



**Kent Taylor Civic Hall
City Council Chambers
200 NE Second Street
McMinnville, OR 97128**

**Special Called City Council Meeting Agenda
Wednesday, January 17, 2018
5:30 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTERVIEWS FOR CITY COUNCIL WARD ONE VACANCY
4. STRATEGIC PLANNING UPDATE
5. ADJOURNMENT

Kent Taylor Civic Hall 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 a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.



APPLICATION FOR SERVICE ON CITY COUNCIL
Ward One Vacancy effective 1/1/2018

Applicant must reside in Ward One.

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving as a City Councilor.

Name: Leanna Gautney

Home Phone: Same

Address: 1808 SW Songbird St.
McMinnville OR 97128

Cell Phone: 360 434 6699

Work Phone: Same

Email: gautney@yahoo.com

How many years have you lived in McMinnville? (8) Combined years

Educational and occupational background: _____

Please See attached

Why are you interested in serving? _____

Please See attached

Date 1/10/18

Signed [Signature]

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128

INTEREST IN SERVING

I am a 2015 graduate of the Ford Institute Leadership Program in McMinnville, served in many leadership positions and have been a member of the Nazarene Church since 1999. In spite of the many places my husband's 24 year Navy career has taken us, home has always been here in McMinnville – and we want to serve where we are.

We have kept in touch with friends, the church, the community, as my husband was recalled to active duty after 9/11 and had to serve in Afghanistan. We kept in touch with this little town as we both served the military in places like Washington, Japan, Guam, Greece, California and Hawaii. I was discharged in 2007 and he finally retired in 2014. It was at that time we decided to come home to Oregon.

We reestablished our businesses here and bought our home in McMinnville, on Songbird street. We have since helped develop a community watch, due to a wave of crime our neighborhood in early 2017. It has brought our neighbors and surrounding streets of families together, in support of each other. It has helped citizens ensure the safety of our homes and property.

I want to help continue to foster a healthy and happy community, The effort of effective communication in a community and careful attention to detail, is instrumental in bringing our neighborhoods and town together.

The city has changed in amazing ways over the years, which is why we decided to leave my husband's last duty station in Kauai, to retire here. We love everything about McMinnville! There is an air of tranquility and a real small town charm that still exists in McMinnville – no matter how big we get. I see our communities thriving because of its generations of citizens and families who reside here. There are so many great people in our town, who love and care enough to pitch in and make a difference for all.

I'm so proud to be a part of this community and want to continue to help by offering my skills where they will make a difference. I know my service on the city council can help foster and help support this great community we love in.

Thank you in advance, for your time and consideration.

Leanna Gautney, 
President & Founder | Director of Marketing & Operations | Business Consultant &
Personal Coach | 2017 Women in the Pet Industry® Finalist

Country Critters Pet Sitters, LLC | www.countrycrittersps.com
PO Box 1262 | McMinnville, OR 97128
Phone: (360) 434-6699

EDUCATIONAL AND OCCUPATIONAL

As a dedicated strategic business manager and analyst with Butterfly Coach, I provide detailed personal development coaching and business consultation services, utilizing business knowledge acquired over 20 years of experience in management, finance, and personal consulting fields. I advise all levels of management on development and strategies in order to help organizations realize their full business potential.

As an Independent Business Owner & Director of Marketing & Operations with Country Critters Pet Sitters (est. In 2004), I fully train, manage, and mentor my staff and 12 independent contractors, to ensure strict deadlines are met, objectives are reached, and solutions are developed.

GOVERNMENT SERVICE:

8.5 years in the Navy and Army National Guard (Logistics)

5 years in corrections and business operations with Federal Bureau of Prisons

8 years in government contracting & finance with US Navy

POST SECONDARY EDUCATION:

AA in Business Administration – 2009-2012

BA in Management and Organizational Leadership – 2016-2017

Mdiv (seminary) Chaplaincy – 2018-2022

My education and experience has led me to additional coursework in Political Science, Statistics, Psychology, Naturopathic studies, Ministry, and Grant Writing for non profit organizations like Rotary, Hope on the Hill, and Homeward Bound

VOLUNTEER WORK:

As a member of West Kauai Rotary Club, I served as Secretary in 2011 & President in 2012. I held the position of Secretary & Sunday School Superintendent with the Nazarene Church in 2011.

I am a member of Petsitters International since 2007; the McMinnville Chamber of Commerce since 2015 & nominated for MACC Business of the year, Business Leader of the Year & Emerging Business Leader of the year in 2017. I was also a 2017 finalist for Women in the pet industry, a national recognition.

I volunteered as the Food Pantry Coordinator, 2014-2016 with Hope on the Hill. Recently elected to the Board of Directors for Homeward Bound Pets in McMinnville. I assist several nonprofits in fundraising and serve on various planning committees.

LEANNA M. GAUTNEY

McMinnville, OR | (360) 434-6699 | gautney@yahoo.com
www.linkedin.com/in/gautney

Dear Council Members et al,

I am excited to submit my application for a [position](#) with your organization. As a professional with over 20 years of experience in a range of management positions and significant contributions as a strategic business analyst, I am well positioned to Intel grow.

The following examples from my resume represent the value I can deliver in this new role:

- Strong leadership skills with a proven history of leading teams to great success through individualized training and careful management of project life cycles.
- Expertise in building both meaningful client relationships and strategic partnerships through effective communication, expert business knowledge, and consistent revenue growth.
- Highly skilled in business analysis, identifying trends and business opportunities, driving process improvements, and developing solutions for program redesign.

During my career, I have applied my expertise and ongoing professional development to meeting and exceeding all objectives put before me. In my current leadership role, I provide business directorial controls and consulting services in the areas of management, business, and finance planning and implementation. Further examples of my skills and achievements are outlined on the attached document. As you will see, I am a highly experienced professional, dedicated to contributing to the development and success of your organization.

I would very much like the opportunity to discuss, in person, how I can meet the demands of this role in order to advance the overall mission of your company. Thank you for reviewing this letter and the accompanying material.

Sincerely,

Leanna Gautney

Attachment: Resume

LEANNA M. GAUTNEY

PO Box 1262 McMinnville, OR | (360) 434-6699 | gautney@yahoo.com
www.linkedin.com/in/gautney

SENIOR STRATEGIC BUSINESS ANALYST

Financial Stewardship | Program Management | Project Leadership

Executive leader with over 20 years' expertise in all facets of operations, financial management, business analysis, and relationship development within a wide range of government, finance and business organizations. Proven and significant success in organizational leadership and collaboration to ensure business and financial objectives are met in an efficient manner. A creative, dynamic, and proactive problem solver, consistently working towards improving processes, enhancing productivity, and implementing technology solutions.

- Business Consulting
- Corporate Accounting
- Strategic Planning & Analysis
- Grant Proposal Writing
- Communication & Leadership
- Systems Implementation
- New Business Development
- Team Training & Mentoring
- Operations/Project Management
- Personal Development
- Resource Management
- Data, Statistic & Trend Analysis

EDUCATION & CREDENTIALS

Master of Divinity, George Fox University, Newberg, OR, 2019

Bachelor of Science, Management and Organizational Leadership, George Fox University, Newberg, OR, 2017

Studied, Political Science, Oregon State University, Corvallis, OR, 2016

Associate of Arts, Business Administration & Management, University of Phoenix, San Diego, CA, 2012

Federal Accounting Technician, Federal Management Training Center, 2003

Introduction to Correctional Techniques, Federal Law Enforcement Training Center, 2000

George Fox University, Grant Proposal Writing, 2015

Rotary President Elect Training, 2012

Leadership Training, Training Academy, 2012

Web Development Training, Training Academy, 2006

Federal Sector Training, Training Academy, 2007

PROFESSIONAL EXPERIENCE

BUTTERFLY COACH, McMinnville, OR

08/2016 – Present

President & CEO

- Provide personal development coaching and business consulting, utilizing business knowledge acquired over 20 years of experience in the management, finance, and personal consulting fields.
- Lead team of four, training and managing staff to ensure strict deadlines are met, objectives are reached, and solutions are developed.
- Build solid long-term relationships and strategic partnerships, advising all levels of management on development and strategies in order to help organizations realize their full business potential.
- Deliver tailored holistic health and naturopathic medicine advice, assessing clients and developing approaches for wellness and development.
- Execute detailed analysis to identify areas in need of improvement, developing solutions to resolve gaps. Manage implementation of solutions, customizing same for each client and/or business need.
- Ensure delivery of excellent customer service, answering queries on programs and services.

COUNTRY CRITTERS PET SITTERS, McMinnville, OR

11/2004 – Present

President & CEO

- Consistently drive revenue growth of 15-18% annually, with a loyal and repeat customer base of +90 clients.
- Execute business forecasting and analysis to identify new business opportunities. An expansion into new markets and territories in 2017 is currently in development.

LEANNA M. GAUTNEY

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- Aggressively network to establish and foster strategic partnerships, traveling to partner companies, and maintaining memberships with professional agencies, including local chamber of commerce.
- Created and implement innovative marketing strategies, including website content, promotional print and online materials. Update various high-profile social networking sites as required.
- Manage all company finances, from accounting to asset management, financing, and sales review.
- Execute recruiting, hiring and training for all staff, scheduling contracts and providing human resource and administrative support for all members Built and maintained a successful collaborative working environment leading a team of 8, providing solid leadership in all areas of team management.

KULEANA BUSINESS CONSULTING LLC, McMinnville, OR

02/2013 – 08/2016

President, Senior Finance Manager

- Directed expert consulting services, providing business analysis for new and established companies, large and small, on key issues such as corporate accounting, acquisitions and mergers, systems implementation, forecasting and budgeting, and training.
- Established aggressive plans of action for policy development, recruitment activities, personalized financial services, IRA and stock accounts, life insurance policies, and business set ups, including licensing.
- Special emphasis was placed on working with socially and economically disadvantaged populations to provide business support to improve capital, credit opportunities, and overall economic situations.
- Built meaningful client relationships and strategic partnerships through effective communication and expert business knowledge. Fostered functional relationships with banks and other financial institutions.
- Streamlined operations through implementation of new accounting systems, overseeing integration and training activities.
- Generated reports on forecasting, management accounts, and auditing documents required by regulatory agencies. Arranged company account audits.

KRATOS DEFENSE AND SECURITY SOLUTIONS, Kekaha, HI

10/2013 – 4/2014

Administrative Assistant

- Executed HR and administrative duties for 8-10 staff. Managed contractor personnel files, leave, overtime, hazard pay, travel and reimbursement requests, purchase requisitions and monthly status reports.
- Oversaw MK 30 document library maintenance, generating data books for downrange representatives and operational support booklets for offsite operations.
- Controlled sensitive information, preparing classified documents for storage and shipping while maintaining the highest degree of confidentiality.
- Proactively reviewed and revised government and contractor training and certification records to stay up to date on staff training.
- Generated and presented contractor, data, and daily target status update reports on designated government activities.

THE HANA GROUP, Kekaha, HI

11/2011 – 11/2012

Financial Management Analyst

- Project manager overseeing multiple concurrent projects in all aspects of resource planning, allocation, workflow, and launch.
- Analyzed and managed multi-million dollar budgets within tight deadlines. Streamlined operations and developed budget reports. Managed major account budgets worth +\$550M annually. Developed budget exhibits, submitting same to key stakeholders and Congress.
- Spearheaded a multi-million projects creating an infrastructure to support demand for DSL and rapid ramp-up. Executed detailed business and site analysis to identify customer requirements, driving plans for future needs and growth.
- Senior financial analyst providing program management support to the Navy Pacific Missile Range Facility (PMRF) and Missile Defense Agency (MDA), overseeing financial processes and analysis of BOS and ROS programs.

LEANNA M. GAUTNEY

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- Streamlined operations through development and implementation of a central operational access guide for financial processing, dramatically improving strategic resource allocation.
- Developed and instructed financial and technical training, mentoring staff to ensure highest levels of efficiency and productivity were attained.

LINCOLN MILITARY HOUSING, LLC, San Diego, CA

12/2008 – 03/2011

Accounting Assistant, Accounts Payable/Receivable

- Achieved outstanding review results for significantly exceeding objectives on execution of year-end management, including file creation and close-outs on AR/AP.
- Key team member driving development of short and long term financial goals including operating plans and policy development.
- Maintained 276 vendor account ledgers and records for various budgeted districts and management properties. Processed documents relating to insurance, legal fees, fleet fuel services, and NAVFAC reimbursements of regional property utilities.
- Performed monthly bank reconciliations, outstanding check audits, and aging reporting and review.
- Established and maintained internal controls, policies and procedures, adhering to all state and federal requirements.
- Drove training of 5 staff accountants on all aspects of systems, processes and related duties.

FURTHER EXPERIENCE:

- **Logistics/Storekeeper**, US Navy Reserve – US Army National Guard, 08/2000 – 08/2009
- **Financial Analyst**, NAVFAC – Department of Defense, 02/2006 – 12/2006
- **Financial Technician**, CNRW – Department of the Navy, 08/2004 – 02/2006
- **Accounting Technician**, Federal Bureau of Prisons, 09/2003 – 02/2004
- **ITS Accounting Technician**, Federal Bureau of Prisons, 10/2001 – 10/2003

TECHNICAL PROFICIENCIES

Accounting, MS Excel & MS Office suite, MAC OS, Windows, Visio, QuickBooks, T&A software, GAAP Accounting Principles, Six SIGMA Lean, Gantt Chart & flowchart software, Process mapping, Project and Risk Management tools, data visualization & analytics software, Wired/Wireless Networking skills, Design Software (i.e. Photoshop, Illustrator), BIS, SQL, Oracle, iOS, YARDI, BIMS, PMDSS, DTS, STARS, ONEPAY, MAXIMO, SPM Work Order Tracking and Purchasing, SLDCADA, JOWJON, CHOOSE, SPM, RAPID, ONE TOUCH, FMIS, RMKS, NCIC, FMIS and SENTRY Federal systems.

VOLUNTEER EXPERIENCE

Food Pantry Coordinator/Grant Writer, Hope on the Hill, McMinnville, OR, 08/2014 – 12/2015

President, Rotary Club of West Kauai, Waimea, HI, 06/2012 – 07/2013

Secretary, Rotary Club of West Kauai, Waimea, HI, 01/2012 – 08/2012

Treasurer, Hanapepe Nazarene Church, Hanapepe, HI, 11/2011 – 07/2012

Member of Board of Directors, Homeward Bound Pets, McMinnville, OR – 12/2017



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Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving as a City Councilor.

Name: Sal Peralta Home Phone: 503.437.2833
Address: 925 SE Davis St Cell Phone: same
McMinnville Work Phone: same
Email: oregon.properties@yahoo.com

How many years have you lived in McMinnville? 15

Educational and occupational background: University of Colorado at Boulder, Poli sci/journalism
1990-94; 2011-present, Oregon Lithoprint, sales & government relations; 2005-2011, self-employed
government relations consultant; 2002-2005, Willamette University Systems Administrator;

Why are you interested in serving? _____

I have always had a strong desire to engage in public service. I like the direction that this city
has taken in terms of preparing for the long term and the willingness to invest in order to improve core services.

Generally speaking, I am interested in long-term planning, particularly with respect to recreation
and transportation infrastructure, accessibility and continuing to improve the downtown core.

I have met the city manager and a few of the councillors and spoken with both my employer
and family and believe that this is something I will have time for. I believe that my experience
with public policy and relationships I have made will be of benefit to the city.

Date 1/12/2018

Signed 

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