

RESOLUTION No. 2012-3001

**A RESOLUTION APPROVING THE ANNUAL EVALUATION OF THE CITY
MANAGER COMPLETED IN APRIL, 2012**

RECITALS:

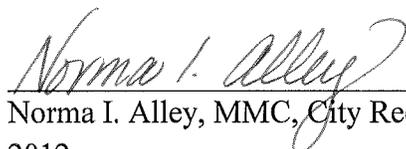
1. In accordance with the Newberg City Charter, the city manager is the chief executive officer of the City of Newberg, which reports directly to the mayor and city council and is supervised by the governing body.
2. The city has a contract with the city manager and pursuant to that contract; the city council will evaluate the city manager in executive session.
3. The Open Meetings Law of the State of Oregon allows the evaluation of the job performance of the chief executive officer to be conducted in executive session by the city council and pursuant to such Standards, Criteria, and Policy Directives adopted by Resolution No. 1999-2191 on July 19, 1999.
4. The mayor, city councilors, and the city manager met in executive session on April 16, 2012, to discuss the city manager's annual evaluation.
5. The mayor has submitted the written evaluation which will be placed in the city manager's personnel file after being adopted by the City Council.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The written evaluation of the city manager, which is attached as Exhibit "A" and by this reference is hereby adopted.
2. The city manager shall be given a copy of the evaluation to sign and may make any written comments after which the written evaluation shall be placed in the city manager's personnel file.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: May 8, 2012.

ADOPTED by the city council of the city of Newberg, Oregon, this 7th day of May, 2012.



Norma I. Alley, MMC, City Recorder

ATTEST by the mayor this 10th day of May, 2012.



Bob Andrews, Mayor

Subject: Performance Review Follow-up

Date: Wednesday, April 25, 2012 3:37:30 PM PT

From: Dan Danicic

To: Bob Andrews, Denise Bacon, Bart Rierson, Stephen McKinney, Marc Shelton, Ryan Howard, Wade Witherspoon

CC: Dan Danicic

Mayor and Council,

Thank you, again, for your support and guidance.

Based on our discussion last week in my review, I proposed to initiate the following actions:

1. Create a Professional Development Plan.

I will work with our HR consultant, Annalies Kloosterman, to prepare an outline of a development plan. This plan will be presented to the Council for your concurrence. I believe that a significant element of the plan will involve personnel management skills.

2. Public Works Personnel Issues

I got the sense that the Council feels out of the loop on the actions being taken with the Public Works Department. I will prepare a summary of all the actions to date and anticipated into the future. I will provide quarterly update reports.

3. Goal Setting

I am seriously delinquent in continuing to facilitate the Council's discussion regarding goals. I will schedule a work session for the council to review and update the current goals. I will provide quarterly update reports and facilitate annual meetings.

4. Assistant City Manger

To help lighten my workload, I proposed creating an assistant city manager position. I plan to develop a position description and funding package for council approval.

5. Personal Focus

I have spent this past week thinking about my work here at the city and my personal life. I have always seen my position here to be at the intersection of the Council, staff and citizens. It has become clear to me that I have allowed my work to consume too much of my life. That there is no work-life balance. I plan to be more diligent to use my accumulated vacation and administrative time to regain this balance.

Please take a moment to review this list and let me know if I have misinterpreted or missed an important element from my review. Once I have heard back from each of you, I will finalize the list and apply some milestone dates.

I look forward to continue working with you all this next year as the city faces fiscal challenges and the potential for new council members coming onboard.

--

Daniel Danicic, MPA, PE

City Manager

Newberg, Oregon

503-537-1207

dan.danicic@newbergoregon.gov

**City Manager (Daniel Danicic)
Annual Written Evaluation – 2012
By Newberg City Council**

The city council has received a written report from the city manager concerning his performance during his evaluation period. The respective mayor and councilors have met with the city manager in executive session on April 16, 2012, to discuss their evaluation of his performance from April, 2011, to April, 2012.

The city council has evaluated the performance of Daniel Danicic as the city manager of the city of Newberg. As part of the evaluation council reviewed the report given to them by the city manager indicating his self-evaluation during the evaluation period. The city council assessed the manager's performance in six major categories:

- | | |
|-------------------|---|
| 1. Management | 4. Fiscal Agent/Budget Officer |
| 2. Planning Goals | 5. Community Relations |
| 3. Communications | 6. Intergovernmental/Interagency Relation |

Overall the city council found the manager's performance fell between satisfactory and excellent expectations. The city council felt the working relationship with the city manager was excellent and improving as time went on. The council looks forward to renewed activity to further goal setting and long-range strategic planning in partnership with the city manager. Additionally, during the next evaluation period, the council looks forward to the implementation of a staff development program in cooperation with the city council.

DATED this 7th day of May, 2012.



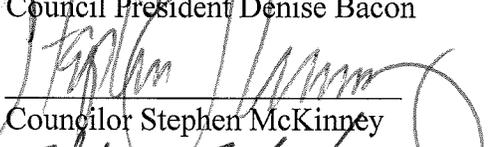
Council President Denise Bacon



Mayor Bob Andrews



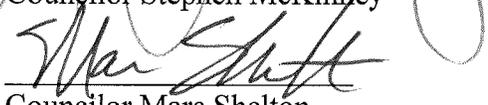
Councilor Ryan Howard



Councilor Stephen McKinney



Councilor Bart Rierson



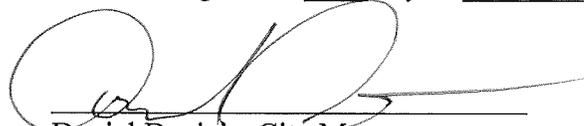
Councilor Marc Shelton



Councilor Wade Witherspoon

Comments by Daniel Danicic: No written comments.

Acknowledged this 1 day of JUNE, 2012.



Daniel Danicic, City Manager