expenses for the City Manager Search | |
| 9/26 - Greg Prothman Mileage - 274 miles @ $.56/mile to the stakeholder interviews | 153.44 |
| 9/26 - Greg Prothman Travel Time - 4.5 hours @ $65/hr | 292.50 |
| Job Listing: Association of Idaho Cities | 35.00 |
| Job Listing: NACO | 300.00 |
| Job Listing: League of Arizona Cities & Towns | 50.00 |
| Job Listing: Cragislist | 25.00 |
| Job Listing: Oklahoma Municipal League | 20.00 |
| Job Listing: govtjobs.com | 150.00 |
| Job Listing: Careers in Government | 175.00 |
| Job Listing: ICMA | 445.50 |
| Job Listing: South Dakota Municipal League | 50.00 |
| Job Listing: League of Oregon Cities | 80.00 |
| Job Listing: League of Kansas Municipalities | 40.00 |
| Direct Mail Invite Letters - 750 Letters @ $2.35 each (sent 812) | 1,762.50 |
| 3% State and City B&O tax. | 107.37 |

| | | |
|---|---|---|
| Thank you for your business. | **Total** | $3,686.31 |

PROTHMAN

# Invoice

| Date | Invoice # |
|---|---|
| 2/5/2015 | 2015-4735 |

Federal Tax ID: 91-2170148

PAID 03/18/201

Bill To:

Chris Smith, HR Director
City of Longview
PO Box 128
Longview, WA 98632

| Terms | Due Date |
|---|---|
| 20 days | 2/25/2015 |

| Description | Amount |
|---|---|
| Reimbursable Expenses for the City Manager Search | |
| Job Listing: Local Government Institute | 59.00 |
| 12/5 - UPS Shipping for the Work Session Binders | 111.43 |
| Work Session Binders - 8 Binders @ $12.00 each | 96.00 |
| 12/11 - Greg Prothman Mileage - 274 miles @ $.56/mile to the Work Session | 153.44 |
| 12/11 - Greg Prothman Travel Time - 4.5 hours @ $65/hr | 292.50 |
| 1/27 - UPS Shipping for the Final Interview Binders | 151.69 |
| Final Interview Binders - 35 Binders @ $12 each | 420.00 |
| Candidate Background Checks: Williams, Calder, Patrick, Reed | 519.38 |
| 1/28-29 - Greg Prothman Mileage - 274 miles @ $.56/mile | 153.44 |
| 1/28-29 - Greg Prothman Travel Time - 4.5 hours @ $65/hr | 292.50 |
| 1/28 - Greg Prothman Lodging | 132.09 |
| B & W Copies - 4927 Copies @ $.15 each | 739.05 |
| Color Copies - 917 Copies @ $.30 each | 275.10 |
| 3% State and City B&O tax. | 101.87 |
| Thank you for your business. **Total** | $3,497.49 |

PROTHMAN

# Invoice

| Date | Invoice # |
|---|---|
| 3/20/2014 | 2014-4305 |

Federal Tax ID: 91-2170148

PAID 04/15/2014

Bill To:

Mr. Ed Williams, Mayor
City of Red Lodge
PO Box 9
Red Lodge, MT 59068

| Terms | Due Date |
|---|---|
| Net 20 | 4/9/2014 |

| Description | Amount |
|---|---|
| Reimbursable Expenses for the Police Chief Search | |
| 2/18&19 - Bob Carden Airfare to the stakeholder interviews | 698.50 |
| 2/18&19 - Bob Carden Rental Car, Fuel | 140.03 |
| 2/18&19 - Bob Carden Airport Parking | 19.50 |
| 2/18&19 - Bob Carden Travel Time - 7.5 hours @ $30/hr | 225.00 |
| Job Listing: Lawenforcementjobs.com & Publicsafetyjobs.com | 250.00 |
| Job Listing: South Dakota Municipal League | 50.00 |
| Job Listing: Government Jobs | 150.00 |
| Direct Mail Invite Letters - 581 Letters @ $2.35 each (sent 681) | 1,365.35 |
| 3% State and City B&O tax. | 86.95 |

Thank you for your business.

**Total** $2,985.33

PROTHMAN

# Invoice

| Date | Invoice # |
|---|---|
| 6/3/2014 | 2014-4391 |

Federal Tax ID: 91-2170148

PAID 06/17/2014

Bill To:

Mr. Ed Williams, Mayor
City of Red Lodge
PO Box 9
Red Lodge, MT 59068

| Terms | Due Date |
|---|---|
| Net 20 | 6/23/2014 |

| Description | Amount |
|---|---|
| Reimbursable Expenses for the Police Chief Search | |
| Job Listing: Association of Idaho Cities | 35.00 |
| 5/20-23 - Bob Carden Airfare to the final interviews | 574.50 |
| 5/20&23 - Bob Carden Lodging | 225.46 |
| 5/20-23 - Bob Carden Rental Car | 307.52 |
| 5/20-23 - Bob Carden Airport Parking | 47.21 |
| 5/20-23 - Bob Carden Travel Time - 7.5 hours @ $30/hr | 225.00 |
| Candidate Background Checks | 388.08 |
| 5/17 - UPS Shipping for the Final Interview Binders | 213.99 |
| Final Interview Binders - 17 Binders @ $12 each | 204.00 |
| B & W Copies - 458 Copies @ $.15 each | 68.70 |
| Color Copies - 415 Copies @ $.30 each | 124.50 |
| 3% State and City B&O tax. | 72.42 |

| | | |
|---|---|---|
| Thank you for your business. | **Total** | $2,486.38 |