

CITY OF NEWBERG
AMENDED
CITY COUNCIL WORK SESSION AGENDA
JANUARY 17, 1989
7:30 P.M.
NEWBERG PUBLIC LIBRARY

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC HEARINGS:

1. Public hearing on adoption of procedure for hiring of new Manager and allowing for public input into the process.

IV. NEW BUSINESS:

1. Contract with Newberg Rural Fire Protection District

V. ADJOURN

INDEX OF RESOLUTIONS:

RESOLUTION:

1. Resolution adopting the procedure for hiring of the City Manager.
2. Resolution entering into contract with Newberg Rural Fire Protection District.

CITY OF NEWBERG
COUNCIL WORK SESSION
JANUARY 17, 1989
6:30 P.M.
J's RESTAURANT

THE CITY COUNCIL OF THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO REVIEW THE JANUARY 17, 1989 COUNCIL AGENDA ITEMS. THE COUNCIL WILL NOT MAKE ANY DECISIONS ON THE AGENDA ITEMS AT THE WORK SESSION. THE WORK SESSION WILL BE HELD AT J's RESTAURANT.

THE WORK SESSION WILL BE FOLLOWED BY THE CITY COUNCIL MEETING WHICH WILL BE HELD AT THE NEWBERG PUBLIC LIBRARY BEGINNING AT 7:30 P.M.

DATED THIS 11TH DAY OF JANUARY, 1989.

TRACIE REMILLARD - CITY RECORDER

MEMORANDUM
AGENDA: CITY COUNCIL
DATE: JANUARY 3, 1989

SUBJECT: City Manager Recruitment.

1. League of Oregon Cities Program. I have met with Colleen Hoss from LGPI who directs City Manager searches. I have discussed with her their program and the services they can provide. We used LGPI in our last search for a manager. Attached is a copy of a letter dated December 19, 1988 addressed to Mayor Hall which outlines the services they can provide. Also attached is a time guideline that sets out a time frame under which we can operate. Please note the cost is \$750. This takes into account that we will be doing some of the work and is a substantial savings compared to a professional search organization.

2. Advertisements. I have placed advertisements in the Western Cities Magazine, the League of Oregon Cities Bulletin, ICMA Bulletin, and JOBS Available Publication. At first I was not going to advertise in any newspapers but our Affirmative Action Program requires us to advertise in newspapers. An advertisement has been placed in the Sunday Oregonian. The deadline for submitting resumes is a postmark of January 31, 1989. This is a reasonable deadline which was set after my consultation with Dick Townsend. The actual advertisement is incorporated in the resolution.

3. Qualities. All of you have received a form on which you can indicate the qualities you wish to see in a manager. Those forms should be returned by January 3, 1989 in order for us to meet our time deadlines. I have attached an additional form with this packet in case you do not have the one previously sent to you. In addition, I have mailed this form to people in the community and have requested them to return it to the City so we can have their input. Please let us know of anyone that you think should receive the form and we will mail them one. The Ordinance/Legislative Committee indicated that we should get a list of qualities from the staff. I have asked the staff to complete and return their list of qualities to me as soon as possible.

4. Meeting January 17, 1989 with Colleen Hoss of LGPI. The City Council will meet in a work session on January 17, 1989 with Colleen Hoss. She will have received your completed forms and the forms received from the community. She will have a separate compilation of the qualities indicated by the Council and the community. In addition, I will have a compilation of the qualities indicated by the staff. We will review the qualities at the meeting in an attempt to focus on the type of manager the

Council would like to see. Please feel free to make additional recommendations at the time of our discussion. The purpose of this meeting is to allow Ms. Hoss to get a feel for the type of manager the Council wants so she can do the initial screening of the applicants. Attached for your information is a copy of the confidential profile we used in the last manager search.

5. Resolution. As you know from our last manager search, we are required to have a procedure in place in order to deliberate in Executive Session. We are required to allow community input in this procedure. At the January 3 Council meeting we will have a public meeting at which we have asked the citizens for their input as to what type of a manager they would like to see. As well, the January 17 work session will be an open meeting. I have attached a resolution which outlines the procedure to be used. This resolution differs some from the previous resolution. I have eliminated the citizens committee to review the final applicants. The revisions were recommendations made by the Ordinance/Legislative Committee. Please feel free to discuss this resolution. If you have any questions please feel free to defer this matter until the January 17 meeting at which time both myself and Colleen Hoss will be present to discuss this matter with you.

6. Community Profile. Attached is an amended copy of the community profile. The Ordinance/Legislative Committee felt that since this profile was done so recently it would still serve our purpose.

7. List of Potential Applicants. We are compiling a list of potential applicants from whom we can request a resume. This is often the best way to get candidates. Please contact Becky or myself if there is someone you would like us to mail a letter to. We hope to send these letters out by Friday.

RECOMMENDATIONS: The Council should pass the resolution if there are no further questions or table the resolution until the January 17 meeting. The Council should also approve the time guidelines.

Submitted by:

Terrence D. Mahr /dk
Terrence D. Mahr
Legal Counsel

cncl\mgrfind



League of Oregon Cities

SALEM: Local Government Center, 1201 Court Street N.E., P.O. Box 928, Salem 97308, Telephone: (503) 588-6466
EUGENE: Hendricks Hall, University of Oregon, P.O. Box 3177, Eugene 97403, Telephone: (503) 686-5232

December 19, 1988

Elvern Hall, Mayor
City of Newberg
414 East First Street
Newberg, OR 97132

Dear Elvern:

This letter is a proposal for the League of Oregon Cities to assist the City of Newberg in its City Manager recruitment.

For much of the process, we contract with the Local Government Personnel Institute and have found Colleen Hoss, LGPI Director, invaluable in personnel recruitment matters. Colleen met this week with Terry Mahr, City Attorney, to discuss the process.

As a result of their discussion, it is our understanding that the responsibilities will be allocated as follows:

City Responsibilities

1. Develop, place and pay for advertisements.
2. Accept and acknowledge all applications.
3. Send regret letters as appropriate.

Council Responsibilities

1. To develop, with the assistance of the League, a candidate profile which will be used as a guideline in the selection process.
2. Review top recommended group and any other applicants it chooses to select those candidates for whom background investigations will be conducted.
3. Develop, with League assistance, and conduct the interview process.
4. Interview final candidates and make City Manager selection and appointment.

III-1

League Responsibilities

1. Develop timeline for process.
2. Assist Council in developing candidate profile. Compile individual Council member and community leader comments into a document for discussion with the Council.
3. Respond to applicant inquiries.
4. Screen all applications and recommend top group to Council for further consideration. (All applications will be returned to the City for possible review.)
5. Assist Council in developing its screening matrix.
6. Conduct background investigations.
7. Assist Council in developing interview process.

A flat fee of \$750 will be charged for all aspects of the process outlined as League Responsibilities with the exception of the background investigations. The League charges \$140 for each background investigation conducted. These fees include all professional and secretarial time, phone costs and travel expenses.

As Colleen discussed with Terry, a draft timeline is included for Council review. Colleen plans to meet with the Council on January 17, 1989 to develop the candidate profile.

If there are questions, or we can assist you further, please don't hesitate to call.

Sincerely,



Richard Townsend
Executive Director

RT:dm

Enclosures

III-1

CITY MANAGER
CITY OF NEWBERG

TIMELINE

Council meets to discuss and approve process	January 3, 1989
Meeting with League and Council to discuss and approve timeline, profile, advertisement	January 17, 1989
Advertisements placed	December, 1988
Application deadline (City acknowledges all applications)	January 31, 1989
LGPI screens resumes and recommends top 20-30 candidates to Council	February 15, 1989
Council screens applicants and identifies candidates for background investigation (City sends regret letters sent to those applicants no longer under consideration)	March 7, 1989
Background completed and packets prepared and mailed to Council	March 24, 1989
Council selects candidates and arranges and conducts interviews	By middle of April
Council selects new City Manager (City sends regret letters to candidates not selected)	

Approved by Newberg City Council: _____

RESOLUTION NO. 88-

A RESOLUTION OF THE NEWBERG CITY COUNCIL ADOPTING A PROCEDURE FOR HIRING OF THE CITY MANAGER.

WHEREAS, the City of Newberg, hereafter referred to as the City, needs to employ a City Manager; and

WHEREAS, the City wishes to establish a process which would insure obtaining the services of a highly qualified and experienced manager; and

WHEREAS, the City wishes to use the services of the League of Oregon Cities to assist them in the hiring process; and

WHEREAS, the City wishes to establish a process whereby the public will have input into that process; and

WHEREAS, the City wishes to advertise the position to obtain as many candidates as possible; and

WHEREAS, the City wishes to conduct certain interviews, discussions and deliberations in Executive Session pursuant to the authority of Oregon Revised Statute 192.660(1)(a). This statute allows Executive Sessions to be conducted to consider the employment of a public officer when the vacancy of that office has been advertised, regularized procedures for hiring have been adopted by the public body, and there has been an opportunity for public input into the employment of such an officer.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, Oregon, as follows, to-wit:

1. The position of the City Manager for the City shall be advertised with the salary range and application deadline as follows:

"CITY MANAGER - City of Newberg, Oregon. Population 11,630. Located in the beautiful Willamette Valley, 25 miles south of Portland. Salary range \$45,000 to \$50,000 (DOQ) annually with additional benefits. Full service City. Desirable qualifications include degree in public administration, five years experience in City management or related field, ability to work well with community, Council and employees. Send resume to: City of Newberg, 414 E. First Street, Newberg, Oregon 97132. Deadline: 5:00 p.m., Tuesday, January 31, 1989."

Such advertisement shall be placed in the Western Cities Magazine, League of Oregon Cities Bulletin, International City Manager's Bulletin, JOBS Available Publication and the Sunday Oregonian.

2. In addition, a list of qualified individuals shall be compiled and those individuals shall be invited to apply for the position.

3. A profile of the City of Newberg shall be compiled. This profile shall be furnished to the list of potential candidates that the City is inviting to apply and available to any other candidate upon request. Such profile is attached as Exhibit "A" and by this reference incorporated.

4. A confidential profile of the type of individual and requirements that the City desires in a City Manager shall be compiled. Such profile shall be used by the City Council and the League of Oregon Cities in their screening of applicants.

5. The League of Oregon Cities shall be used as the entity which shall screen all the applications and compile a list of the top candidates to be submitted to the City Council in Executive Session. The Council shall select the candidates for possible interview and the League shall conduct confidential background investigations of such candidates. The League shall report on the background investigations to the City Council in Executive Session.

6. The City Council shall conduct interviews with the selected candidates in Executive Session.

7. After discussion in Executive Session the Council, in open public session, shall make a decision to appoint the new City Manager.

ADOPTED by the Council of the City of Newberg, Oregon, this _____ day of January, 1989.

City Recorder

resolt\mgrfind

III-1

**CITY OF NEWBERG
SEEKS A CITY MANAGER**

THE COMMUNITY -

Located on the east end of historic Yamhill County, the City of Newberg is just 30 minutes by automobile from downtown Portland, 30 minutes from Oregon's capital city...Salem, 60 minutes away from Oregon's "20 Miracle Miles" (the Pacific Ocean) and 75 minutes from the sunny ski slopes of Mt. Hood.

Newberg sits on four+ square miles of rolling, green agricultural-based land tucked into the protective arms of Chehalem and Parrett Mountains and overlooks the as-yet-undeveloped riverfront area of the lazy Willamette River. The City offers a wide range of quality housing, it is proud of the academic standards of its school system, it is home to George Fox College (a small private Christian school), and it is the boyhood home of former U.S. President Herbert Hoover.

Boasting a population of 11,630, the City of Newberg is celebrating its 100th anniversary. It operates under a Council-Manager form of government, with a mayor elected to two-year terms and eight councilors elected at large for overlapping four-year terms. The mayor and council serve as the policy-making body, and are responsible directly to the voters. The City Manager is employed by the Council to implement the policies of the Council and manage day-to-day operations.

The City currently employs 75 full time staff members and provides a full range of services to its residents under a \$40 million annual budget. The City provides police protection, public works, general planning services and water distribution service. Fire protection is also provided, and the City contracts to provide fire protection to a 64-square-mile surrounding rural area. Sewer service is provided with a new \$20 million sewer treatment facility. Library service is provided out of a \$1.4 million newly-remodeled 16,000 sq. ft. Carnegie library. Additionally, the community owns, but privately contracts for the operation of a 48-bed full-service hospital boasting an operating budget of nearly \$1.6 million.

THE FUTURE -

The City is in sound financial condition, providing a high level of service, and it is committed to bringing quality development and orderly growth to the community.

COMMUNITY... In overall terms, the Council envisions a small, bustling community dedicated to retaining it's own identity, and not becoming the "bedroom community" to the Portland metropolitan area; a community enhanced by well-planned industrial, commercial and residential growth. Specific future improvements to the community include:

- *The preservation of Newberg's historic downtown.
- *The resolution of major traffic congestion through the City.
- *The state, regional, national, and international promotion of Newberg as a destination area for the emerging, highly touted local wine industry.

*The creation of a Port Authority and the first-rate development of Newberg's Willamette River waterfront.

*Broadening of Newberg's economic base through the siting of additional "major" industrial development.

CITY ORGANIZATION....The City's future organization will emphasize participative management and focus on delivery of quality service with a staff that is responsive, lean and balanced. Specific attributes of this preferred organization include:

*A management team that is accessible and responsive to both the public and staff.

*Flexibility in meeting changing community needs.

*Employees who are competent, dedicated, secure in their roles and responsibilities, and responsive to the Council and the general public.

*A strategic planning process that is focused on achieving the Council's overall vision for the community and results in well-defined goals and objectives.

MANAGER AND COUNCIL....The Council's vision of its relationship with the City Manager is one of trust, mutual respect, and partnership. The characteristics of this relationship will include:

*A clear understanding of the Council's policy-making responsibilities and the City Manager's role in carrying out both the letter and the spirit of the Council's direction.

*A City Manager that is informed and insures that all staff work is concise, complete, timely and assesses the ultimate impacts of major decisions.

*An open and frequent communication between the City Manager and the Council that is based on mutual respect, candor and follow-through.

*A City Manager that can assist the Council in effectively exploring various alternatives and developing a consensus on sensitive and complex issues.

*Good long-range planning that minimizes the need for crisis management.

THE IDEAL CANDIDATE -

In overall terms, the Council is looking for a City Manager that has the enthusiasm and expertise to implement the City's long-term community vision and continue its commitment to responsive and efficient public service. More specifically, the City is looking for candidates with the following characteristics:

***Philosophical Orientation.**...Desirable candidates will possess a strong commitment to forming a partnership with the Council which is based on open communication, responsiveness and integrity.

***Competency.**...Candidates need a thorough understanding of community development, finance and community relations. In addition, the ideal candidate will have excellent communication skills and the ability to develop and lead a responsive and competent City organization.

***Human Relations.**...There is a critical need for the City Manager to work effectively with people, often under difficult circumstances. Key contacts include the Council, commissions, businesses and community groups, developers, other governmental agencies and City staff. The

City Manager must be a good negotiator who is capable of building trust and creating a positive environment. The Manager must be persuasive, logical, poised and articulate; assertive yet diplomatic.

***Experience...**The ideal candidate is a successful manager or assistant with particular expertise in community development, finance and community relations.

Other Desirable Characteristics...Newberg's City Manager should have an outgoing personality, be able to assume the role of facilitator in assisting the City Council through a given process. The Manager must be an individual who projects warmth and sincerity, a "people person"; one who is willing to become involved in the community and yet not be identified too closely with any one special interest group.

Based upon the community having a "home town" atmosphere, the City Manager should have a "home town" appeal. The City Manager should be straightforward, not patronizing towards City Council members, and not projecting a facade. Newberg is looking for a person who is sincerely interested in helping all people and who will not slight others who might not have political influence. The City Manager must recognize that the Council's priorities take precedence over the Manager's, and the Manager must be an individual who prefers not to take "center stage" in the community.

COMPENSATION -

The Council will work with the new City Manager to develop a total compensation package that is attractive and competitive. As a point of reference, the City Manager's current compensation package includes the following:

***SALARY...**The City Manager's salary is reviewed annually by the Council. The City Manager's salary will range from \$45,000 to \$50,000. Additionally the City contributes into a deferred compensation (retirement) program for the Manager.

***BENEFITS...**The City Manager currently receives the same benefits as other management staff, including vacation leave, 10 paid holidays per year, fully paid premiums for health, dental and disability insurance, an automobile allowance and expense account.

APPLICATION PROCEDURE -

To be considered for this outstanding career opportunity, submit your resume to City of Newberg, 414 E. First Street, Newberg, Oregon 97132. Filing date is Tuesday, January 31, 1989.

Additional information about this position may be obtained by calling Richard Townsend, Executive Director, League of Oregon Cities, Salem, Oregon (503) 588-6466 (800-452-0338 toll-free in Oregon).

An equal opportunity employer. It is the policy of the City of Newberg not to discriminate because of race, color, religion, sex, national origin, age or handicap.

NEWBERG CITY MANAGER PROFILE

EDUCATION & EXPERIENCE:

A BA or MA in public administration is desired. A minimum of five years of public administration experience, with eight to ten years of experience preferred. Past experience of Newberg's next City Manager should show management performance in such areas as grants procurement and administration, economic development strategies, and a thorough understanding of community development and community relations.

SKILLS & PAST PERFORMANCE:

1) ADMINISTRATIVE ABILITY

Must have demonstrated performance in personnel relations for a public agency having not less than 50 employees. Working management experience in a "full service" environment a must: including but not limited to the following departments... finance, public works (plus water and sewer), planning, police, fire, building and library.

2) COUNCIL RELATIONS

The Council's vision of its relationship with the City Manager is one of trust, mutual respect, and partnership. The characteristics of this relationship will include:

- * A clear understanding of the Council's policy-making responsibilities and the City Manager's role in carrying out both the letter and the spirit of the Council's direction.

- * A City Manager that is informed and insures that all staff work is concise, complete, timely and assesses the ultimate impacts of major decisions.

- * An open and frequent communication between the City Manager and the Council that is based on mutual respect, candor and follow-through.

- * A City Manager that can assist the Council in effectively exploring various alternatives and developing a consensus on sensitive and complex issues.

- * Good long-range planning that minimizes the need for crisis management.

- * The City Manager must recognize that the Council's priorities take precedence over the Manager's, and the Manager must be an individual who prefers not to take "center stage" in the community.

3) BUDGET AND FINANCE

Must have demonstrated prior experience in managing a "big business": Newberg's 1986-87 budget is over \$40 million. It is essential that a candidate have knowledge of municipal finance and local budget laws. Additionally, experience and proven expertise in grantsmanship are desirable. A keen interest in developing "alternative" sources of revenue is also desirable.

4) LABOR RELATIONS/PERSONNEL

Must demonstrate a personality which can communicate City goals and needs to employees, and who can, with firm fairness, increase productivity amongst City employees. Newberg's City employees are currently non-union. Must be able to continue the "team spirit" concept among City employees and in staff/community relations.

5) COMMUNITY RELATIONS

There is a critical need for the City Manager to work effectively with people, often under difficult circumstances. Key contacts include the Council, commissions, business and community groups, developers, other governmental agencies and City staff. Newberg's City Manager should have an outgoing personality, be able to assume the role of facilitator in assisting the City Council through a given process. The Manager must be an individual who projects warmth and sincerity, a "people person"; one who is willing to become involved in the community and yet not be identified too closely with any one special interest group.

Based upon the community having a "home town" atmosphere, the City Manager should have a "home town" appeal. Newberg is looking for a person who is sincerely interested in helping all people and who will not slight others who might not have political influence.

6) INTERGOVERNMENTAL RELATIONS

Must be able to relate and develop a good working relationship with the Councils of Government, County government, neighboring City governments, related district boards, as well as State and Federal agencies. Ideal candidate should have prior experience in working with intergovernmental agencies, dealing with such areas as financial projects and grants (ie., Senior Citizen Center). Must be able to use resources of other agencies to Newberg's benefit.

7) INNOVATIONS AND MAJOR ACHIEVEMENTS

Newberg's ideal candidate must be able to manage things with a lean budget, and must possess the ability to continue the good relations which currently exist with the employees, and other public and quasi-public bodies in the area. Must be able to set personal and City goals, and be creative and aggressive in seeking solutions to City problems. Knowledge and ability to develop alternatives in the areas of economic development, tourism promotion and development, and community redevelopment.

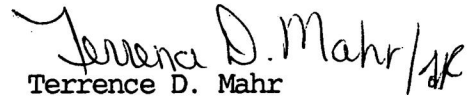
cncl\mgrfile

MEMO

TO: City Council
FROM: Interim City Manager
SUBJECT: Input on Profile for City Manager

DATE: January 11, 1989

The attached are the only copies of format forms which we have received from citizens of Newberg. Please look them over and we will discuss them at the meeting.


Terrence D. Mahr
Interim City Manager

TDM/bjm

FORMAT FOR CITY MANAGER PROFILE

Describe the background, skills and qualities you feel our City needs in a City Manager.

GENERAL

Importance
(High, Med., Low)

1. Education:

less important than professional experience.
However, with the changes facing city government
I believe graduate level education is important.

2. Experience:

Newberg's future challenges will be numerous and
demanding. The successful candidate must be creative,
flexible, not intimidated, A leader, and steeped in successful
city management.

SKILLS AND PAST PERFORMANCE

(Be specific to issues on technical expertise as it might pertain to our City.)

1. Administrative Ability

Able to develop confidence in leadership and city gov.
Articulate, Bright with solid speaking skills,
Team Builder. Most important, a visionary wanting to
develop Newberg's future rather than just letting ~~the~~ unplanned
events direct Newberg's future.

2. Budget/Finance

Knowledgeable / important not critical.
Brenda is an excellent financial adviser
these skills do not need to be duplicated.

City Manager Profile Format

3. Labor Relations/Personnel

4. Community Relations

Critical need / The City needs to
sell itself to the Community as an asset.
The City Manager should be a quality spokesman.

5. Council Relations

The City manager needs to be honest, creative,
willing to disagree and confidently explain why.
A participant in the Direction of the City.

6. Intergovernmental Relations

7. Innovation and Major Achievement

As previously stated, The successful candidate
should have a proven track record in a progressive
demanding municipal position. Newberg needs to
bring in a City Manager who demonstrates combination
of ideas, confidence, vision of the future, team building
characteristic and a professional energetic approach
to City Government.

Mark Meierot

FORMAT FOR CITY MANAGER PROFILE

Describe the background, skills and qualities you feel our City needs in a City Manager.

GENERAL

Importance
(High, Med., Low)

1. Education:

Bachelors at least High
Masters preferable -
(planning, admin.)

2. Experience:

Previous govt. experience
Business background a plus

SKILLS AND PAST PERFORMANCE

(Be specific to issues on technical expertise as it might pertain to our City.)

1. Administrative Ability

Ability to motivate and inspire others to excellence
Set goals and achieve them
Organized and hardworking - Committed to
the community

2. Budget/Finance

Education and proven experience in
govt budgeting

3. Labor Relations/Personnel

A facilitator - ability to negotiate -
help attain win-win solutions to
situations

4. Community Relations

VISIBLE! Willing to be involved,
to take creative risks, to establish
long-term working relationships with
other civic leaders and the community.

5. Council Relations

Must take a leadership role with the Council -

a proactive position. They are amateurs.

He/she is the professional who knows what
needs to be done and should be willing to provide

6. Intergovernmental Relations

Interest, presence and visibility

And a willingness to cooperate and sometimes

compromise from a position of strength are needed

7. Innovation and Major Achievement

Must be a visionary! I know there

must be some creative, forward thinking

innovators out there somewhere!

They may President and Board have indicated
an interest in having one or more of them. This
appointed to the Selection Committee. This
position is very important to me. Thanks, Janet

FORMAT FOR CITY MANAGER PROFILE

Describe the background, skills and qualities you feel our City needs in a City Manager.

GENERAL

Importance
(High, Med., Low)

1. Education:

College degree preferred B.S. - B.A +

2. Experience:

Experience should relate to specific
position in an appropriate manner.
A positive history!

SKILLS AND PAST PERFORMANCE

(Be specific to issues on technical expertise as it might pertain to our City.)

1. Administrative Ability

Critical in working with others / private
and public. Excellent people skills. What
type of communicator is this person?

2. Budget/Finance

Do they understand the numbers and
their relationship to Newberg's present and
long term future goals.

3. Labor Relations/Personnel

3-6 are of utmost importance. Since all of these areas are closely related, a persons skills

4. Community Relations

in working with people, and creating an environment for people to want to work ^{with} them, will be critical.

5. Council Relations

In all form of these areas they should be able to establish a sense of community with a mission.

6. Intergovernmental Relations

See # 3-5.

7. Innovation and Major Achievement

What has this person accomplished in the past? What are their plans (vision) for the future? How do we get there?

Current Electronics - by Greg Hewitson
Thanks Terry.

FORMAT FOR CITY MANAGER PROFILE

Describe the background, skills and qualities you feel our City needs in a City Manager.

GENERAL

Importance
(High, Med., Low)

1. Education:

MED.

EDUCATION IS ALWAYS AN ASSET, BUT NOT
ALWAYS REPLACEMENT FOR EXPERIENCE. MUST
HAVE COLLEGE DEGREE. GRAD. DEGREE OPTIONAL.

2. Experience:

MED

WE WANT A PROGRESSIVE, FORWARDLOOKING INDIVIDUAL
WHICH SOMETIMES SQUELCHED WITH TOO MUCH EXPERIENCE;
YET WE NEED SOMEONE WHO HAS BEEN SEASONED AND HAS
WISDOM FROM EXPERIENCE. 3-5 YRS AS CITY MANAGER OR
CITY PLANNER

SKILLS AND PAST PERFORMANCE

(Be specific to issues on technical expertise as it might pertain to our City.)

1. Administrative Ability

MED.

WELL ORGANIZED; ABLE TO PRIORITIZE THE NEEDS OF THE
CITY AND, AND NOT BE DISTURBED OR ~~UPSET~~ UPSET BY INSIGNIFICANT
"EMERGENCIES". GOOD PEOPLE PERSON AND STAFF MOTIVATOR

2. Budget/Finance

HIGH

ABILITY TO EVALUATE BUDGETS AND SET BUDGETS THAT
CAN BE MET. I FEEL OUR CITY HAS ~~BEEN~~ A HIGH BUDGET
FOR A SMALL COMMUNITY. NEED SOMEONE WHO CAN BALANCE
A BUDGET CONSISTANTLY

City Manager Profile Format

3. Labor Relations/Personnel

HIGH

NEED GOOD MANAGEMENT SKILLS - INTELLECTUAL,
DECISIVE, SELF CONFIDENT, CALM, STABLE, ATTENTIVE

4. Community Relations

MED

RESPECTED IN THE PUBLIC EYE. SOMEONE WHO
GENUINELY HEARS THE PUBLIC, AND TRY SEND HIS
ATTENTION EVEN IF HIS DECISION DIFFERS

5. Council Relations

MED

COOPERATIVE

6. Intergovernmental Relations

MED

OFTEN A CITY MANAGER MUST CONFER WITH OTHER
CITY OFFICIALS TO ~~RECEIVE~~ OBTAIN THE BEST SOCIAL
AND ECONOMICAL RESULTS, ~~AND~~ ALSO MUST KEEP AHEAD OF
ALL CHANGES IN LAWS OR CODES THAT WILL AFFECT OUR COMMUNITY.

7. Innovation and Major Achievement

HIGH

NEED A REALISTIC GOAL SETTER, BOARDING ON A DREAMER.
SOMEONE WHO HAS ACHIEVED GOALS IN THE PAST; SUCCESSFUL

FORMAT FOR CITY MANAGER PROFILE

Describe the background, skills and qualities you feel our City needs in a City Manager.

GENERAL

Importance
(High, Med., Low)

1. Education:

A HIGH LEVEL OF EDUCATION INCLUDING EMPHASIS OR MAJORS IN PUBLIC ADMIN. FINANCE, ETC.

2. Experience:

PRIOR MANAGER EXPERIENCE SHOULD BE PREFERRED ALTHOUGH NOT REQUIRED. POLITICAL AND COMMUNITY SKILLS WOULD BE VERY IMPORTANT

SKILLS AND PAST PERFORMANCE

(Be specific to issues on technical expertise as it might pertain to our City.)

1. Administrative Ability

M & H

2. Budget/Finance

M & H

VERY IMPORTANT - COMMUNITY IS FIRST FISTED WITH PUBLIC MONEY + POTENTIAL MGR. MUST BE AWARE OF THAT

City Manager Profile Format

3. Labor Relations/Personnel

MED

OBVIOUSLY GOOD PERSONNEL ABILITIES ARE NECESSARY FOR
SMOOTH RUNNING OF THE CITY. LEGAL LABOR RELATIONS
SKILLS SHOULD BE SUFFICIENTLY BROAD GENERALLY HOWEVER
WITH AN IN HOUSE CITY ATTORNEY SPECIFIC EXPERTISE IS NOT NECESSARY

4. Community Relations

HIGH

VERY IMPORTANT. CITY GOVT. HAS ALWAYS BEEN
VERY ACCESSIBLE + INVOLVED + SHOULD REMAIN THAT
WAY

5. Council Relations

MED

ABILITY TO RELATE TO VOLUNTEER COUNCIL SHOULD
BE UNDERSTOOD

6. Intergovernmental Relations

MED

7. Innovation and Major Achievement

MED

INNOVATION + CREATIVITY ARE NECESSARY FOR
EFFICIENT GOVT. + A WELL FINANCED ONE

MEMORANDUM
AGENDA: CITY COUNCIL
DATE: JANUARY 17, 1989

SUBJECT: Contract with the Rural Fire District.

BACKGROUND: The Newberg Rural Fire Protection District has submitted the attached contract, marked as Exhibit A, to the City for their acceptance. We enjoy a good relationship with the fire district and would like to continue such. There is some concern on the part of the fire district about the budget cuts the City will be making as a result of tax base defeat. The fire district has bought and donated to the City several pieces of new fire equipment. They are interested in seeing that the money they pay to the City is used for fire protection services and not used to fund other areas.

RECOMMENDATION: I recommend that the City enter into this contract with the fire district. I do not think this is the time to attempt tough negotiations with the fire district in light of their generosity towards us in form of providing the City with new fire equipment and the good working relationship we want to maintain. The Finance Director is analyzing the figures and a more detailed report will be presented at the January 17 Council meeting. I recommend passage of the attached resolution.

COST: This information is provided in the contract.

Submitted by:

Terrence D. Mahr /dk
Terrence D. Mahr
Acting City Manager

Attachments

memo\cc1-3

RESOLUTION NO. 89-

A RESOLUTION AUTHORIZING THE CITY OF NEWBERG TO ENTER INTO A CONTRACT WITH NEWBERG RURAL FIRE PROTECTION DISTRICT.

WHEREAS, the City furnishes fire services to Newberg Rural Fire Protection District; and

WHEREAS, the City and Newberg Rural Fire Protection District desire to enter into a contract by which Newberg Rural Fire Protection District will pay the City for services rendered to Newberg Rural Fire Protection District.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Newberg, Oregon, as follows, to-wit:

1. The City agrees to enter into the contract with Newberg Rural Fire Protection District. Such contract is attached to this resolution and marked as Exhibit "A", and by this reference incorporated.

2. The Council authorizes Mayor Elvern Hall and Acting City Manager, Terrence D. Mahr, to execute the contract of behalf of the City.

3. The City shall continue to work in cooperation with Newberg Rural Fire Protection District and wishes expresses its appreciation for the continuing good relationship between the parties.

ADOPTED by the Council of the City of Newberg, Oregon, this 17th day of January, 1989.

Tracie Remillard - City Recorder

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1989-94 FIRE PROTECTION CONTRACT

THIS AGREEMENT made and entered into by and between the CITY OF NEWBERG, a municipal corporation, Yamhill County, Oregon, herein called the CITY, and the NEWBERG RURAL FIRE PROTECTION DISTRICT of Yamhill County, Oregon, herein called the DISTRICT, and

WHEREAS, the CITY is a regularly incorporated city of the State of Oregon and maintains fire fighting equipment and a force of people to man same, and the DISTRICT is a Rural Fire Protection District organized for the purpose of furnishing to its electorate fire protection under the provisions of ORS Chapter 478; and

WHEREAS, negotiations have been had between the CITY and the DISTRICT; NOW THEREFORE,

In consideration of the mutual agreements herein contained, and the payments herein provided, said parties agree as follows:

1. That the CITY shall, upon notice by telephone or otherwise, afford any fire prevention and protection and emergency aid that can be reasonably furnished by the CITY for the protection of the property in the DISTRICT's area, it being understood that the CITY shall have first claim upon its own fire fighting and rescue equipment and that the claim of the DISTRICT shall be secondary to the necessities of the CITY in protecting its own property; also, that the CITY shall at all times reserve and hold within said CITY one unit of motorized fire fighting equipment. It is understood that the CITY shall provide adequate personnel accompanying motorized equipment. Provided, further, that in the event that the CITY should find it impossible to properly man such equipment when called for use in said DISTRICT from the volunteer fire department of the CITY then and in that event, the DISTRICT shall have the right to man equipment hereunder for the DISTRICT call from such personnel as the DISTRICT may be able to secure and who are satisfactory to the Fire Chief of the CITY.

2. That the CITY's dispatchers, the Commanding Officer of the Fire Department or any unit thereof, shall exercise his judgment from the information received as to the amount and type of equipment which may be spared from the CITY at the time, and the amount and type of equipment to be dispatched to said DISTRICT, and no faulty judgment or ill-advised action on the part of said dispatcher or Commanding Officer of the Fire Department or unit thereof, shall create any liability against that individual or against the CITY or defeat the right of the CITY to compensation as herein provided.

3. That the parties hereto agree that the DISTRICT shall, in its regular budgets and levies in the fiscal years 1989 through 1994, make tax levies for fire protection and agrees to pay the CITY the sum of \$816,383.00.

The sum shall be paid in the following manner and time, to-wit:

Fiscal year 1989-1990	\$149,228.00
Fiscal year 1990-1991	\$155,943.00
Fiscal year 1991-1992	\$162,961.00
Fiscal year 1992-1993	\$170,294.00
Fiscal year 1993-1994	\$177,957.00

Provided, that each of the above annual sums shall be paid at the rate of 30 percent on or before January 5th, and additional 40 percent on or before April 5th, and the balance of 30 percent by June 5th of each year. Provided further, that payment as heretofore stated shall at no time be in excess of taxes received for the current fiscal year, less \$5,000.00 and shall be exercised at the discretion of the DISTRICT.

4. That the DISTRICT shall, at its discretion, require that the CITY reduce the contract payments the appropriate amount relative to the loss of DISTRICT tax revenues due to annexation of major DISTRICT industrial properties into the City of Newberg.
5. That either party may renegotiate or alter the terms or figures of this contract by giving the other party thirty days written notice of their intention to renegotiate or alter the contract provisions. Provided that, in order for the results of such renegotiation or such alteration to be effective, they shall be set down in writing, attached to this contract, and signed by both parties.
6. That this contract shall be in full force and effect commencing as of July 1, 1989 and terminating June 30, 1994, it being the purpose and intent of the agreement that it shall be renewable as experience determines the propriety of the levy and the services.
7. Failure of either party at any time to require performance of any provision of this contract shall not limit the party's right to enforce the provision, nor shall any breach of any provision constitute a waiver of any succeeding breach of that provision or waiver of that provision itself.

IN WITNESS WHEREOF, the parties hereby have caused these presents to be executed by their officers thereunto duly authorized this ____ day of January, 1989.

CITY OF NEWBERG

NEWBERG RURA FIRE PROTECTION DISTRICT

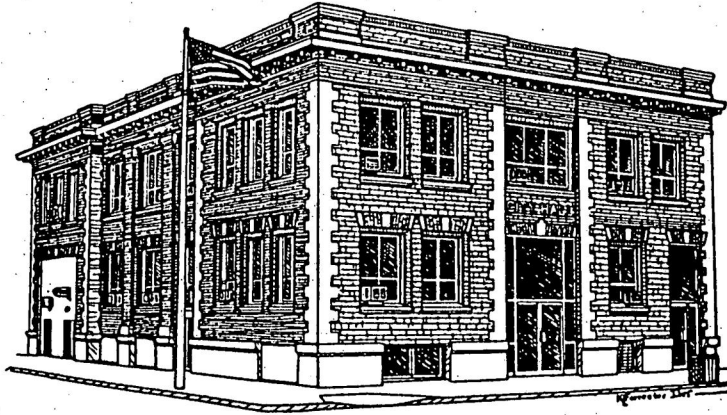
Elvern Hall - Mayor

Bland Herring- Chairman

Terry Marr- Acting CITY Adm.

John L. Fawcett - Secretary-Treasurer

C • I • T • Y • P • O • R • T • R • A • I • T



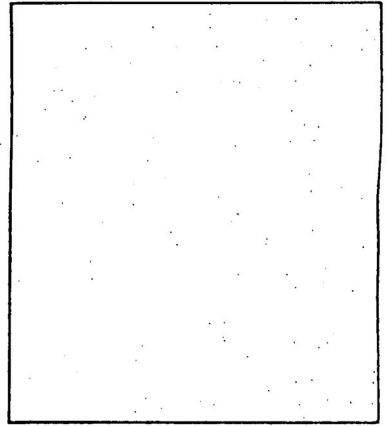
Newberg City Hall built in 1912.

NEWBERG IS PEOPLE

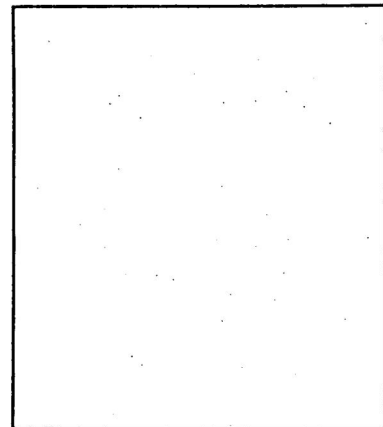
LIVING AND WORKING TOGETHER



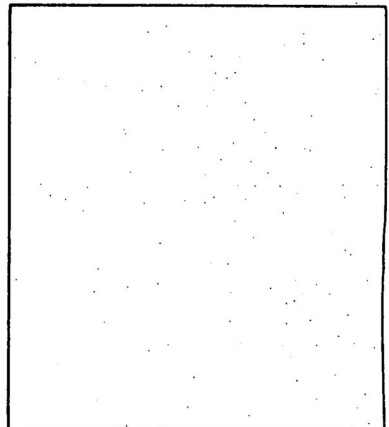
Mayor Elvern Hall



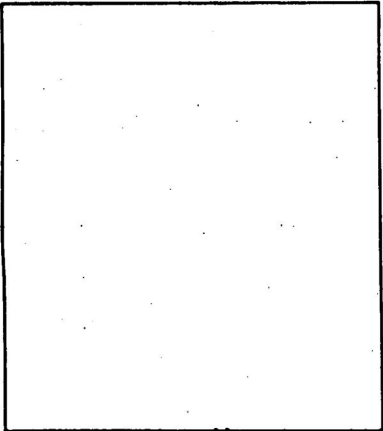
Council President Tommy Tucker



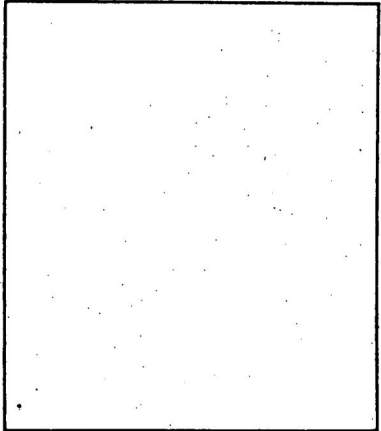
Councilperson Alan Halstead



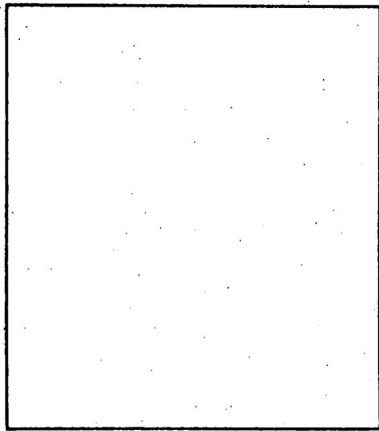
Councilperson Donna Proctor



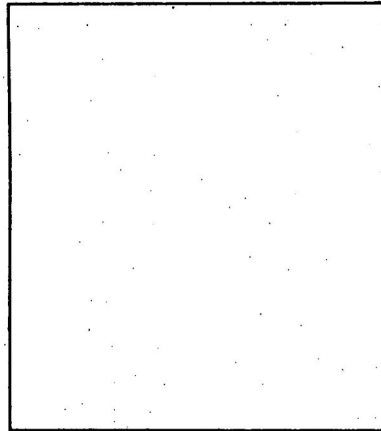
Councilperson Roger Gano



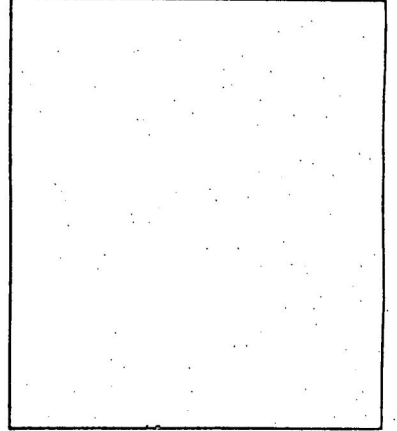
Councilperson Eldon McIntosh



Councilperson Joe Young



Councilperson Jack Nulsen



Councilperson