



AGENDA

CANBY CITY COUNCIL SPECIAL MEETING

March 14, 2012

5:15 P.M.

City Hall Conference Room
182 N Holly

Mayor Randy Carson

Council President Walt Daniels
Councilor Richard Ares
Councilor Tim Dale

Councilor Traci Hensley
Councilor Brian Hodson
Councilor Greg Parker

CITY COUNCIL SPECIAL MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

3. NEW BUSINESS

- A. Selection of City Administrator Evaluation Form
- B. City Administrator Evaluation Questionnaire

Pg. 1

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4. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

CITY OF CANBY

City Administrator Performance Planning and Development Form

Name:	Final Review Date:	Classification:
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Final Review: The City Council and City Administrator meet at the end of the performance planning period to review performance goals/standards and how the behavioral competencies indicated at the beginning of the performance planning period were demonstrated. **NOTE: Final Review document must be given to Human Resources for Employee's file.**

<u>Performance Goals/Strategies Review</u>	<u>Comments/Recommendations</u> (Explanation of progress and difficulties in attaining goals/strategies)
<p>Goal 1: ECONOMIC AND COMMUNITY DEVELOPMENT</p> <ul style="list-style-type: none"> ➤ To Stabilize the Economic Base of the City of Canby <ul style="list-style-type: none"> • Viable business community <ul style="list-style-type: none"> ❖ Downtown and 99E • Fill industrial park • Prosperous downtown including businesses, residences, and government • Maintain Canby identity • Housing options • Comprehensive Plan 	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Employee is New and/or Developing </div>	
<p>Goal 2: PUBLIC SERVICES AND SAFETY</p> <ul style="list-style-type: none"> ➤ To Improve City Infrastructure, Services, and Public Safety <ul style="list-style-type: none"> • Reduce crime rate and fear of crime • Civic facilities master plan which addresses: <ul style="list-style-type: none"> ❖ Maintenance ❖ Replacement ❖ Funding • Parks, recreation facilities, and amenities development • Infrastructure in place to meet community needs <ul style="list-style-type: none"> ❖ Water ❖ Sewer ❖ Streets ❖ Storm water • Transit system • Library 	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Employee is New and/or Developing </div>	
<p>Goal 3: FISCAL RESPONSIBILITY</p> <ul style="list-style-type: none"> ➤ To Maintain Fiscal Responsibility in the Delivery of City Services <ul style="list-style-type: none"> • Fiscal plan – stable revenue sources • Regular review of cost recovery methods <ul style="list-style-type: none"> ❖ Rate analysis ❖ SDC's ❖ Fees • Maximize personnel and financial resources <ul style="list-style-type: none"> ❖ Technology ❖ Organization structure 	

CITY OF CANBY

City Administrator Performance Planning and Development Form

<ul style="list-style-type: none"> ❖ Systems ❖ Asset management • Anticipate and prepare for demands on general fund • Implement best practices 	
<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Employee is New and/or Developing	
Goal 4: COMMUNICATIONS AND CUSTOMER SERVICE <ul style="list-style-type: none"> ➤ To Build Trust and Credibility with Customers <ul style="list-style-type: none"> • Communication <ul style="list-style-type: none"> ❖ Website ❖ Newsletter • Customer service • Training and education • Promote citizen involvement citywide <ul style="list-style-type: none"> ❖ Encourage participation • Increase community visibility of staff • Internal staff communication regarding projects and updates • Coordinate, influence, and communicate with county, state, and federal agencies • Collaborate with other community groups and special districts 	
<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Employee is New and/or Developing	
Goal 5:	
<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Employee is New and/or Developing	

Overall Performance Rating:

<input type="checkbox"/> Meets Expectations <i>Fully proficient performance results that fully satisfy requirements of the job.</i>	<input type="checkbox"/> Exceeds Expectations <i>Superior results that will have significant, demonstrable effect on the department's success.</i>	<input type="checkbox"/> Unsatisfactory <i>Performance that does not meet minimal expectations and standards.</i>	<input type="checkbox"/> Employee is New and/or Developing <i>Developing in new position; role has been identified and expectations have been set.</i>
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Supervisor's Overall Performance Summary *(This summary should summarize the employee's goals and strategies outlined at the beginning of the performance planning period and how the behavioral competencies were demonstrated):*

CITY OF CANBY
City Administrator Performance Planning and Development Form

City Administrator's Signature*: _____ **Date:** _____
**Your signature does not necessarily mean that you agree with this review; it is only to acknowledge that the Council has met and reviewed it with you.*

Mayor's Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

City Councilor Signature: _____ **Date:** _____

CITY ADMINISTRATOR ANNUAL EVALUATION

Prepared by
Caryn Tilton Consulting, LLC
I-800-752-5446

PART A: Feedback on Organizational Responsibilities

1. Annual Performance Plan

How satisfied are you that the City Administrator has a clear understanding of the mission and goals of this city, and is accomplishing this year's Annual Performance Plan in a timely manner?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

2. Governance Policies

How satisfied are you that the City Administrator is accomplishing the expectations set forth in council policy?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

3. Leadership Assessment

How satisfied are you with the City Administrator's progress on improvement opportunities identified in the last LeadView Assessment?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

4. People Management

How satisfied are you that the City Administrator continually builds morale among staff, volunteers, and citizens?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

5. Program and Process Management

How satisfied are you that the City Administrator has appropriate knowledge of city programs and services and provides suitable oversight for the provision of high quality programs and services?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

6. Fiscal Management

How satisfied are you that the City Administrator is knowledgeable regarding financial matters, and uses the available systems and resources to make informed financial decisions?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

7. Operations Management

How satisfied are you that the City Administrator has assured that the city has suitable systems, policies, and processes for accounting and fund management, personnel management, office space, information technology, and risk management?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

8. Council/City Administrator Relationship

How satisfied are you that the City Administrator works effectively with the council, maintaining good communications and a collegial, professional environment?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

9. External Liaisons and Public Image

How satisfied are you that the City Administrator maintains a positive professional reputation in the local community and cultivates effective relationships with other public entities, citizens, and other relevant community organizations?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

10. Other Expectations

How satisfied are you that the City Administrator has responded appropriately to unanticipated or difficult situations, and to those specific challenges associated with the unique mission and situation of this city?

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Third Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Annual Evaluation

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

11. Other Things to Consider

List other improvement opportunities and/or accomplishments to be considered in the overall evaluation of the City Administrator

First Quarter

☐ Exceptionally Satisfied ☐ Satisfied ☐ Somewhat Satisfied ☐ Not Satisfied ☐ Very Dissatisfied

Please Comment:

Second Quarter

Please Comment:

Third Quarter

Please Comment:

Annual Evaluation

Please Comment:

PART B: City Administrator Written Comments

Please ask the City Administrator if he/she has any *comments* that he/she would like to attach to this document for his/her personnel file.

First Quarter

☐ Yes, the City Administrator has comments and they are attached.

☐ No, the City Administrator has no comments.

City Administrator Initials

Second Quarter

☐ Yes, the City Administrator has comments and they are attached.

☐ No, the City Administrator has no comments.

City Administrator Initials

Third Quarter

☐ Yes, the City Administrator has comments and they are attached.

☐ No, the City Administrator has no comments.

City Administrator Initials

Annual Review

☐ Yes, the City Administrator has comments and they are attached.

☐ No, the City Administrator has no comments.

City Administrator Initials

PART C: Overall Assessment Narrative Following Annual Review

Summary of Overall Performance	
Suggestions for Professional Development	
Other Comments	

CITY MANAGER PERFORMANCE EVALUATION

Rating Scale Definitions (1-5)

Date: _____

- Unsatisfactory (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement (2) needed The employees' work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job (3) Standard The employees work performance consistently meets the standards of the position.
- Exceeds Job (4) Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

City – Manager Relationship Policy 3.3

Monitoring data that disclose the degree of organization performance upon Mission policies and Executive Limitations policies will be systematically gathered by the Council and considered to be the only evaluation of the Managers performance.

City Manager will be evaluated on:

1. *A positive financial annual report and audit.*
2. *Successful accomplishment of planned City projects and programs.*
3. *Staff satisfaction and retention.*
4. *The City's positive public perception.*
5. *Keeping the council informed with timely reporting.*

1. A positive financial annual report and audit.

	1	2	3	4	5
A. Prepares a realistic budget.	—	—	—	—	—
B. Controls expenditures in accordance with Approved budget.	—	—	—	—	—
C. Keeps City Council informed about revenues And expenditures, actual and projected	—	—	—	—	—
D. Ensures that the budget addresses the city Councils Mission Policy, including readability.	—	—	—	—	—

Comments:

2. Successful accomplishment of planned City projects and programs.

The mission of City government is to consistently contribute to Prineville's reputation as a safe, welcoming and friendly place to live, work, play, learn, and visit.

- 1. We will invest resources to provide for selected community based services determined to be necessary or beneficial for our community, or as required by statute.*
- 2. We will consistently involve residents in planning and budgeting.*
- 3. We will maintain facilities and equipment in a manner that protects the investment of precious tax dollars; and*
- 4. We will inspire community members to work together effectively to consistently build a strong, viable local economy that improves the standard of living for residents and businesses.*

	1	2	3	4	5
A. Investment of resources.	—	—	—	—	—
B. Public involvement	—	—	—	—	—
C. Maintenance of facilities and equipment	—	—	—	—	—
D. Community Economics	—	—	—	—	—

Comments:

3. Employee Relations

	1	2	3	4	5
A. Works well with other employees	—	—	—	—	—
B. Staff retention	—	—	—	—	—
C. Seeks to develop skills and abilities of employees	—	—	—	—	—

D. Motivates others toward the accomplishment of Goals and objectives	___	___	___	___	___
E. Delegates appropriate responsibilities	___	___	___	___	___
F. Effectively evaluates performance of Emp.	___	___	___	___	___
G. Uses effective supervisory skills.	___	___	___	___	___
H. Recruits and hires qualified & effective staff	___	___	___	___	___
Comments:	<hr/> <hr/> <hr/> <hr/>				

4. The City's positive public perception	1	2	3	4	5
A. Projects a positive public image.	___	___	___	___	___
B. Is courteous to the public at all times.	___	___	___	___	___
C. Maintains effective relations with media Representatives.	___	___	___	___	___
D. Maintains effective communication with Local, regional, state, and federal govt. Agencies.	___	___	___	___	___
Comments:	<hr/> <hr/> <hr/> <hr/>				

5. Keeping the council informed with timely reporting.	1	2	3	4	5
A. Reporting to Council is timely clear, concise And thorough.	___	___	___	___	___
B. Keeps the Council informed of currently plans and Activities of Administration and new developments And regulations,etc.	___	___	___	___	___

C. Oral communication is clear, concise and articulate _____

D. Written communications are clear, concise and
Accurate _____

Comments:

**ROSEBURG CITY MANAGER
PERFORMANCE APPRAISAL FORM**

Appraisal Date:

Reviewer:

Review Period:

INSTRUCTIONS

Using a five point scale, rate the City Manager's performance for each of the indicators listed below each performance category on the following pages. Place an X below the number that best describes your assessment of performance on each indicator. A "1" indicates that you are very dissatisfied with the Manager's performance. A "5" indicates that you are very satisfied with the Manager's performance. Numbers 2, 3 and 4 should be used as a sliding scale to indicate your degree of satisfaction or dissatisfaction along the rating continuum if it doesn't fall into either end of the scale. If you do not have enough information to evaluate one of the indicators, either don't rate it or write NA to the left of the number.

Next, give an overall rating for the performance category using the 5 point rating scale again, by placing the number that best describes your overall level of satisfaction for the rating category on the line at the top right hand corner of each page.

Note that the overall rating for a category is subjective for each rater as one rater may decide that different indicators carry more or less weight toward the overall rating of a category than another rater. The context for each rater's overall rating of a category will be discussed during the evaluation work session. Use the blank space on each page to give examples that support your ratings of the individual performance indicators and your rating of the overall category.

1 - Very Dissatisfied

Work at this level suggests serious performance problems. The employee must make substantial improvement or be subject to appropriate disciplinary action, which may include termination.

5 - Very Satisfied

Performance at this level is characterized by overall successful performance in the element with special contributions in a significant number of areas that add value beyond what would be considered satisfactory performance. Examples include: innovative approaches to work; efficiency gains, significant contributions to improvement of department practices, processes, work team or community relationships.

Element A: Council Goals and Service Delivery**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
–	–	–	–	–	1. Are Council decisions implemented in a way that reflects Council intent and direction?
–	–	–	–	–	2. Do Department Heads effectively respond to Council Goals, Action Priorities and Council directives?
–	–	–	–	–	4. Does the Manager make tough decisions with sensitivity to political realities?
–	–	–	–	–	5. Is the City perceived as progressive and efficient by the community?
			–		6. For each Council Goal listed below, is there good progress toward reaching the goal? (Consult the Council Goals results memo at Attachment A.)
–	–	–	–	–	A. Growth - Manage growth for the benefit of the community.
–	–	–	–	–	B. Financial Condition - Ensure adequate and stable financing of City services.
–	–	–	–	–	C. Meet Community Needs - Provide infrastructure, facilities, and services to meet community needs.
–	–	–	–	–	D. Stewardship of City Assets - Ensure protection of current City assets and plan for future needs.
–	–	–	–	–	E. Citizen Participation - Support and enhance citizen participation.

Comments including examples of past performance to support your appraisal

Element B: Mayor and Council Support**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
–	–	–	–	–	1. Does the Manager develop an adequate range of clear options and recommendations for Council consideration?
–	–	–	–	–	2. Does the Manager seek advice and direction on key issues from Mayor and Council?
–	–	–	–	–	3. Does the Manager build positive working relationships with individual Councilors?
–	–	–	–	–	4. Do Councilors have equal influence with the Manager?
–	–	–	–	–	5. Is Council kept informed of critical issues in a timely manner?
–	–	–	–	–	6. Does the Manager's staff provide timely and effective support to Council?
–	–	–	–	–	7. Does the Manager choose appropriate and timely items when setting Council agendas?
–	–	–	–	–	8. Are the Manager's oral and written communications comprehensive and understandable?
–	–	–	–	–	9. Is the Manager receptive to constructive criticism and advice without being defensive?
–	–	–	–	–	10. Are Council information requests followed-up in a timely manner?

Comments including examples of past performance to support your appraisal

Element C: Leadership and General Management**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
–	–	–	–	–	1. Does the Manager facilitate on-going leadership partnership between elected officials and Department Heads?
–	–	–	–	–	2. Does the Manager inform and consult Council about anticipated changes?
–	–	–	–	–	3. Does the Manager take a long-term view and initiate and manage organizational change for the future; build the vision with others; spot opportunities to move the organization towards the vision?
–	–	–	–	–	4. Does the Manager evaluate City organization, operations and programs and explore new methods for conducting City business and enhancing City effectiveness?
–	–	–	–	–	5. Does the Manager actively promote, support and champion efforts to involve mid-level managers in city management issues?

Comments including examples of performance to support your appraisal

Element D: Community and Citizen Relations**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
–	–	–	–	–	1. Is the Manager a coalition builder, who works with the community to develop partnerships?
–	–	–	–	–	2. Are the City and City Council represented by the Manager in a professional manner?
–	–	–	–	–	3. Does the Manager develop and maintain positive relationships with Roseburg customers/citizens, community and public interest groups?
–	–	–	–	–	4. Is the Manager a visible presence in the community, developing personal credibility and trust with citizens?
–	–	–	–	–	5. Are there ongoing, informed dialogues with the community on critical issues?
–	–	–	–	–	6. Are citizens listened to and helped to understand City government and what is possible?
–	–	–	–	–	7. Is the City organization open and available to the public?

Comments including examples of performance to support your appraisal

Element E: Department Operations**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
—	—	—	—	—	1. Is the Finance and Management Services Department effective and meeting community needs? (Finance, Information Technology Division and Municipal Court)
—	—	—	—	—	2. Is the Community Development Department effective and meeting community needs? (Planning Division and Building Division)
—	—	—	—	—	3. Is the Fire Department effective and meeting community needs?
—	—	—	—	—	4. Is the City Manager's Office effective and meeting community needs? (City Manager, City Recorder, and Human Resources)
—	—	—	—	—	5. Is the Parks and Recreation Department effective and meeting community needs?
—	—	—	—	—	6. Is the Public Works Department effective and meeting community needs? (Building Maintenance, Street Lights, Storm Drainage, Airport, Water Service)
—	—	—	—	—	7. Is the Police Department effective and meeting community needs?

Comments including examples of performance to support your appraisal

Element F: Financial Management**Overall Rating** _____**1=Very Dissatisfied-----5=Very Satisfied**

1	2	3	4	5	Indicators
–	–	–	–	–	1. Does the Manager develop financial plans that allow City Council to anticipate and respond to changes in the City's finances?
–	–	–	–	–	2. Do the budgets developed by the Manager reflect Council priorities?
–	–	–	–	–	3. Does the Manager ensure that the City budget is based on a sustainable service and funding strategy so that ongoing expenses are supported by ongoing revenue?
–	–	–	–	–	4. Does the Manager control expenditures in accordance with approved budgets?
–	–	–	–	–	5. Does the Manager ensure that City financial matters are clear and available to the public?

Comments including examples of performance to support your appraisal

Instructions: Use this grid to record your overall ratings from each of the performance categories on the previous pages by placing an X in the appropriate column. Summarize your overall performance rating for the City Manager by placing a 1, 2, 3, 4 or 5 on the line provided at the bottom of the grid. Once again, note that the overall rating for the entire evaluation is subjective for each rater as one rater may decide that different performance categories carry more or less weight toward the overall performance rating than another rater. The context for each rater's overall rating of the City Manager will be discussed during the evaluation work session.

Summary Scores for Each Element

1=Very Dissatisfied-----5=Very Satisfied						
	Performance Standard	1	2	3	4	5
A	Council Goals and Service Delivery					
B	Mayor and Council Support					
C	Leadership and General Management					
D	Community and Citizen Relations					
E	Department Operations					
F	Financial Management					

Overall rating for City Manager for this review period:

Goals, Objectives and General Comments

- What are the Manager's most important strengths in performing his job?
- In what areas do you believe the Manager should improve his performance or skills?
- Are there any specific goals and objectives you would like to set for the Manager for the coming year?
- Do you have any additional comments about the Manager's performance over the past year or expectations for the coming year?

City of Toledo
Performance Evaluation
City Manager

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. The Mayor distributes evaluation forms to all Council members.
2. Each Councilor completes the form, signs, dates and returns a copy to the Mayor.
3. In addition, criterion 3 will be provided to all Department Heads and the City Recorder for direct input to the Council. Each form will be completed, sealed and returned to the City Recorder for distribution to the Mayor.
4. The Mayor and Council President tabulate the results of the evaluation forms.
5. The Council meets with the City Manager in executive session to review the evaluation, unless the City Manager requests an open hearing.

INSTRUCTIONS

Review the employee's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job considering the length of time in the job. Check (✓) the number, which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor. Rankings of 2 or below or above 4 must be provided with specific supporting evidence.

**Performance Evaluation
City Manager**

Date: _____

RATING SCALE DEFINITIONS (1-5)

(1) Unsatisfactory: The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

(2) Improvement Needed: The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

(3) Meets Job Standard: The employee's work performance consistently meets the standards of the position.

(4) Exceeds Job Standard: The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

(5) Outstanding: The employee's work performance is consistently excellent when compared to the standards of the job.

Performance Evaluation and Achievements

1. <u>City Council Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A. Effectively implements policies and programs approved by the City Council.	_____	_____	_____	_____	_____	_____
B. Reporting to the City Council is timely, clear concise and thorough.	_____	_____	_____	_____	_____	_____
C. Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D. Effectively aids the City Council in establishing long-range goals.	_____	_____	_____	_____	_____	_____
E. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	_____	_____	_____	_____	_____	_____

Comments: _____

2. <u>Public Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A. Projects a positive public image.	_____	_____	_____	_____	_____	_____
B. Is courteous to the public at all times.	_____	_____	_____	_____	_____	_____
C. Maintains effective relations with media representatives.	_____	_____	_____	_____	_____	_____

Comments: _____

3. <u>Employee Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A. Works well with other employees.	_____	_____	_____	_____	_____	_____
B. Seeks to develop skills and abilities of employees.	_____	_____	_____	_____	_____	_____
C. Motivates others toward the accomplishment of goals and objectives.	_____	_____	_____	_____	_____	_____
D. Delegates appropriate responsibilities.	_____	_____	_____	_____	_____	_____
E. Effectively evaluates performance of employees.	_____	_____	_____	_____	_____	_____
F. Uses effective supervisory skills.	_____	_____	_____	_____	_____	_____
G. Recruits and hires qualified and effective staff.	_____	_____	_____	_____	_____	_____

Comments: _____

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A. Prepares realistic annual budget.	_____	_____	_____	_____	_____	_____
B. Seeks efficiency, economy and effectiveness in all programs.	_____	_____	_____	_____	_____	_____
C. Controls expenditures in accordance with approved budget.	_____	_____	_____	_____	_____	_____
D. Keeps City Council informed about revenues and expenditures, actual and projected.	_____	_____	_____	_____	_____	_____

- E. Ensures that the budget addresses the City Council's goals and objectives.

Comments:

5. Communication

1 2 3 4 5 N/O

- A. Oral communication is clear, concise and articulate.

- B. Written communications are clear, concise and accurate.

Comments:

6. Personal Traits

1 2 3 4 5 N/O

- A. Controls emotions effectively in difficult situations.

- B. Is creative in developing practical solutions to problems faced in the course of work.

- C. Uses common sense.

- D. Is flexible in accepting and adjusting to change.

- E. Demonstrates personal honesty and frankness in day-to-day relationships.

- F. Is flexible in accepting and adjusting to change.

Comments:

7. Intergovernmental Affairs

1 2 3 4 5 N/O

- A. Maintains effective communication with local, regional, state and federal government agencies.

- B. Financial resources (grants) from other agencies are pursued.

C. Contributes to good government through regular participation in local, regional and state committees and organizations.

D. Lobbies effectively with legislators and state agencies regarding City programs and projects.

Comments:

8. Leadership

1 2 3 4 5 N/O

A. Motivates others toward accomplishment of work

B. Delegates appropriate responsibilities

C. Makes thoughtful contributions to City Council and subordinates

D. Effectively evaluates performance of subordinates in his/her area

E. Seeks to develop teamwork by City Organization

Comments:

9. Decision Making

1 2 3 4 5 N/O

A. Attempts to obtain all available facts prior to making a decision

B. Is objective in decision-making

C. Considers possible alternatives and their consequences before making decision

D. Makes decisions on a timely basis

Comments:

10. <u>Other</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
------------------	----------	----------	----------	----------	----------	------------

A. Seeks to promote intergovernmental cooperation _____

B. Effectively responds to local politics, customs and interests

C. Seeks to understand and respond to community needs

Comments: _____

Achievements relative to objectives for this evaluation period:

Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory _____ Improvement _____ Meets Job _____ Exceeds Job _____ Outstanding _____
Needed Standards Standards

Comments: _____

Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: _____

This evaluation has been reviewed and discussed between the City Council and the City Manager on: _____.

Council Members

Concurrence

Monica Lyons, Mayor

YES / NO

Ralph Grutzmacher, Council President

YES / NO

Mark Camara

YES / NO

Jack Dunaway

YES / NO

Nancy Lynne

YES / NO

Franki Trujillo-Dalbey

YES / NO

Jill Lyon

YES / NO

City Manager

Signature

Next Evaluation Date

+City of Veneta
PERFORMANCE AND DEVELOPMENT APPRAISAL
City Administrator

Purpose. In order to establish and maintain an effective City Council/ City Administrator relationship, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Administrator. This evaluation should focus on how effectively the City Administrator is accomplishing the goals established by the City Council and how he is carrying out his responsibilities in the key performance areas.

Specifically, the evaluation should serve the following needs:

It will allow the City Administrator and the Council to test, identify and refine their respective roles, relationships, expectations of and responsibilities to each other.

In addition, it will also allow a discussion of the City Administrator's strengths and weaknesses as demonstrated by past performance with the objective of increasing the City Administrator's effectiveness. Therefore, it will give the Council the opportunity to provide positive feedback in areas that have been handled well and to clearly outline areas where the City Administrator could become more effective through improved performance.

Process

- 1) Evaluation forms will be distributed by the City Recorder to all Councilors, the Mayor and the City Administrator.
- 2) The Mayor, each Councilor and the City Administrator will complete the forms, sign them and return one copy to the City Recorder.
- 3) The Mayor and Council will meet with the City Administrator in executive session to jointly review the evaluation.
- 4) The evaluation process shall occur annually, at a TBD Council meeting, except that a majority of Councilors may request an evaluation at any time.

City of Veneta

PERFORMANCE AND DEVELOPMENT APPRAISAL

City Administrator

Rating Scale

1. UNSATISFACTORY - Performance falls substantially short of job requirements.
2. MARGINAL - Performance does not meet an acceptable level in some areas. Improvement is needed.
3. FULLY SATISFACTORY - Has performed at a fully satisfactory level, meets the requirements of the job in all respects and occasionally exceeds job performance standards.
4. DISTINCTIVE PERFORMANCE - Performance is significantly better than average. Performance consistently exceeds standards.
5. OUTSTANDING - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Community Relations

Represents City with positive outlook. Personally projects a positive public image. Is courteous to public at all times. Keeps commitments to the public. Seeks to use criticism of self or City in positive ways. Maintains effective relations with media representatives. Available and visible to citizens. Effective media contact/relations. Open to suggestions from the public concerning improvements in services. Resolves citizen complaints consistent with Council policy in a timely manner. Open and honest with citizens. Utilizes consensus-building skills with citizens. Takes a consistent position with different audiences.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

City Council Relations

Keeps Council informed of problems, issues, current plans and activities, legislation, governmental practices, etc. Reporting to Council is timely, clear, concise and thorough. Council agenda preparation is thorough and timely. City Administrator and staff reports are thorough and timely. Effectively implements policies and programs approved by Council. Accepts direction or instructions in a positive manner. Effectively aids the Council in establishing long-range goals. Participates in Council discussions and makes recommendations where appropriate, but allows the Council to make policy decisions without exerting undue pressure. Anticipates and advises the Council regarding important foreseeable problems, needs and opportunities.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Personal Traits

Controls emotions effectively in difficult situations. Is creative in developing practical solutions to problems faced in the course of work. Is flexible in accepting and adjusting to change. Uses common sense. Has positive attitude. Demonstrates personal honesty and frankness in day-to-day relationships. Seeks to improve own skills and knowledge. Completes work in acceptable time periods. Performs work accurately

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Goal Achieving

Takes initiative to get job done correctly and thoroughly. Perceives new responsibilities and proceeds independently to undertake and/or expand those responsibilities. Accepts responsibility for own work. Achieves goals set by or in conjunction with City Council. Develops effective, efficient plans and strategies for Council's goal's achievement and policy implementation. Implements and coordinates plans and daily operations. Establishes appropriate administrative and operational priorities.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Communication

Written Communications are clear, concise and accurate. Oral communications are clear concise, expressed self effectively. Thorough, concise, articulate and in constant communication with necessary people.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Fiscal Management

Prepares and proposes in a timely manner a balanced, understandable and realistic budget. Budget is well documented and organized to assist Council with policy decisions. Seeks efficiency, economy and effectiveness in all programs. Controls expenditures in accordance with the approved budget. Keeps City council informed about revenues and expenditures, actual and projected. Makes sound decisions that consider cost/benefit. Shows innovation in reducing expenses.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Decision Making

Attempts to obtain all available facts prior to making a decision. Is objective in decision making. Considers possible alternatives and their consequences before making a decision. Ability to reach timely decisions, and initiate action, without being compulsive. Ability to resolve problems under strained and unpleasant conditions. Uses common sense, tact, and diplomacy. Ability to use logical and sound judgements in use of resources, determining courses of action, and defining solutions to problems. Notifies all affected parties prior to implementing decisions.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

Intergovernmental Relationships

Represents City to intergovernmental bodies. Effective communication with local, regional, state and federal government agencies. Financial resources (cost sharing, grants, etc.) from other organizations are pursued. Contributes to good government through participation in local, regional and state committees and organizations. Lobbies effectively with legislators and state agencies regarding City programs and projects.

Unsatisfactory	Marginal	Fully Satisfactory	Distinctive Performance	Outstanding
1	2	3	4	5

Comments: _____

4

City of Veneta

PERFORMANCE AND DEVELOPMENT APPRAISAL

City Administrator

COMPENSATION/MERIT ADJUSTMENT

~ Response is Optional ~

Based on your appraisal of the City Administrator's performance over the previous twelve (12) months, do you recommend a compensation adjustment?

YES

NO

If **yes**, what information would you like to have to determine the appropriate increase?

If **no**, please comment, why not:

City of Veneta

PERFORMANCE AND DEVELOPMENT APPRAISAL

City Administrator Self-Evaluation

~ Addendum ~

1. What progress have you made in accomplishing your goals and/or work assignments since your last evaluation?
See attached Accomplishment & Goal Summary Report.
2. What other job-related accomplishments have you had that were not part of the goals set at your last evaluation?
The City was faced with two pending lawsuits this past year. Thanks to the thoroughness of staff and the guidance by legal counsel neither claimant is actively pursuing a judicial remedy.
3. What obstacles or setbacks did you encounter during the year?
Lack of good time management in completing evaluations.
4. What do you see as your major goals for this next evaluation period?
See attached Accomplishment & Goal Summary Report. I do have four that will drive overall activities.
 - 1) **Securing a long-term water source for Veneta.**
 - 2) **Maintaining current General fund and Enterprise fund cash carry-over balances.**
 - 3) **Secure funding for Hwy 126 Alternative Analysis and NEPA activities.**
 - 4) **Construction of W. Broadway improvement projects including new Service Center.**
 - 5) **Recruitment of lodging establishment and retail businesses in new business District.**
5. What can the City Council do to help you accomplish these goals?
Request regular project and financial reports and updates.
6. What suggestions do you have for improving the effectiveness between you and the Council?
Schedule and conduct regular one-on-one meetings.
7. Do you have specific training needs, which the Council can facilitate, and how will those needs help you in meeting your goals?
Continue to support ICMA credentialing.
8. Are there any other issues or comments you wish to share?
It is a pleasure to work for a group of elected officials that are so committed to the betterment of their community.

City Administrator's Signature

Date



2009 Performance Evaluation of City Administrator by City of Central Point City Council

Employee: _____ Date of Evaluation: _____

Evaluator(s): _____
(please print) _____

INSTRUCTIONS Rate the City Administrator's performance in each category using the following scale. A self evaluation and 360 ratings from management team are included for reference. Add appropriate comments, including improvement opportunities, in the space provided. Attach additional pages if necessary.

Rating Scale: 5 Exceptional Performance; far exceeded all performance expectations
 4 Exceeded Expectations
 3 Met All Expectations
 2 Met Some Expectations
 1 Failed to Meet Expectations

[] **Communication and Community and Intergovernmental Relations.**

Keeps Council informed, communicates well with council; represents City appropriately in pres and at functions; maintains proper level of involvement in community; maintains positive relations with local businesses and other governmental agencies.

[] **Vision and Strategic Leadership.**

Makes decisions that are consistent with the City's vision and strategic plan; sets short and long-term goals for City; ensures departments are all "on the same page" in accordance with the strategic plan; earns the trust and respect of council by setting an appropriate example and providing solid leadership. Demonstrates knowledge of city governance and laws and practices relevant to the position.

[] **Departmental and Staff Relations (see 360 staff reviews)**

Maintains positive relations with staff and departments; encourages personal growth of staff; communicates effectively with staff; holds department heads accountable for budget, personnel, and operational efficiency and effectiveness. Deals with issues sufficiently to prevent grievances, claims and litigation.

[] **Planning and Organizing.**

Demonstrates proper level of planning and organizing; sets goals and accomplishes those goals. Ensures departments operate effectively and efficiently. Brings items before the council in an appropriate and timely manner.

[] **Economic Orientation.**

Displays a clear understanding of the City's financial resources and the priorities of the City Council. Functions with the budget in mind; makes decisions that are financially in the best interest of the City of Central Point and its citizens. Presents conscientiously prepared budget documents to budget committee; ensures departments operate within their budgets and staff are fiscally responsible.

[] **Ethical Orientation and Personal Development.**

Always performs in an ethical manner, is respected by staff, peers, elected officials and the public; demonstrates professional, respectful and appropriate demeanor at all times; stays current, on laws, ordinances, what's going on in other cities and in this city; seeks out and participates in opportunities to enhance professional knowledge, skills and abilities. Holds professional certification or membership in professional organization(s) as appropriate.

OVERALL RATING

- ☐ Exceptional Performance; far exceeded all performance expectations
 - ☐ Exceeded Expectations
 - ☐ Met All Expectations
 - ☐ Met Some Expectations
 - ☐ Failed to Meet Expectations
-

General Comments and Recommendations of Council:

City Administrator's Comments:

SIGNATURES:**City Administrator**_____**Date**_____**Evaluator Representative**_____**Date**_____**Printed Name of Evaluator**_____

City of Lafayette

City Administrator Performance Evaluation

PURPOSE

The purpose of this employee evaluation is to increase communication between the city council and the city administrator concerning the performance of the city administrator in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives. It shall also be the basis for contract extension and compensation decisions.

PROCESS

The city council shall conduct an annual review and evaluation of the city administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement.

1. Evaluation forms shall be distributed to all council members.
2. Each council member shall complete the form, sign, date and return to the mayor.
3. The mayor and the council president shall tabulate the results of the evaluation forms and summarize the results of the forms as submitted.
4. A composite evaluation form shall be distributed to the council prior to the executive session evaluation meeting.
5. The council shall meet with the city administrator in executive session to review the composite evaluation, unless the city administrator requests an open hearing.

INSTRUCTIONS

Review the city administrator's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the city administrator and concentrate on one factor at a time.

Evaluate the city administrator on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so by writing "N/O" in the comment area. Please feel free to add your comments and suggestions in narrative form along with the numerical rating.

Rating Scale Definitions:

1. Unsatisfactory
2. Improvement Needed
3. Meets Job Standard
4. Exceed Job Standard
5. Outstanding

1. Public Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Participates in public events	_____	_____	_____	_____	_____
B. Is courteous to public	_____	_____	_____	_____	_____
C. Keeps commitments to the public	_____	_____	_____	_____	_____
D. Seeks to use criticism of self or City in positive ways	_____	_____	_____	_____	_____
E. Maintains effective relations with media representatives	_____	_____	_____	_____	_____

Specific Comments: _____

2. Employee Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Supports staff concerns and ideas	_____	_____	_____	_____	_____
B. Encourages staff involvement in setting goals and budget preparation	_____	_____	_____	_____	_____
C. Keeps commitments to other employees	_____	_____	_____	_____	_____
D. Seeks to develop skills and abilities of employees	_____	_____	_____	_____	_____

Specific Comments: _____

3. City Council Relationships

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively implements policies and programs approved by City Council	_____	_____	_____	_____	_____
B. Reporting to City Council is timely, clear, concise and thorough	_____	_____	_____	_____	_____
C. Accepts direction or instructions in a positive manner	_____	_____	_____	_____	_____
D. Effectively aids the City council in establishing goals	_____	_____	_____	_____	_____
E. Keeps Council informed of current plans and activities of administration and new developments in legislation, governmental practices, etc.	_____	_____	_____	_____	_____

Specific Comments: _____

4. Leadership

- A. Motivates others toward accomplishment of work
- B. Delegates appropriate responsibilities
- C. Makes thoughtful contributions to City Council and subordinates
- D. Effectively evaluates performance of subordinates
- E. Seeks to develop teamwork by City Organization
- F. Uses effective supervisory skills

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

5. Communications

- A. Written communication is clear, concise and accurate
- B. Oral communication is clear, concise; expresses self effectively

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

6. Personal Traits

- A. Controls emotions effectively in difficult situations
- B. Is creative in developing practical solutions to problems faced in the course of work
- C. Uses common sense
- D. Is flexible in accepting and adjusting to change
- E. Has positive attitude
- F. Demonstrates personal honesty and frankness in day-to-day relationships
- G. Seeks to improve own skills and knowledge
- H. Completes work in acceptable time periods
- I. Performs work accurately

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

7. Goal Achieving

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Takes initiative to get job done correctly and thoroughly	_____	_____	_____	_____	_____
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities	_____	_____	_____	_____	_____
C. Accepts responsibility for own work	_____	_____	_____	_____	_____
D. Achieves goals set by or in conjunction with City Council	_____	_____	_____	_____	_____

Specific Comments: _____

8. Fiscal Management

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Prepares realistic annual budget	_____	_____	_____	_____	_____
B. Seeks efficiency, economy and effectiveness in all programs	_____	_____	_____	_____	_____
C. Controls expenditures in accordance with approved budget	_____	_____	_____	_____	_____
D. Keeps City Council informed about revenues and expenditures, actual and projected	_____	_____	_____	_____	_____

Specific Comments: _____

9. Decision Making

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Attempts to obtain all available facts prior to making a decision	_____	_____	_____	_____	_____
B. Is objective in decision making	_____	_____	_____	_____	_____
C. Considers possible alternatives and their consequences before making decision	_____	_____	_____	_____	_____
D. Makes decisions on a timely basis	_____	_____	_____	_____	_____



CITY OF FAIRVIEW PERFORMANCE EVALUATION CITY ADMINISTRATOR

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Administrator concerning the performance of the City Administrator in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It can also be the basis for contract extension and compensation decisions by the City Council.

1. If the criteria, standards and policy directives change, a public process is to be followed as outlined in ORS 192.660(1) (i).
2. Evaluation forms are distributed to all Council members.
3. The City Administrator prepares a memorandum to the Council including his/her self-evaluation in a narrative format.
4. Each Council member completes the form, signs, dates and returns to the Mayor.
5. The Mayor and Council President tabulate the results of the evaluation forms. The Mayor and the Council President summarize the results of the evaluation forms as submitted.
6. A composite evaluation form and the City Administrator's self-evaluation are distributed to the Council prior to the executive session evaluation meeting.
7. The Council meets with the City Administrator in executive session to review the evaluation, unless the City Administrator requests an open hearing.

INSTRUCTIONS

Review the City Administrator's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the City Administrator and concentrate on one factor at a time. Evaluate the City Administrator on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the N/O column next to the factor.

**CITY ADMINISTRATOR
PERFORMANCE EVALUATION**

DATE: _____

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1)

The employee's work performance is inadequate and definitely inferior to the standards of Performance required for the job. Performance at this level can not be allowed to continue.

Improvement Needed (2)

The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standards (3)

The employee's work performance consistently meets the standards of the position.

Exceeds Job Standards (4)

The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (5)

The employee's work performance is consistently excellent when compared to the standards of the job.

N/O

No Opinion.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Council Relationships

A. Effectively implements policies and programs approved by the City Council.	1____ 2____ 3____ 4____ 5____ N/O____
B. Reporting to the City Council is timely, clear, concise and thorough	1____ 2____ 3____ 4____ 5____ N/O____
C. Accepts direction/instructions in a positive manner	1____ 2____ 3____ 4____ 5____ N/O____
D. Effectively aids the City Council in establishing long range goals.	1____ 2____ 3____ 4____ 5____ N/O____
E. Keeps the City Council informed of current	

plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	1___ 2___ 3___ 4___ 5___ N/O___
F. Provides the City Council with clear reports of anticipated issues that could come before the City Council.	1___ 2___ 3___ 4___ 5___ N/O___
G. Assists the City Council in resolving problems at the administrative level to avoid unnecessary Council action	1___ 2___ 3___ 4___ 5___ N/O___
H. Council agenda packet preparation is thorough and timely	1___ 2___ 3___ 4___ 5___ N/O___
I. Participates in City Council discussions and makes recommendations where appropriate, but allows the Council to make policy decisions without exerting undue pressure.	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

2. Community/Public Relations

A. Represents City with positive outlook and image	1___ 2___ 3___ 4___ 5___ N/O___
B. Is courteous to public at all times	1___ 2___ 3___ 4___ 5___ N/O___
C. Seeks to use criticism of self or City in positive ways	1___ 2___ 3___ 4___ 5___ N/O___
D. Maintains effective relations with media representatives	1___ 2___ 3___ 4___ 5___ N/O___
E. Available and visible to citizens	1___ 2___ 3___ 4___ 5___ N/O___
F. Open to suggestions from the public concerning improvements in services	1___ 2___ 3___ 4___ 5___ N/O___
G. Resolves citizen complaints consistent with Council policy in a timely manner	1___ 2___ 3___ 4___ 5___ N/O___
H. Open and honest with citizens	1___ 2___ 3___ 4___ 5___ N/O___
I. Development of community correspondence and events to inform and involve the public	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

3. Effective Leadership of Staff

A. Encourages Department Directors to make decisions within their own jurisdiction without City Administrator approval, yet maintains general control of administrative operations.	1____ 2____ 3____ 4____ 5____ N/O____
B. Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.	1____ 2____ 3____ 4____ 5____ N/O____
C. Provides clear expectations and assignments, with deadlines, for Department Directors and holds them accountable.	1____ 2____ 3____ 4____ 5____ N/O____
D. Has developed a friendly and informal relationship with the workforce as a whole, yet maintains the prestige and dignity of the City Administrator office.	1____ 2____ 3____ 4____ 5____ N/O____
E. Recruits and retains competent personnel for City positions	1____ 2____ 3____ 4____ 5____ N/O____
F. Provides an overall environment that encourages good employee morale, lessens employee turnover, and creates employee satisfaction in ability to participate in decision-making	1____ 2____ 3____ 4____ 5____ N/O____

Comments:

4. Fiscal Management

A. Prepares and proposes in a timely manner a balanced, understandable and realistic budget	1____ 2____ 3____ 4____ 5____ N/O____
B. Budget is well documented and organized to assist City Council with policy decisions	1____ 2____ 3____ 4____ 5____ N/O____

C. Seeks efficiency, economy and effectiveness in all programs	1___ 2___ 3___ 4___ 5___ N/O___
D. Controls expenditures in accordance with the approved budget	1___ 2___ 3___ 4___ 5___ N/O___
E. Keeps City Council informed about revenues and expenditures, actual and projected.	1___ 2___ 3___ 4___ 5___ N/O___
F. Makes sound decisions that consider cost/benefit	1___ 2___ 3___ 4___ 5___ N/O___
G. Shows innovation in reducing expenses	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

5. Personal Traits

A. Controls emotions effectively in difficult situations	1___ 2___ 3___ 4___ 5___ N/O___
B. Is creative in developing practical solutions to problems faced in the course of work	1___ 2___ 3___ 4___ 5___ N/O___
C. Is flexible in accepting and adjusting to change	1___ 2___ 3___ 4___ 5___ N/O___
D. Demonstrates personal honesty and frankness in day-to-day relationships.	1___ 2___ 3___ 4___ 5___ N/O___
E. Seeks to improve own skills and knowledge	1___ 2___ 3___ 4___ 5___ N/O___
F. Completes work in acceptable time periods	1___ 2___ 3___ 4___ 5___ N/O___
G. Anticipates problems and develops effective approaches for solving them	1___ 2___ 3___ 4___ 5___ N/O___
H. Invests sufficient efforts toward being diligent and thorough in the discharge of duties	1___ 2___ 3___ 4___ 5___ N/O___
I. Composure, appearance, and attitude fitting for an individual in his/her executive position.	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

6. Communication

A. Written communications are clear, concise and accurate	1___ 2___ 3___ 4___ 5___ N/O___
B. Oral communications are clear, concise and expressed effectively	1___ 2___ 3___ 4___ 5___ N/O___
C. Keeps all City Councilors informed about important issues	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

7. Decision Making

A. Attempts to obtain all available facts prior to making a decision	1___ 2___ 3___ 4___ 5___ N/O___
B. Is objective in decision making	1___ 2___ 3___ 4___ 5___ N/O___
C. Considers possible alternatives and their consequences before making a decision	1___ 2___ 3___ 4___ 5___ N/O___
D. Ability to reach timely decisions, and initiate action, without being compulsive	1___ 2___ 3___ 4___ 5___ N/O___
E. Uses common sense, tact and diplomacy	1___ 2___ 3___ 4___ 5___ N/O___
F. Notifies all affected parties prior to implementing decisions	1___ 2___ 3___ 4___ 5___ N/O___

Comments:

8. Intergovernmental Relationships

A. Represents City to intergovernmental bodies	1___ 2___ 3___ 4___ 5___ N/O___
B. Effective communication with local, regional, state and federal government agencies	1___ 2___ 3___ 4___ 5___ N/O___
C. Financial resources (e.g. cost sharing, grants,	

etc) from other organizations are pursued	1____ 2____ 3____ 4____ 5____ N/O____
D. Contributes to good government through participation in local, regional, and state committees and organizations	1____ 2____ 3____ 4____ 5____ N/O____
E. Lobbies effectively with legislators and state agencies regarding City programs and projects	1____ 2____ 3____ 4____ 5____ N/O____

Comments:

II. What have been the finest accomplishments of the City Administrator this past year?

III. What areas need the most improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

IV. SUMMARY RATING

Overall Performance Rating -Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

- Unsatisfactory ☐
- Improvement Needed ☐
- Meets Job Standards ☐
- Exceeds Job Standards ☐
- Outstanding ☐

Comments:

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

This evaluation was reviewed and discussed between the City Council and the City Administrator on: _____.

City Council

Concurrence

Mike Weatherby, Mayor

YES / NO

Barbara Jones, Council President

YES / NO

Larry Cooper

YES / NO

Ken Quinby

YES / NO

Lisa Barton Mullins

YES / NO

Steve Owen

YES / NO

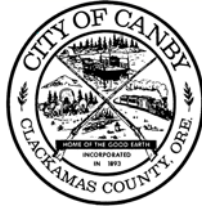
Dan Kreamier

YES / NO

City Administrator

Joseph Gall

Next Evaluation Date



City Administrator Evaluation Questionnaire

YOUR PARTICIPATION IN THE EVALUATION WILL BE CONSIDERED ANONYMOUS
(UNLESS YOU DESIRE TO PROVIDE YOUR NAME)

DATE: **June 16, 2011**

EVALUATOR NAME: **ANONYMOUS**

As part of the City Administrator's annual review process, the City Council is soliciting input from department directors. Your input is greatly appreciated and needed.

Please provide a short narrative – two to four sentences – describing the City Administrator's work behaviors, actions or reactions to situations and his approach to problem solving. Your examples should be based on personal observations or experiences.

This questionnaire must be returned to **Mayor Carson** no later than **Thursday, June 23, 2011**. Please put the completed questionnaire in a sealed envelope addressed to Mayor Carson and put in his mailbox at City Hall. (Please contact Human Resources with any questions.)

Evaluator Instructions

Below is a set of dimensions to evaluate the City Administrator. For each dimension you are required to rate the candidate on a scale of 1 to 5 (1 = low & 5 = high), and provide a brief description of why the candidate received this rating. Use the attached Dimension Definitions to assist you with your evaluation.

In addition to the numerical rating, your comments will also be considered. If you are unable to evaluate a dimension because you do not know enough information about the City Administrator, write in the comments section "Unable to Evaluate".

2011 Evaluation Questionnaire for Greg Ellis, City Administrator

1. Communication Skills

1 2 3 4 5

COMMENTS: _____

2. Leadership Skills – In your view describe how the employee is/is not an effective leader.

1 2 3 4 5

COMMENTS: _____

3. Management Style – In your view describe the employee’s management and/or supervisory style.

1 2 3 4 5

COMMENTS: _____

4. Community Relations Skills

1 2 3 4 5

COMMENTS: _____

2011 Evaluation Questionnaire for Greg Ellis, City Administrator

5. Decision Making/Judgment Skills – Describe the employee’s skills in decision-making and judgment.

1 2 3 4 5

COMMENTS: _____

6. Developing Relationships

1 2 3 4 5

COMMENTS: _____

7. Describe if the employee has consistently demonstrated initiative to effectively address a problem.

1 2 3 4 5

COMMENTS: _____

8. If there is one weakness this employee should address, what would that weakness be?

2011 Evaluation Questionnaire for Greg Ellis, City Administrator

9. If there is one strength on which this employee should focus, what would that strength be?

10. Does this employee role model or set the example department heads and other employees should follow?
Describe.

11. Do you have any reason to believe this employee does not possess the leadership, ethical, and personal traits necessary to effectively perform the duties of City Administrator?

12. If you have any additional comments you would like to include, please do so:

2011 Evaluation Questionnaire for Greg Ellis, City Administrator

Dimension Definitions

1. Communication Skills

A high score shall indicate that employee is able to effectively present information formally and informally in both written and verbal; and communicate with department heads, the public, staff, peers, elected officials, etc. Examples include:

- Communicates a clear and concise understanding of the subject matter
- Speaks clearly, fluently, and in a compelling manner to both individuals and groups
- Delivers messages with energy, enthusiasm, and conviction
- Writes in a clear and concise manner, using appropriate grammar, style, and language for the reader
- Receptive - listens to, and understands people, and shows them he or she cares

2. Leadership Skills

A high score shall indicate that employee is regarded and respected as a leader for possessing several of the following qualities:

- Vision and strategic thinking
- Understands and demonstrates by example the City's goals and objectives
- Integrity
- Leads by example
- Ready to assist others when in need
- Fairness - treats everyone equally and on their individual merits
- Being firm and clear in dealing with bad or unethical behavior
- Not self-promoting
- Supports people
- Being decisive - even if the decision is to delegate if appropriate - making fair and balanced decisions
- Asks for people's views, but remains neutral and objective
- Being honest but compassionate when delivering bad news or criticism
- Follows through; keeps promises
- Always accentuates the positive (says 'do it like this', not 'don't do it like that')
- Takes notes and keeps good records
- Manages time well and helps others to do so too
- Involves people in his or her thinking and especially in managing change
- Takes advice from good people, to help develop his or her own understanding of him/herself, and particularly of other people's weaknesses

3. Management Style

A high score shall indicate that employee successfully demonstrates many of the following qualities:

- Clearly knows the strengths and weaknesses of his or her people; maximizes their full potential; and provides continuous constructive feedback
- Effectively and timely resolves conflicts
- Knows, understands and enforces the City's policies, guidelines and expectations; Mission and Goals, Council Ordinances, and Collective Bargaining Agreements
- Fiscally responsible and knowledgeable of the City's budget and fiscal constraints
- Supports and promotes training opportunities

2011 Evaluation Questionnaire for Greg Ellis, City Administrator

- Persuasiveness
- Delegates
- Directs
- Provides encouragement and advice
- Expectations are made clear from the outset
- Manages time effectively
- Works hard to become expert at what he or she does technically, and understands people's technical abilities and challenges
- Takes notes and keeps good records
- Manages time well and helps others to do so too

4. Community Relations Skills

A high score shall indicate that employee has established a positive and strong professional relationship with the community. Examples include:

- Community partnerships with business owners, schools, families and children, and citizens
- Is fully aware of the community issues as they relate to the City's strategic goals and objectives
- Regularly engaged in various community activities
- Approachable and can relate to different people
- Attends community events of interest to the City of Canby

5. Decision Making/Judgment Skills

A high score shall indicate that employee is able to demonstrate solid decision making skills in an authoritative position. Examples include:

- Is knowledgeable and understands the implications of a decision
- Recognizes the potential consequences about various risks
- Is confident when making decisions under pressure
- Is critical before making a decision

6. Developing Relationships

A high score shall indicate that employee successfully demonstrates many of the following qualities:

- Has successfully established strong relationships within the community
- Encourages people to grow, to learn and to take on as much as they want to, at a pace they can handle
- Is comfortable interacting with different people
- Is perceived as a respectable and likable person in the community