



RESOLUTION No. 2013-3100

A RESOLUTION ADOPTING PROCEDURES, STANDARDS, CRITERIA, AND POLICY DIRECTIVES TO BE USED IN HIRING THE CITY MANAGER

RECITALS:

1. The office of city manager of the city became vacant upon the resignation of Daniel Danicic effective August 12, 2013.
2. On August 26, 2013, the city council appointed Assistant City Manager Lee Elliott to serve as the city manager pro tem.
3. The mayor appointed a city manager recruitment subcommittee (subcommittee) of the council on October 7, 2013, to make recommendations concerning the recruitment of a full-time, permanent city manager. Members of the subcommittee are Councilor Bart Rierson, Councilor Mike Corey, and Councilor Lesley Woodruff.
4. The subcommittee reviewed proposals from recruitment firms and consensus was met by the council for the interim city manager to sign a contract with Mid-Willamette Valley Council of Governments (MWVCOG) for recruitment of candidates for the city manager position.
5. The city council intends to hold executive session to consider the employment of the city manager in accordance with ORS 192.660(2)(a).
6. In addition to the public meeting held by the subcommittee, the city council held a public hearing on December 16, 2013, at which the council adopted procedures for hiring the city manager and gave the public an opportunity to comment on the employment of the city manager.
7. At the December 16, 2013, meeting, the Council also adopted the standards, criteria, and policy directives to be used in hiring the city manager after the public had an opportunity to comment.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. **Professional Recruitment.** The city of Newberg has employed the Mid-Willamette Valley Council of Governments (MWVCOG) to provide professional assistance in the recruitment and hiring of the city manager as set out in Exhibit "A" (Scope of Work), which is attached and by this reference incorporated.
2. **Advertisement.** The city through MWV COG will advertise nationally for candidates for the city of Newberg through trade journals, professional forms of communication, the city's web, and personal solicitations. Locations suggested by the subcommittee will include the League of Oregon Cities, International City Managers Association, Association of Washington Cities website, city of Newberg

website, MWVCOG website, and The Newberg Graphic. An example of the position profile is attached as Exhibit “B”, which is attached and by this reference incorporated.

3. **Procedure for Hiring City Manager.** The city has one city manager and replacement of that city manager is done on an infrequent basis. Daniel Danicic served for four years as the city manager. The hiring procedure is reviewed, established, and adopted as the need arises. The following procedure is adopted by the city council for hiring the city manager:
- A. Employment of a professional recruiter to recruit candidates for the city manager position. In this case, the MWVCOG has been employed as the professional recruiter to work with the city manager recruitment subcommittee (subcommittee) and city council.
 - B. Establishment of an invitation for interest for the city manager position. The invitation presents a profile of the community and the city organization, as well as presenting some of the challenges and issues facing the city. The document states some of the attributes in a city manager the city council desires, and it presents a hiring range. It also provides the necessary information to apply for the position, as well as the application deadline. This document will be used by the professional recruiter for the initial screening of applicants. This invitation is attached as Exhibit B.
 - C. Advertisement for such position. The city will advertise nationally, as indicated in paragraph 2.
 - D. The professional recruiter shall review all applications résumés submitted by the deadline established. Based upon the professional recruiter’s judgment and consideration of input from the subcommittee, the professional recruiter shall establish the first level of top candidates.
 - E. In executive session, the subcommittee, with the professional recruiter, will review the first level top candidates to consider for telephone interviews and recommend to the city council finalists for background and reference checks.
 - F. In executive session, the city council, with the professional recruiter, will approve a selection of candidates for background and reference checks.
 - G. Proceeding completion of background and reference checks, in executive session, the city council, with the professional recruiter, will choose which candidates to invite for personal interviews with the city council.
 - H. The city council may send a supplemental questionnaire to the candidates. The city council may wish to conduct the initial interviews prior to conducting background investigations. A background investigation will be conducted prior to offering the city manager position to a candidate.
 - I. In executive session, the city council, guided by the professional recruiter, will conduct interviews with the candidates chosen to be interviewed.

- J. The city council, through the professional recruiter, may invite certain candidates for a final interview with the city council if necessary, and these interviews will be conducted in executive session.
- K. The city council may direct a representative to discuss terms and conditions of employment with potential city manager candidates.
- L. The city council, in open public session, shall select the candidate to be appointed as the city manager of the city of Newberg.
- M. The cost of transportation, lodging, and food for the candidates to come to the personal interviews shall be borne by the city.
- N. The city council, through the professional recruiter or other personnel, will investigate the backgrounds of the final candidates to ensure the accuracy of application and fitness for service. Such background investigations and information will be conducted in the strictest of confidence. The material shall be held as confidential as much as the law allows.
- O. Nothing in this procedure, in any resolution, or other document shall obligate the city council to offer the position of city manager to any candidate, select any candidate or person, or appoint any candidate or person to the position of city manager. Furthermore, the city council may choose any person to appoint as city manager regardless of whether that person submitted an application or résumé or interviewed for the position of city manager.
- P. Nothing in this procedure shall prevent the city council from soliciting input, comments, or other information from any group, groups, or the general public concerning the candidates.
- Q. It is extremely important for professional reasons to honor commitments to city manager candidates for confidentiality in the process. The city council wishes to honor this commitment of confidentiality to the fullest extent possible while complying with the Oregon Public Records and Meetings Law. Nothing in this procedure shall give the city of Newberg any liability for breach of any confidentiality in the process.

4. **Timeline.**

STEPS	ESTIMATED TIME & NOTES	TARGETED COMPLETION
2013		
Initial Meeting with Subcommittee		Wednesday, October 23 rd
Profile Adopted by City Council		Monday, December 16 th
Ads Placed	1 to 2 days	Wednesday, December 18 th
2014		
Application Deadline		Monday, January 27 th
Prepare and send acknowledgment letters	1 week following closing	Monday, February 3 rd

Professional recruiter screen applicants – recommend top candidates to subcommittee	2-3 weeks following closing	Monday, February 17 th
Subcommittee review applications and select candidates for telephone interviews or finalists for background/reference checks		Wednesday, February 19 th
Subcommittee conducts telephone interviews, if necessary		Week of February 24 th
Council approves selection of candidates for background/reference checks	3 – 4 weeks notice to applicants, in case a supplemental questionnaire	Monday, March 3 rd
Reference background checks performed on finalists	3 – 4 weeks	Monday, March 31 st
Council selects candidates for interviews, may send supplementary questionnaires and/or conduct background checks		Monday, April 7 th
Candidate interviews in executive session	Will take an entire meeting recommended as a special meeting	Late April
Opportunity for input and comments from groups and the general public		Late April or beginning of May
Possible second interview of top candidates in executive session	Requires special meeting	Late April or beginning of May
Final decision as to the appointment of the city manager at a regular City Council meeting		Mondays, May 5 th , May 19 th , or June 2 nd

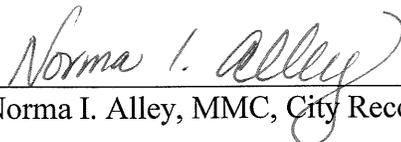
*Options for when to conduct background interviews/checks

- Before candidates are invited to interview
- Council conducts initial interviews and selects candidates for background checks. Following this, final interviews are done.
- Background checks are completed on finalists following interviews.

5. **Standards, Criteria, and Policy Directives.** The city council adopts the following standards, criteria, and policy directives to be used in judging the city manager candidates:
- A. **Standards.** The city manager candidate is expected to meet the following standards:
 - 1) **Education and Experience**
 - i. Bachelor's degree in public/business administration, political science or closely related field with at least five (5) years of local government management experience as a city manager, assistant city manager or department head; or equivalent combination of education and experience is required. A Master's degree in public administration or related field and certification as an ICMA Credentialed Manager is preferred.
 - B. **Criteria.** The city manager candidate will be judged with expectations of meeting as many of the criteria as are outlined in the position profile.
 - C. **Policy Directives.** The city manager candidate has the responsibility of implementing city policy, as directed by the city council. The candidates will be judged as to who is the most likely to implement policy directives as outlined in the position profile.
6. **Public Hearing.** The city council has conducted a public hearing to receive input from the public concerning the procedures as well as the standards, criteria, and policy directives for hiring the new city manager. This resolution is adopted after giving the public the opportunity to comment on the standards, criteria, and policy directives and after consideration of the public comments.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: December 17, 2013.

ADOPTED by the City Council of the City of Newberg, Oregon, this 16th day of December, 2013.

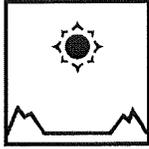


Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 19th day of December, 2013.



Bob Andrews, Mayor



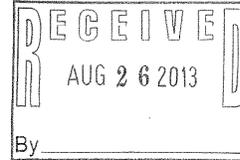
Mid-Willamette Valley Council of Governments

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PHONE 503-588-6177 • FAX 503-588-6094 • email: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

————— *Getting things done together!* —————

August 26, 2013

Mayor Bob Andrews
City of Newberg
P.O. Box 970
Newberg, Oregon 97132



Dear Mayor Andrews:

The Mid-Willamette Valley Council of Governments (hereinafter referred to as “COG”) would be pleased to discuss with you further the possibility of coordinating the recruitment process for a new City Manager for the City of Newberg.

The scope of services for the recruitment process may, at the discretion of the Council, include any or all of the following activities:

- Develop a recruitment timeline
- Draft and place the position advertisement
- Meet with the City Council to draft a position profile
- Receive applications and send acknowledgement letters
- Screen applications down to those which most closely fit the position profile
- **Respond to inquiries from candidates during the recruitment process**
- Perform background checks on finalist(s) chosen by the Council
- Work with the Council in determining the interview process and the development of interview questions
- Facilitate the interview process, as required
- **Send out regret letters to unsuccessful candidates at appropriate times during the recruitment process.**

Based on the services outlined above, the total cost of this project is \$7,000 including background checks on a maximum of five (5) finalists for the position. **Additional background check would be billed to the City at \$400 per check.** The City of Newberg would pay one-half of the project cost upon acceptance of the proposal and the remainder upon project completion. The City will be directly responsible for actual advertising costs and any finalist travel expenses (e.g., lodging, meals, and mileage) incurred during the recruitment process. Should the City significantly broaden the scope of services, the COG reserves the right to renegotiate the cost of the project.

————— Serving member governments in Marion, Polk, and Yamhill Counties —————

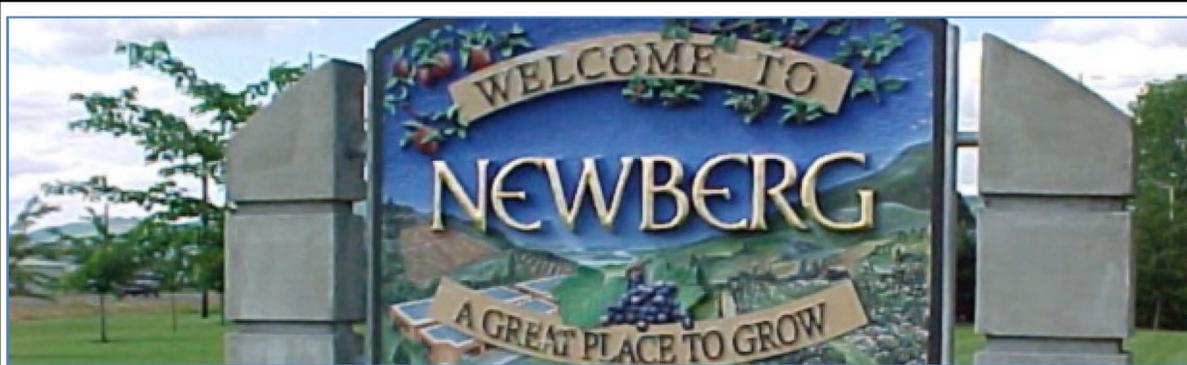
Please feel free to call if you have any questions or would like to discuss this proposal further.

Sincerely,

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

A handwritten signature in cursive script, appearing to read "Nancy J. Boyer", with a long horizontal flourish extending to the right.

Nancy J. Boyer
Executive Director



**CITY OF NEWBERG, OREGON
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER
(Closing date: Monday, January 27, 2014)**

The Community

The City of Newberg (population 22,300) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.

Good schools, quality City services and active community involvement are among the attributes that help the City live up to its motto, "**Newberg, a Great Place to Grow.**" The City enjoys a highly diverse economic base. Many of the City's "home-grown" businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor's degrees in more than 40 majors, adult degree programs, and 12 master's and doctoral degrees; a branch of Portland Community College; and Providence Newberg Medical Center are located in the City.

Newberg is the second largest city in Yamhill County, which is famous for its wineries and vineyards. The area's wineries are among the finest in the state and have achieved world attention for their pinot noir varieties. Parks, boating, biking, hiking, hunting, fishing, golfing, athletic events, winery tours and tastings, a premiere destination resort, historic walking tours, the Hoover-Minthorn House, the Chehalem Cultural Center, theater and concerts, art galleries and special events bring tourists to the Newberg area. The community sponsors several major events each year including Tunes on Tuesday in the spring, Camellia Festival in April, the Old Fashioned Festival Days in late July, Friday Art Walk the first Friday of each month, as well as the boat races on Memorial Day weekend.



Vineyards in the Newberg area

The community is on the threshold of some major changes. This year, construction of the first phase of the Newberg-Dundee Bypass, a major state highway project, began. This project has been 30 years in the planning and will result in a lot of truck traffic being taken out of the historic downtown Newberg. With this will come the continuing renaissance of the downtown area. The University is restarting their football program in 2014. The continuing reputation of the Allison Inn & Spa (both nationally and world-wide) will be attracting more visitors and likely residents to the city of Newberg.

A one-hour drive east will take one to the Cascade Mountains for skiing, climbing, camping, fishing and hiking. A one-hour drive east will also take you to the Columbia River Gorge for world class windsurfing, kite board sailing, and kayaking. A one and a half hour-drive west will take one to the breath-taking views of the Pacific coastline, with its many beautiful beaches for whale watching, surfing, and ocean kayaking.

The Newberg-Dundee area offers a wide variety of housing opportunities for its residents. The median sales price over the last twelve months since October 2013, is \$233,300, which is a 12.1% increase from the prior year.

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

The Organization

Incorporated in 1889, the City of Newberg is a Charter City and has a Council-Manager form of government. The City has a Mayor elected every four years and six Council Members who are also elected to four-year terms.

The City has approximately 180 staff members with three unions (Police, Fire, and Public Works) and a FY 2013-14 budget of \$86.6 million, including \$13.7 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, City Attorney, Municipal Court, Police and Communications, Fire along with EMS (Ambulance Service), Library, Planning and Building, Engineering, and Public Works. The Council appoints the City Manager, the City Attorney and the Municipal Judge. Park and recreation services are provided by the Chehalem Park and Recreation District.

The City seeks to serve as a catalyst to create a "friendly, small city" next to the larger metropolitan area, be responsive to the physical and social needs of the community, support Newberg as an independent community that provides a broad range of services using all available public and private resources, and rely on innovative leadership and planning to achieve the vision of the future.



Rotary Centennial Park

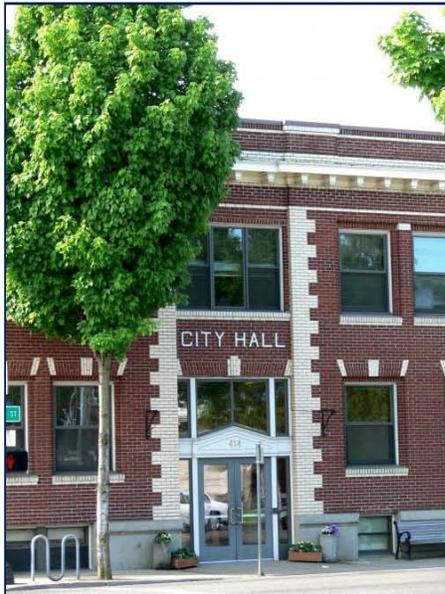
The City Council, the Mayor and staff are committed to quality leadership for the benefit of the residents of Newberg and will:

- be professional in their attitude and proficient in their tasks.
- encourage a spirit of cooperation in dealing with the mutual problems and challenges facing the community.
- expect and demonstrate courtesy and respect in all interactions.
- commit to total quality in all services provided.

- be accountable and effective stewards of the public trust and resources.
- display innovation and initiative in responding to the needs of the community.
- participate in and promote the exchange of ideas through open communications.
- recognize that all individuals living and working in the community are essential resources for achieving the City's mission and goals..

Challenges and Issues

The City of Newberg continues to experience traffic through the center of town on Highway 99W due to the growth of the Portland metropolitan area and increased traffic to and from the Oregon Coast. The Newberg-Dundee Bypass is a controlled-access expressway that will significantly reduce the traffic congestion on OR99W. "Phase 1" will extend four miles from OR219/Wilsonville Road to OR99W south of Dundee, with



Newberg City Hall

one travel lane in each direction and is expected to be completed in 2016. The full bypass will be an 11-mile, four-lane highway around the cities of Newberg and Dundee. While the entire bypass has been approved, funding is only currently available for the first part of the project. The City will need to develop a plan for transportation within Newberg's downtown core post Newberg-Dundee Bypass. In addition, implementation of the Transportation System Plan (TSP) and funding for the maintenance of existing local roads is an important issue in the community.

The Comprehensive Plan projects that Newberg will grow to a population of 38,352 by 2025 and 54,097 by 2040. Planning for this future growth and the infrastructure needed to accommodate this projected growth will be essential to maintain and enhance Newberg's high quality of life. Newberg has identified that it has a severe shortage of industrial land within its Urban Growth Boundary (UGB) to retain and grow existing businesses and attract new businesses, particularly in the manufacturing area. To address this shortage, Newberg is in the process of including land in the south industrial area into the UGB and designating that land industrial. A priority for the new City Manager will be to review and follow

through with state agencies on planning updates, including the Urban Growth Boundary (UGB), Urban Reserve Area (URA) and city limits.

The City Council considers collaboration and the development of strong networks with various community-based jurisdictions and other governmental entities very important in ensuring the future success of the region. These include the School District, Parks and Recreation District, neighboring cities, the County, the Chamber of Commerce, Provident Newberg Medical Center and George Fox University.

As the Chief Budget Officer, the City Manager needs to plan for financial stability on a long-term basis. As with all governmental entities, the City faces the challenge of growing demands and limited resources. The City Manager will need to be both innovative and pro-active in his/her approach to revenues (including alternative funding resources) and financial management.

Other priorities include moving forward on the Riverfront Plan (for the waterfront area on the Willamette River), downtown revitalization, economic development, workforce development, and affordable housing.

The Position

The City Council seeks an experienced manager with exceptional interpersonal, communication and administrative skills to serve as the new City Manager of Newberg. He/she should have a quality orientation – someone who isn't satisfied with the status quo, but strives to make government more innovative, effective and efficient. The new City Manager should be creative, entrepreneurial and visionary.

An impeccably honest individual with a strong sense of personal and professional integrity is sought. The ideal candidate will be committed to engaging citizens, neighborhoods and the business community in the decisions that affect them. He/she will have the ability to educate the public on local governmental issues, build consensus and pull the community together.

The individual should have a record of community service and a commitment to become actively involved in this community. He/she should be a visible leader, good listener and someone who the community can trust. A dedication to responsive public service is required.



Wastewater Treatment Plant

The new City Manager will have the ability to develop and maintain effective partnerships with other governmental entities and recognizes that regional cooperation and collaboration is essential to the overall welfare of the City.

The ideal candidate will be politically astute, yet apolitical and will foster a successful working relationship with the Mayor and City Council. It is essential that the Manager keep the City Council well informed on issues and activities concerning the City and is someone who believes in sharing information rather than in holding information. The City Manager will be innovative and proactive and will provide well-researched recommendations and alternatives to the Council so that they may make informed decisions. He/she will be adept at assisting the Council in translating their vision and goals into action plans and accomplishments.

The selected Manager will lead an experienced and talented management team. He/she should be accessible, supportive, personable and have a sense of humor. The ideal candidate will be able to empower staff by providing clear direction, establishing high standards of accountability and letting managers manage his/her department. The Manager should provide opportunities for professional development and recognize accomplishments. The individual should have an understanding of labor and employment law and have a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person must possess excellent problem-solving skills, be able to develop solutions and make good decisions. The ideal candidate should exhibit an open, honest, straight-forward communication style and excellent interdepartmental collaboration to ensure a team environment.

The successful candidate will be an experienced manager with strong governmental budgeting and financial management skills, including capital project funding mechanisms in the public sector and ability to work within budgetary constraints. Knowledge of land use planning, experience developing and meeting the infrastructure needs of a growing community, and experience in economic development are also seen as very valuable. A Bachelor's degree in public/business administration, political science or closely related field with at least five (5) years of local government management experience as a City Manager, Assistant City Manager or Department Head; or equivalent combination of education and experience is required. A Master's degree in public administration or related field and certification as an ICMA Credentialed Manager is preferred.

Compensation

The City of Newberg has established a hiring range from \$110,000 to \$130,000 dependent on qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage with the City paying 90% of the premium for the employee and dependents. In addition, the City pays the full retirement contribution to Oregon PERS. Residency within the city limits of Newberg is highly desirable.

To Apply

If you are interested in this outstanding opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, résumé, and references to Newberg City Manager Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or email to nboyer@mwvcog.org. The closing date is **Monday, January 27, 2014.**



Newberg City Library

Veteran's Preference – The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at www.newbergoregon.gov) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Those deemed qualified will be provided to the City's Recruitment Committee/City Council for review and selection of finalists. Interviews at the City of Newberg will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. If you have any questions, please do not hesitate to call Nancy Boyer at (503) 540.1601. For additional information, visit the City's Website at: www.newbergoregon.gov.

The City of Newberg is an Equal Opportunity Employer

