

# City of Sweet Home 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 City Manager prepares a memorandum to Council including his/her self-evaluation in a narrative format.
2. The City Manager will copy and distribute the City Manager Performance Evaluation form as well as the City Manager's self-evaluation to the Council for review.
3. The Council members will complete a performance evaluation for the City Manager and then return the completed form to the Mayor. The Mayor will return any incomplete or incorrectly filled out evaluations to be completed correctly.
4. The Mayor and President Pro-Tem will tabulate the results of the evaluation forms and create a compiled evaluation including average scores for each individual element and average scores for each overall section.
5. The Mayor and Councilors will meet with the City Manager to discuss his/her compiled evaluation in an Executive Session in a "round-table" format. Copies of each Councilor's completed individual evaluation must be made available to the City Manager for inspection forty-eight (48) hours prior to this meeting. Councilors will then complete the remaining "round table" portion of their evaluation and may adjust any previous scores as they see fit.
6. The Mayor and President Pro-Tem will tabulate the results of the finalized evaluation forms and create a compiled evaluation including average scores for each individual element and average scores for each overall section.
7. The Mayor and Council will meet with the City Manager in executive session to review the evaluation, unless the City Manager requests an open hearing per ORS 192.660(2)(i).

## INSTRUCTIONS

***Review the employee's work performance for the entire period; try to refrain from basing judgement 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 to which assigned considering the length of time in the job. Circle the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

# Performance Evaluation

**Councilor:** \_\_\_\_\_ **Evaluation Year: 20 /20**

## 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.
- Not Observed (NO)      The employee's work performance was not observed during this evaluation period.

\*Any score of a (1) Unsatisfactory or (2) Improvement Needed MUST be justified in the comment section.



**2. Performance related to the Job Description**

“Serves as the administrative head of the government of the City and is responsible for the overall management, administration and supervision of all City departments and functions. Exercises direct or indirect supervision of all City Employees with the exception of the City Attorney and Municipal Judge.”

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

1. Maintain effective relationships with elected officials, the media and the public at all times.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

2. Follow established City Policies at all times.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

3. Recommend programs and policies to the City Council to ensure that the management of the City is effective and reflects current advances in city government.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

4. Develop professionally through formal and informal training and membership in professional organizations.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

5. Control City expenditures within budgetary limitations to ensure that public funds are spent wisely.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

6. Supervise City personnel to effectively train, motivate and promote a high degree of morale.

5-Outstanding            4            3-Meets Standard            2            1-Unsatisfactory            NO

Comments: \_\_\_\_\_  
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\_\_\_\_\_

### **3. Evaluation Based on Council Goals-Complete After Round Table Discussion**

#### **GOAL #1: INFRASTRUCTURE**

1. Develop specific steps for implementation of the adopted infrastructure master plans.  
Water, Sewer, Streets, Parks, Property
2. Increase community awareness of infrastructure needs and appropriate planning documents.  
Water, Sewer, Streets, Parks, Property

#### **GOAL #2: BE AN EFFECTIVE AND EFFICIENT GOVERNMENT**

1. Update and streamline processes
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability & training.
4. Develop transparency in all communication.
5. Continue to implement strong financial practices.
6. Employ sound technology to maximize efficiency.

#### **GOAL #3: ESSENTIAL SERVICES**

1. Increase access to quality healthcare services in Sweet Home.  
Memory Care, Senior Assisted Living, Physical Therapy, Urgent Care, Mental/Behavior Health
2. Improve community safety, Police, Community Design, Etc.
3. Develop partnerships w/ regional services and work to connect them w/ the appropriate members of the public.

#### **GOAL #4: ECONOMIC STRENGTH**

1. Implement vitalization programs
2. Lead community economic development efforts
3. Develop economic opportunities w/ regional partners
4. Develop a downtown streetscape plan.

5-Outstanding                      4                      3-Meets Standard                      2                      1-Unsatisfactory                      NO

Comments:

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

Date: \_\_\_\_\_

Sweet Home City Council	<u>Concurrence</u>
_____ Mayor Greg Mahler	YES / NO
_____ Council President Pro-Tem Dave Trask	YES / NO
_____ Councilor Susan Coleman	YES / NO
_____ Councilor Diane Gerson	YES / NO
_____ Councilor James Goble	YES / NO
_____ Councilor Lisa Gourley	YES / NO
_____ Councilor Courtney Nash	YES / NO

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date