

DATE: December 30, 2019

TO: Newport City Council

FROM: Quality Review Team – Council Rule 5.2  
(Mayor Sawyer and Council President Allen)

RE: City Manager Evaluation Summary for 2019

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The council met in executive session on Dec. 2, 2019, and will again on Jan. 6, 2020, to evaluate the performance of the city manager, Spencer Nebel. A written evaluation was conducted in accordance with council policy on evaluating the city manager. The quality review team submits this report as an agenda item for consideration at the Jan. 6, 2020 regular meeting. Also, as noted during the Oct. 7, 2019 work session, the city manager is not requesting an increase in compensation for 2020 beyond the annual cost of living salary adjustment under the terms of his employment agreement.

### **Summary of Major Projects/Activities**

As city manager, Spencer is directly or indirectly involved in many aspects of issues that cross departmental lines on a daily basis. He provides reports with recommendations on items from staff for council consideration. He is involved in dealing with personnel issues at various levels within the city organization. He deals regularly with constituent ideas and complaints, and works in collaborative process with department heads, council members, advisory committees, and other public and private entities in the community. In addition, a number of efforts over the course of 2019 have included the following:

1. Conducted an orientation session with new council members, including a tour of city facilities.
2. Modified the goal-setting process to incorporate the 2040 Greater Newport Vision with this process involving department heads, advisory committees, and the council.
3. Working with the city recorder and the 2040 Vision Committee chair, he has been involved in various aspects of securing funding from the Ford Family Foundation to help this process move forward.
4. Working with the Finance Department, the low-income water and sewer bill program through the Community Services Consortium was implemented.
5. Worked directly to implement a new water rate structure. There are now separate rate structures for residential, multi-family, and commercial/institutional water users.
6. Implemented storm water fees on a phased-in of equivalent service units as the basis for non-residential properties to participate in supporting storm water activities within the city. This included development of various educational materials, communications with these customers, and other activities that he directly coordinated.

7. Worked directly with the council in the development of a plastic bag ordinance. This was an involved process that gave the public an opportunity to participate, and with the city recorder, he developed educational materials and implemented the ordinance on July 1, 2019.
8. Worked with the council to address competing issues and interests with short-term rental regulations. This included breaking down the various components of this policy issue to help the council come to a consensus on what to include, or not include, in the ordinance.
9. Negotiated a new agreement with the Oregon Coast Council for the Arts changing how utility fees and other costs are shared between the two organizations to handle the PAC and VAC on the same basis going forward.
10. Played a significant support role with the Big Creek Dams relating to contacting stakeholders in support of the Governor reversing the announced veto of funding for the project.
11. Worked with the Fire Department to develop a medical matrix of calls that the department no longer responds to relating to medical non-emergency issues.
12. Worked with Finance Department on the issuance of \$4.5 million in water revenue bonds.
13. Working with the city recorder, he developed the process and facilitated a series of task force meetings on homelessness in the city, which led to a report being adopted by the council. He is currently working with staff on the implementation of first-year items included in that report.
14. Worked with the county and other cities to further discussions on a regional basis of how best to tackle housing issues impacting Lincoln County.
15. Worked with the Planning, Finance, and Police Departments to implement various aspects of the short-term rental ordinance. This coordination included creating a staff position to focus on short-term rental enforcement, contracting with third-party services relating to monitoring short-term rentals, dealing with appeals and complaints, and other similar type issues.
16. Worked on efforts to negotiate a new recreational facilities agreement between the city and the Lincoln County School District.
17. Developed a process, collected information, and prepared a report on long-term finances for the Finance Work Group to help guide future budgets for the city.
18. Coordinated with Rogue Ales and Dreamland Skateparks on renovations to the Newport Skate Park.

### **City Manager Goals for 2020**

1. Finalize and implement an organizational plan for Public Works and Engineering.
2. Implement the actions as recommended by the Finance Work Group to develop a financial sustainability plan for the General Fund and funds supported by that fund.
3. Implement recommendations for the Homelessness Task Force.
4. Rewrite code provisions and policies for water, sewer, and storm water utility administration.
5. Complete a sustainability analysis for the city organization.

### **Plans to Strengthen Performance**

1. Work on time management to address larger, long-term issues for the city.
2. Strengthen direction, mentoring, and coaching of departmental staff.

### **Summary of Written Evaluations**

A summary of the overall written evaluations of council members for 2019 is as follows:

A - Organizational Management	2.37
B - Department Operations	2.10
C - Financial Management	2.41
D - Personal Traits	2.62
E - External Stakeholder Relations	2.29
F - Foresight/Vision	2.50

#### **Performance Standard Rating:**

Exceeds Expectations	EE	3
Fully Effective	FE	2
Needs Improvement	NI	1
No Opinion/Not Observed	NO	NO

The standard evaluation form rates the city manager performance at four levels defined as follows:

**Exceeds Expectations:** Employee performance exceeds normal expectations of the position.

**Fully Effective:** Employee has achieved full competence in all critical measures of performance and overall contribution is entirely satisfactory.

Needs Improvement: Employee has had adequate time, training, and the opportunity to achieve the fully effective level but performance in one or more areas is below the level of full competence and effectiveness.

No Opinion/Not Observed: Evaluator has no opinion and/or knowledge in this area.

### **Sample of Written Evaluation Comments**

1. Spencer leads a smooth-running organization. He exhibits positive and open attitude during community meetings. He effectively follows through on set plans, goals and deadlines.
2. Spencer is well regarded. His interactions are respectful with employees, Council and citizens.
3. Spencer goes out of his way to inform the Council, staff, and the community of events and Council decisions.
4. Spencer emphasizes development and enhancement of the skills of all Department Heads and all employees. He effectively engages Department Heads during City Council/Community discussions.
5. A lot of this isn't visible as much (external stakeholder relations). I trust the amount of what the City Manager is doing, and would even welcome more engagement in this area.
6. Spencer helps guide the direction of Big Creek Dam replacements, UGB, budget, etc., in a fair manner.

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