

RESOLUTION NO. 2016-32

**RESOLUTION ADOPTING THE CITY MANAGER ANNUAL
PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

WHEREAS, pursuant to Section 33 (a) of the City Charter, the City Manager is the administrative head of the City, which reports directly to the City Council and is supervised by the governing body; and

WHEREAS, pursuant to Section Six of the City Manager's Employment Agreement, the City Council shall evaluate the City Manager's performance at least once a year, and establish criteria for evaluation in accordance with the open meetings law; and

WHEREAS, the City Council held a duly-noticed Public Hearing on May 23, 2016.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

Section 1. The City Council hereby adopts the City Manager performance evaluation standards and criteria as outlined in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 23rd day of May, 2016.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.



Peter B. Truax, Mayor



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2016 City Manager Evaluation Process:

Monday, May 23	<p>Public Hearing to adopt City Manager performance evaluation criteria: If approved:</p> <ol style="list-style-type: none"> 1) A letter on behalf of the Council will be given to Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation
Friday, June 24	Department Directors deadline to submit comments to City Attorney
Monday, June 27	<p>First Executive Session (unless City Manager requests open hearing) is held to present:</p> <ol style="list-style-type: none"> 4) City Manager's Self-Evaluation
Thursday, June 30	City Attorney (third-party) deadline to submit directly to Council compilation of Department Directors comments in a sealed envelope
Tuesday, July 5	<p>Councilmembers deadline to submit individual evaluation, signed and dated, and returned to Mayor.</p> <ol style="list-style-type: none"> 5) Mayor and Council President tabulate and summarize the results of Council evaluations
Monday, July 11	<p>Second Executive Session (unless City Manager requests open hearing) is held to review and discuss:</p> <ol style="list-style-type: none"> 6) Performance appraisal with City Manager
Monday, August 8	<p>Third Executive Session (unless City Manager requests open hearing) if necessary is held to:</p> <ol style="list-style-type: none"> 7) Finalize Performance appraisal with the City Manager <ul style="list-style-type: none"> • Council returns to Regular Open Meeting: Council gives a summary of the City Manager's annual performance appraisal and discuss compensation in an open meeting in accordance with state law; and consider adopting Resolutions as follows: <ol style="list-style-type: none"> 8) Amending Employment Agreement; and 9) Authorizing Compensation for Fiscal Year 2016-17

Return to Mayor by Tuesday, July 5, 2016

CITY MANAGER PERFORMANCE REVIEW

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Manager during the evaluation period of August 31, 2015 to current. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you are asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1. Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

5. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liason with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

6. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

Comments:

7. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What objectives should the City Council set for the City Manager for the coming year?

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Peter B. Truax, Mayor	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Thomas BeLusko, Jr., Councilor	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Thomas L. Johnston, Council President	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Victoria J. Lowe, Councilor	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Camille Miller, Councilor	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Ron Thompson, Councilor	Date

<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Minority Report	
_____	_____
Elena Uhing, Councilor	Date

Non-Concur may submit minority report.



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MEMORANDUM

TO: *Department Directors*

FROM: *Mayor and City Council*

DATE: *May 24, 2016*

SUBJECT: *City Manager's Performance Appraisal*

The City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation process, the Council is seeking Department Director input on the performance appraisal of the City Manager for the evaluation period of August 31, 2015 to current. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, the Council has named City Attorney, as a third-party person, who will keep your name confidential upon your request. The City Attorney will remove the name of the evaluator, unless the evaluator waives the promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit your input **no later than Friday, June 24, 2016**, directly to City Attorney, preferably by e-mail at: [Paul Elsner \[Paul@gov-law.com\]](mailto:Paul.Elsner@gov-law.com). If submitting comments by e-mail and you wish to remain anonymous, please advise the City Attorney of your desire to remain anonymous.

The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council **no later than Thursday, June 30, 2016**. The Council will review comments with City Manager in executive session unless City Manager requests an open hearing.

Thank you for your sincere consideration of the above request.