

## RESOLUTION NO. 1866

### A RESOLUTION ADOPTING CERTAIN CRITERIA TO BE USED BY THE COUNCIL IN EVALUATING THE JOB PERFORMANCE OF THE CITY ADMINISTRATOR

#### THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The City Administrator is the appointed city official most responsible for the conduct of the City's business and the person holding that position should be evaluated by the Council (as the City's elected governing body) to determine whether the person filling that position satisfactorily meets the expectations of the Council in terms of that person's job performance;
2. The Council believes that its assessment of the job performance of the City Administrator would be aided by the adoption of objective and relevant criteria which the Council members have used to aid them in their review and evaluation of the job performance of the City Administrator.

#### NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:

Section 1. The Council adopts the criteria listed on Exhibit "A" attached hereto as the criteria the Council will use in its review of the job performance of the City Administrator.

Section 2. This Resolution is and shall be effective from and after its passage by the Council.

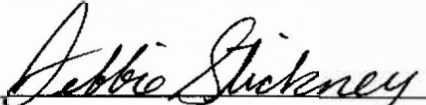
YEAS: 7

NAYS: 0

ABSTAINED: 0

  
\_\_\_\_\_  
Paul Thalhofer, Mayor

Date March 14, 2007

  
\_\_\_\_\_  
Debbie Stickney, City Recorder

Adopted: March 13, 2007

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Exhibit A - Performance and Development Appraisal Criteria

**PERFORMANCE AND DEVELOPMENT APPRAISAL**  
**CITY OF TROUTDALE**

**Instructions**

Attached is the evaluation form for the City Administrator. This form addresses:

- 1) The **City Administrator's** performance in key areas;
- 2) Goals and Accomplishments;
- 3) Strengths and areas for improvement.

Use the following scale to rate the key performance areas:

**Excellent (EXC)** – means that the City Administrator consistently exceeded the expected level of performance.

**Good (GD)** – means that the City Administrator consistently fulfills the requirements of the job.

**Needs Improvements (NI)** - means that there are lapses in meeting the requirements of the job.

**No Observations (NO)** – means that you are unable to evaluate in the area.

A space to the right of each performance area has been included for individual comments. Add pages if necessary. **Each survey respondent is encouraged to provide specific examples of why a particular rating has been chosen.**

Upon completion of the form, **sign it and return it to:**

Terry Pinnell, HR Manager  
104 SE Kibling Avenue  
Troutdale, OR 97060

## 1. KEY PERFORMANCE AREAS

Performance Area	EXC	GD	NI	NO	Comments and Examples
<b>1) Management and Leadership Abilities.</b>					
Positively Models the Mission and Values of the City.					
Forward thinking and anticipates the future needs and requirements of the city.					
Makes sound choices based on appropriate assessments of facts.					
Exhibits advanced organizational and time management skills.					
Knowledgeable of modern municipal administrative/management methods and procedures.					

2) Performance Management and Staff Relations	EXC	GD	NI	NO	Comments and Examples
Assesses the needs of the City and hires the right staff.					
Clear in delegation of work assignments and provides latitude to perform duties.					
Sets appropriate performance measures for staff and provides developmental opportunities for professional growth.					
Staff members respond to City Administrator's coaching, counseling, and suggestions for professional development.					
Addresses and resolves conflicts and misunderstandings in a timely manner.					
Has a positive effect on the morale of City Staff.					

3) Planning and Budgeting	EXC	GD	NI	NO	Comments and Examples
Plays a key role in the City's strategic planning efforts.					
Presents plans that are thorough, complete and consistent with City's goals.					
Is Knowledgeable of governmental accounting practices.					
Plans, controls and administers the city's budget appropriately.					

4) Communication and Organizational Skills	EXC	GD	NI	NO	Comments and Examples
Approachable, a good listener and easy to relate to.					
Ability to analyze, interpret, summarize and present administrative and technical information					
Expresses himself clearly and precisely in written communication, one and one meetings and in public settings.					
Participates in team meetings, makes contributions and supports group ideas and decisions.					
Punctual and comes prepared for meetings.					
Establishes and maintains personal relationships easily while building confidence and trust with others.					
Readily and openly shares information, as appropriate.					

5) Council, Public and Intergovernmental Relations	EXC	GD	NI	NO	Comments and Examples
Assists Council in the development of goals and strategic planning.					
Administers Council policy decisions consistent with their policies and intent.					
Makes recommendations to Council on legislation, financial programs, capital improvements, policies, employment services and other matters as requested.					
Keeps council informed of the city's business and financial conditions and significant personnel matters.					
Serves as a City representative to community and inter-governmental groups and task forces.					
Responds immediately and personally to citizens concerns and complaints regarding City services and activities.					
Maintains effective communications and cooperative relationships with other City Administrators and local regional municipal leaders.					

## 2. STRATEGIC GOAL ACCOMPLISHMENTS

Has the City Administrator effectively accomplished or worked towards the accomplishment of the goals established by the City Council? Why or why not? Cite examples.

Goal	Effective	Not Effective	Why or why not?
<b>1) Management and Leadership Abilities.</b>			

### **3. STRENGTHS AND AREAS FOR IMPROVEMENT**

**Strengths** – Based upon the City Administrator’s overall evaluation, what areas would you list as his/her strong points?

**Suggested Areas of Improvement** – Based upon the City Administrator’s overall evaluation, in what areas would you recommend he/she continue to develop?

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Signature

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Date

## Survey List for City Administrator Evaluation April 2006

- Mayor
- City Councilors:
  - Chris Gorsek
  - Dave Ripma
  - Norm Thomas
  - Rob Canfield
  - Barb Kyle
  - Doug Daoust
  - And Jim Kight
- Department Heads:
  - Jim Galloway
  - Rich Faith
  - Kathy Leader
  - Marnie Allen
  - Debbie Stickney
  - Dave Nelson
  - And Pattie Hollamon
- Outside Agencies:
  - Dave Fuller, Mayor Wood Village
  - Sheila Ritz, City Administrator Wood Village
  - Mike Weatherby, Mayor Fairview
  - Jan Wellman, City Administrator Fairview
  - Chuck Becker, Mayor Gresham
  - Erik Kvarsten, City Manager Gresham
  - Terry Kneisler, Reynolds School District Superintendent
  - Lonnie Roberts, County Commissioner
  - Bob Paine, Office Manager for Commissioner Roberts
  - Diane McKeel, Chamber Manager