

RESOLUTION NO. 2018-47

**RESOLUTION ADOPTING THE CITY MANAGER PERFORMANCE
REVIEW AND REPEALING RESOLUTION NO. 2017-33**

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

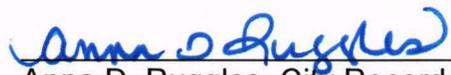
WHEREAS, the City Council held a duly-noticed Public Hearing on May 9, 2018.

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

Section 1. The City Council hereby adopts the City Manager Performance Review attached as Exhibit A.

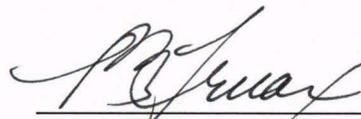
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 14th day of May, 2018.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of May, 2018.



Peter B. Truax, Mayor

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 **JULY 1, 2017, 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?**



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9
MEETING DATE:	5/14/18
FINAL ACTION:	2 per 2018-47

CITY COUNCIL STAFF REPORT

TO: Mayor and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

MEETING DATE: May 14, 2018

SUBJECT TITLE: Public Hearing & Resolution Adopting City Manager's Performance Review

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

ISSUE: Pursuant to City Manager's Employment Agreement, Section 6, Performance Review, the City Council must annually evaluate the City Manager's performance, and establish the criteria for evaluation in accordance with open meetings law. A Public Hearing Notice was published in the *NewsTimes* on Wednesday, May 9, 2018.

BACKGROUND: The purpose of this report is to consider the following: 1) 2018 City Manager Performance Review Process and Target Dates; 2) Memorandum to Department Directors; and 3) Resolution adopting the City Manager Performance Review.

The City Manager's Annual Performance Review is as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits directly to Mayor their performance appraisals.
6. Mayor and Council President tabulate and summarize results of the performance appraisals and presents findings to City Manager in Executive Session.
7. The City Council authorizes the City Manager's salary by Resolution as provided in Section 5, Compensation, of the Employment Agreement (current salary \$12,178/monthly, \$146,136/annually through June 30, 2018)

STAFF RECOMMENDATION: The City Council may approve, deny and/or amend by motion the City Manager Performance Review attached as Exhibit A.

Attachment A: 2018 City Manager Performance Review Process and Target Dates

Attachment B: Draft Memorandum to Department Directors

Exhibit A: Resolution and City Manager Performance Review



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NOTICE OF PUBLIC HEARING

CITY OF FOREST GROVE CITY COUNCIL APPROVING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 14, 2018**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider approving the City Manager Annual Performance Evaluation Standards and Criteria.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed performance evaluation standards and criteria is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

Published NewsTimes ~ Wednesday, May 9, 2018



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2018 City Manager Annual Performance Review and Target Dates:

Monday, May 14	<p>Public Hearing and Resolution Approving City Manager Performance Review for period July 1, 2017, to current: If approved:</p> <ol style="list-style-type: none"> 1) A letter on behalf of the Council is sent to Department Directors requesting comments on City Manager's performance; 2) Each Councilmember is emailed a performance review form to complete; and 3) Council directs City Manager to prepare a self-evaluation
Tuesday, May 22	Department Directors deadline to submit comments to City Attorney
Friday, May 25	City Attorney (third-party) deadline to distribute directly to Council compilation of Department Directors comments.
Tuesday, May 29	<p>First Executive Session is held to review and discuss:</p> <ol style="list-style-type: none"> 4) City Manager's Self-Evaluation
Tuesday, June 12	<p>Councilmembers deadline to submit directly to Mayor their performance review forms:</p> <ol style="list-style-type: none"> 5) Mayor and Council President tabulate and summarize the results of the performance appraisals
Monday, June 25	<p>Second Executive Session is held to review and discuss:</p> <ol style="list-style-type: none"> 6) Performance appraisal with City Manager
Monday, July 9	<p>Third Executive Session if necessary is held to:</p> <ol style="list-style-type: none"> 7) Finalize Performance appraisal with City Manager
Monday, July 9	<p>Council returns to Regular Council Meeting and in accordance with State law:</p> <p>Mayor gives a summary of the City Manager's performance appraisal, Council discusses authorizing compensation for FY2018-19, and Council considers the following action items:</p> <ol style="list-style-type: none"> 8) RESOLUTION ACCEPTING CITY MANAGER'S PERFORMANCE REVIEW; AND 9) RESOLUTION AUTHORIZING COMPENSATION FOR CITY MANAGER, FY2018-19 (Current Salary: \$12,178/Monthly; \$146,136/Annually (2.5%) through June 30, 2018)



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ATTACHMENT: B

CITY COUNCIL MEMORANDUM

TO: *Department Directors*

FROM: *City Council*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *May 14, 2018*

SUBJECT TITLE: *City Manager's Performance Review*

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 July 1, 2017, 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 Tuesday, May 22, 2018**, directly to City Attorney, preferably by e-mail at: [Heather Martin \[Heather@gov-law.com; cc Yen Huynh Yen@gov-law.com\]](mailto:Heather@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 sealed to the Council **no later than Friday, May 25, 2018**. 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.

Date: **MAY 14, 2018**

Agenda Item: **9.**

Subject: **PUBLIC HEARING AND RESOLUTION NO. 2018-47 ADOPTING CITY MANAGER PERFORMANCE REVIEW AND REPEALING RESOLUTION NO. 2017-33**

CITY COUNCIL MEETING

Request to Testify at Public Hearing

Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign-in for the Public Hearing prior to the meeting. The Mayor or presiding officer will review the complete hearing instructions prior to testimony. The Mayor or presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Mayor and Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state their first and last name and provided a mailing address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the Mayor or presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Please sign-in below to testify.

PROPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OPPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OTHERS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

If full, please use Page 2:

Pamplin
MediaGroup

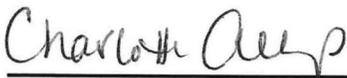
6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Forest Grove News Times, Hillsboro Tribune**, a newspaper of general circulation, serving Forest Grove, Hillsboro in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

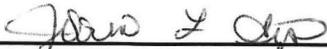
**CITY OF FOREST GROVE
NOTICE OF PUBLIC HEARING -
City Manager Approval
Ad#: 46721**

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/09/2018



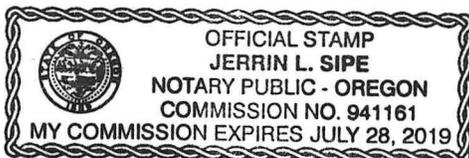
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/09/2018.



NOTARY PUBLIC FOR OREGON

Acct #: 104052
Attn: ANNA RUGGLES
FOREST GROVE, CITY OF
PO BOX 326
FOREST GROVE, OR 97116



**NOTICE OF PUBLIC HEARING
CITY OF FOREST GROVE CITY COUNCIL
APPROVING CITY MANAGER
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Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

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