

**James T. Murphy**  
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**COPY FOR YOUR  
INFORMATION**

March 27, 2023

City Council  
City of Portola  
35 Third Avenue  
Portola, CA 96122

**Re: Letter of Interest-Appointment to Vacant City Council Position**

Honorable City Council Members:

It is with great anticipation and genuine excitement that I submit this *Letter of Interest*, and my accompanying resume, seeking appointment by you to the currently vacant City Council position. Ideally the materials I am providing you will inveigle you to engage me in discussions about how I might best stimulate, facilitate and contribute to the City of Portola in enhancing the City's delivery of services as a member of the City Council

You will find that I have a history of being circumspect with fiscal management and I have met the multidimensional challenges of municipal government administration through personal commitment and hands-on involvement. I am extremely familiar with the role of City Council in the City Manager-Council form of government and assure you I can be a worthy and contributing member of your team. I am confident that I can interpose the many opportunities for organizational achievement and recognition in areas which complement, support, and enhance the City's ability to provide a "a special sense of community."

I look forward to the opportunity to transition from implementing City Council policy, to participation in debating the needs and policies of the City. And joining the majority of the City Council in establishing policies that contribute to a improved lifestyle for Portola residents and visitors.

With kind regards,

A handwritten signature in black ink that reads "James T. Murphy". The signature is written in a cursive style.

James T. Murphy

Attachment

## *JAMES (Jim) MURPHY*

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954 Lake Davis Road  
Portola, CA 96122-8014

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### OBJECTIVE

I am seeking appointment to the currently vacant City Council position on the City of Portola City Council. I present to you my resume anticipating you will be convinced that I am the most qualified person to occupy the appointed position. Likewise, the most likely to be elected when the position is presented to the voting residents of the City of Portola in 2024,

### QUALIFICATIONS

Established 40-years municipal and county service in an employment capacity serving law enforcement and local government. Including 20-years in a supervisory, progressive, organizational leadership capacity. Years of service on community support organizations focused on providing quality of life issues to the communities I served. 25-years as a resident/property owner in the City of Portola. Veteran; having served 6-years US Marine Corps Reserves.

Prior to retirement as City Manager for the City of Portola (14-years service) I met the rigorous examination, review, and qualifications to bare the title of an International City-County Manager's Association (ICMA) **Credentialed Manager**. I am experienced in guiding small communities through managed growth while preserving the more desirable small community character and their service efficiencies essential for a quality living environment. Experienced in collaborative team management styles that work to and elevate the ability to maintain a progressive vision for future needs. I have a history of proactive problem solving, supported by experience, diversity, a **Master of Public Administration** (MPA) degree, and demonstrated proficiency in management, organizational effectiveness, budgeting, emergency management, human resources, financial forecasting, cost-benefit analysis, capital improvement programs, planning, grant writing, and team and consensus building.

### ACHIEVEMENTS

- **DEMONSTRATED** team-oriented leadership proficiency, while serving in management positions for **five municipalities**, concentrating on strategic planning, managed growth, City Council and staff goal setting, project management, progressive supervision, and the management and development of human resources for organizations. **IMPLEMENTED** collective risk management team concept for workplace employment relationship.
- **LED**, as City Manager (at City Council's demand) coalitions, on a national emphasis, fighting the expansion of Seattle-Tacoma International Airport and Lake Davis Northern Pike Eradication Project. Both assignments involved high public visibility, international and national media scrutiny, considerable time commitments, and interaction with grass roots efforts, elected officials and State and Federal elected and appointed officials. **NEGOTIATED** a \$9.1 million City-County-Local Businesses settlement with the State of California resulting from the first Lake Davis Northern Pike Eradication Project. Lobbied US Senate, US House of Representatives, Washington and California State Legislatures on local issues, impacts and damages.
- **DESIGNED**, as City Manager, a cost savings system that resulted in **\$2.0 Million** savings to the General Fund in a three-year period. Developed the financial strategies, enforced stricter procurement policies, controlled training allocations, and established more proactive fiscal controls including, development and re-write of budget formats in a "user friendly style." Awarded the "**Distinguished Budget Presentation Award**" (on the

first submission) from the Government Finance Officers Association of the United States and Canada. Also, used the management team to review and reassess the "role" of city government, in terms of what the city should be spending taxation revenues on in the future.

- **RESEARCHED, DESIGNED and IMPLEMENTED** a 21<sup>st</sup> century police organization, from the ground level, for an urban community with a population of **75,300** in the Seattle, Puget Sound region. Responsible for a **\$15.5 Million** "Start-up" and **\$13 Million** Operational Budgets. Designed a human resource plan for recruitment of **132** full-time employee positions. Created, and validated, new police testing protocol, never used in law enforcement in the United States, which used the concept of occupational personality, coupled with job dimensions and relatedness analysis. As part of this new protocol, actualized a written test designed to identify the essential attributes that best suit the position to be filled with the applicants that display the preferred attributes, compared to a pre-established "base-line" created for the position. Constructed a "flatter," more efficient organization structure that fostered the need to empower employees. Utilized more "civilian" employees for non-hazardous duties formerly only performed by higher paid commissioned police officers. Established a mission that would lead to an organizational culture based upon Community Oriented Policing (COP) and Problem-Solving Policing (PSP) philosophies, rather than the traditional policing philosophy. Strengthened a working partnership between the community, the police and elected officials to deter, solve and investigate criminal activity and to promote COP/PSP programs, within the community, that are ancillary to the criminal justice system, but tend to prevent the desire to participate in criminal activity.
- **WROTE**, and was successfully **AWARDED**, grants for surface water management (**\$78,000**,) and substance abuse coalitions (**\$500,000**.) **WROTE, RECEIVED and ADMINISTERED** a **\$500,000** grant for a new park project consisting of three baseball fields, two soccer fields, four basketball courts, walking/jogging trail, children's playground and picnic area. **AUTHORED AND RECEIVED** a **\$240,000** grant for Portola's skateboard park. **ADMINISTERED** a **\$3.2 million** Sewer Rehabilitation/Improvement project. Acquired a **\$625,000** conservation grant for preservation and purchase of 27.9 acres of "open space" property designed to preserve salmon runs, protect natural habitat, and provide for "greenbelts" within Suburban and Urban environments. In 1996 **AUTHORED** Federal and State grants totaling **\$2.25 Million** in awards for the Department of Public Safety regarding Community Oriented Policing (COP) projects and funding 21 police officer positions for three years as well as several hundred thousand dollars in technology and equipment grants.
- **RESEARCHED and AUTHORED**, as City Manager, a Shoreline Management Plan for 5.5 miles of Puget Sound waterfront preservation which was approved by the State of Washington, Department of Ecology. This plan, controlled conservation efforts, preserved shoreline habitat, improved clearings and construction along waterfronts, prevented water pollution by establishing requirements for catch basins to trap chemical compounds, and sustained erosion control in areas where landslides had previously caused millions of dollars in damage. This was a significant accomplishment, because two previous City Managers had stalled in the approval process due to public criticism and City Council disapproval. My administration's success can be attributed to the process of consensus building, elected official and public interaction and involvement, resulting in public and State approval, rather than adversarial groups opposing each other.
- **AWARDED**, as a Police Officer in addition to other commendations, the State of California, Office of the Attorney General, *Certificate for Valor in the Line of Duty*; and the Sonoma County, Ed Wilkinson Memorial, *Gold Medal for Valor in the Line of Duty* for actions in response to neutralizing an active shooter engagement.

**EXPERIENCE** (some concurrently)

**CITY ADMINISTRATOR**, City of Portola, CA (retired)  
September 1997 to June 2011

**PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

Plumas-Sierra Info-Check (former private business w/ wife)  
1994 to January 2004

**ASSISTANT CITY MANAGER /INTERIM DIRECTOR OF PUBLIC SAFETY,**

City Federal Way, WA - June 1995 to September 1997

**CITY MANAGER**, City of Normandy Park, WA

September 1990 to August 1994

**DIRECTOR OF PUBLIC SAFETY**, City of Normandy Park, WA

September 1990 to June 1991

**CHIEF OF POLICE**, City of Chewelah

January 1986 to October 1990

**SERGEANT/ CRIMINAL INVESTIGATOR, DEPUTY SHERIFF**

Tuolumne County, CA/June 1980 to March 1985

**SERGEANT/POLICE OFFICER/DISPATCHER**, City of Sebastopol, CA

July 1973 to January 1980

**RESERVE DEPUTY SHERIFF**, County of Sonoma, CA

June 1972 to July 1973

**EDUCATION/SPECIAL TRAINING**

**Masters in Public Administration Degree** Public Administration

Seattle City University  
Bellview, WA

**Bachelor of Science Degree**

General Studies w/ emphasis  
In Administration of Justice

Eastern Washington  
University, Cheney, WA

**Associate of Science Degree**

Law Enforcement

Santa Rosa Junior College

<b>Certificate</b>	Executive Development for Senior Government Leaders	University of WA
<b>Certificate</b>	Certified Professional Consultant (CPC)	International Guild of Professional Consultants
<b>Certificate</b>	Northwest Law Enforcement Executive Command College	Federal Bureau of Invest. WA State CJ Training Comm.
<b>Certificate</b>	Credentialed City Manager	International City-County Manager's Association ICMA

### **PROFESSIONAL MEMBERSHIP**

- Former Board Member, Feather River Historical Society/Williams House Museum
- Former member, International City Manager's Association (ICMA)
- Former member, International Guild of Professional Consultants
- Retired member, California City Managers Association
- Former member, League of California Cities
- Former member, Eastern Plumas Chamber of Commerce
- Former Member-President, Rotary Club of Portola/Chairman of the Annual Lake Davis Fishing Derby
- Past Chairman of the Board/member, Feather River Rail Society
- Past Chair, California Department of Fish and Game Director's appointed Lake Davis Northern Pike Eradication Project Task Force
- Former Board Member/Chairman of Grant Writers Committee, Committee to Construct a Portola Performing Arts Center
- Former member, of Sierra Business Council, Truckee, CA
- Former Board of Directors, Small Cities Organized Risk Effort (S.C.O.R.E.) Team Leader for shared Collective Risk Management Team
- Former Board of Directors, Employment Risk Management Association (E.R.M.A.)
- Former member, Public Agency Risk Management Association (P.A.R.M.A.)
- Former Vice-President, Feather River Community Partnership