

**RESOLUTION NO. 2020-45**

**RESOLUTION ADOPTING THE CITY MANAGER PERFORMANCE  
REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2019-21**

**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 reviewed the criteria for evaluation in accordance with public meetings law on May 11, 2020.

**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 Criteria attached as Exhibit A.

**Section 2.** Resolution No. 2019-21 is hereby repealed.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2020.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2020.

  
\_\_\_\_\_  
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, 2019, 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?



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	9.
MEETING DATE:	05/11/2020
FINAL ACTION:	RESO 2020-45

**CITY COUNCIL STAFF REPORT**

---

**TO:** Mayor and City Councilors

**FROM:** Anna D. Ruggles, CMC, City Recorder

**MEETING DATE:** May 11, 2020

**SUBJECT TITLE:** Resolution Adopting City Manager’s Performance Review Criteria

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	X	Motion	Informational
--	-----------	-------	---	------------	---	--------	---------------

*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. The City Council must adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the hiring standards, criteria and policy directives.

**BACKGROUND:** The purpose of this report is to consider the following: 1) 2020 City Manager Performance Review Process and Target Dates; 2) Memorandum to Department Directors; and 3) Resolution adopting the City Manager Performance Review Criteria.

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 192.355(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 Resolution 2019-49: Effective July 1, 2019 through June 30, 2020: \$12,918.87/monthly; \$155,026.44/annually (3.5% increase) and Vehicle Allowance \$258.75/monthly/\$3,105.00/annually (3.5% increase).

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

**ATTACHMENTS:**

Attachment A: 2020 City Manager Performance Review Criteria and Target Dates

Attachment B: Draft Memorandum to Department Directors

Exhibit A: Resolution and City Manager Performance Review Criteria



*A place where families and businesses thrive.*

---

**2020 City Manager Annual Performance Review and Target Dates:**

Monday, May 11	<p><b>Resolution Approving City Manager Performance Review Criteria for period July 1, 2019, to current:</b> If approved:</p> <ol style="list-style-type: none"> <li>1) A letter on behalf of the Council is sent to Department Directors requesting comments on City Manager's performance;</li> <li>2) Each Councilmember is emailed a performance review form to complete; and</li> <li>3) Council directs City Manager to prepare a self-evaluation</li> </ol>
Tuesday, May 18	Department Directors deadline to submit comments to City Attorney
Friday, May 22	City Attorney (third-party) deadline to submit directly to Council compilation of Department Directors comments in a sealed envelope
Tuesday, May 26	<p><b>First Executive Session</b> is held to review and discuss:</p> <ol style="list-style-type: none"> <li>4) <b>City Manager's Self-Evaluation</b></li> </ol>
Monday, June 8	<p><b>Councilmembers deadline to submit directly to Mayor their performance review forms:</b></p> <ol style="list-style-type: none"> <li>5) Mayor and Council President tabulate and summarize the results of the performance appraisals</li> </ol>
Monday, June 22	<p><b>Second Executive Session</b> is held to review and discuss:</p> <ol style="list-style-type: none"> <li>6) <b>Performance appraisal with City Manager</b></li> </ol>
Monday, July 13	<p><b>Third Executive Session</b> if necessary is held to:</p> <ol style="list-style-type: none"> <li>7) <b>Finalize Performance appraisal with City Manager</b></li> </ol>
Monday, July 13	<p><b>Council returns to Regular Council Meeting and in accordance with State law:</b></p> <p>Mayor gives a summary of the City Manager's performance appraisal, Council discusses authorizing compensation for FY 2020-21, and Council considers the following action items:</p> <ol style="list-style-type: none"> <li>8) <b>RESOLUTION ACCEPTING CITY MANAGER'S PERFORMANCE REVIEW;</b> and</li> <li>9) <b>RESOLUTION AUTHORIZING COMPENSATION FOR CITY MANAGER, FY2020-21</b></li> </ol> <p>(Current Salary Resolution 2019-49: Effective July 1, 2019 through June 30, 2020: \$12,918.87/monthly; \$155,026.44/annually (3.5% increase) and Vehicle Allowance \$258.75/monthly/\$3,105.00/annually (3.5% increase).</p>



*A place where families and businesses thrive.*

## CITY COUNCIL MEMORANDUM

---

**TO:** *Department Directors*

**FROM:** *City Council*

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

**DATE:** *May 11, 2020*

**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, 2019, 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 192.355(4).

The Council encourages you to submit your input **no later than Tuesday, May 18, 2020**, directly to City Attorney, preferably by e-mail at: [Ashley Driscoll \[AshleyD@gov-law.com\]](mailto:AshleyD@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 22, 2020**. 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.