

City of Silverton
360-Degree Performance Evaluation for 2024
City Manager

Purpose

The **360-degree** performance evaluation provides the City Manager an opportunity to gain valuable insight and feedback on their performance of specific work-related goals and objectives from all who observe and are affected by their performance, including City Council, selected staff members, and customers.

It allows the City Manager to gain feedback on their performance in areas such as leadership, council relations, communication, fiscal management and community relations, tailored specifically to their role in the organization and community.

Process

City Council shall conduct an annual review and evaluation of the City Manager's work performance in accordance with his/her contract. The results of such an evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions. The following process will be followed for a 360-degree evaluation.

1. Distribution
 - a. The Human Resource Manager distributes evaluation forms to all Council members (Criteria 'A' – 'H').
 - b. The Mayor distributes evaluation forms to Community Participants (Criteria 'A' – 'F').
 - c. Human Resources Manager distributes evaluation forms to Department Directors and Selected Staff (excluding Criterion 'H' Council Relations). Each form will be completed, sealed and returned to the Human Resource Manager.
2. Each Councilor and Community Participant completes the form and returns a copy to the Mayor/City Human Resource Manager, in the confidential envelope provided by the City.
3. The Mayor returns all sealed envelopes to the City's Human Resource Manager.
4. The Human Resource Manager tabulates and summarizes the results of the evaluation forms and written comments as submitted.
5. The summarized evaluation report is distributed to the Council prior to the Executive Session evaluation meeting.
6. The Council meets with the City Manager in Executive Session to review the evaluation, unless the City Manager requests an open hearing. Copies of all the submitted original forms will be made available by the Human Resource Manager (who will be present) for examination at the Executive Session.

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City Manager

Date _____

Instructions

Review the City Manager's work performance for the entire period, refrain from basing judgement only on recent events or isolated incidents. Disregard general impressions and concentrate on one factor at a time.

Evaluate the City Manager on the basis of standards you expect to be met for the position 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/A" (not applicable) column next to the factor. Provide specific supporting evidence with Rankings of 2 or below or above 4.

Rating Scale Definitions (1-5)

1	Unsatisfactory	Work performance is inadequate to the standards of performance required for the job, with no signs of improvement. Performance at this level cannot be allowed to continue.
2	Improvement Needed	Work performance does not consistently meet the standards of the position. Serious effort is needed to become a strong leader and achieve goals and objectives.
3	Meets Job Standard	Work performance consistently meets the standards of the position. Handles issues and responsibilities within role and delivers on standard expectations.
4	Exceeds Job Standard	Work performance is frequently or consistently above the level of a satisfactory, but has not achieved an overall level of outstanding performance.
5	Outstanding Performance	Strong leadership skills; serves as a role model for internal and external customers; consistently demonstrates excellence when compared to the standards of the job.

Performance Evaluation and Achievements

A. <u>Leadership</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Motivates others toward accomplishment of work.	___	___	___	___	___	___
2. Delegates appropriate responsibilities.	___	___	___	___	___	___
3. Makes thoughtful contributions to City Council and community members.	___	___	___	___	___	___
4. Effectively evaluates performance of subordinates in their area.	___	___	___	___	___	___
5. Seeks to develop teamwork.	___	___	___	___	___	___

Comments: _____

B. <u>Community/Business Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
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|--|-----|-----|-----|-----|-----|-----|
| 1. Maintains effective communication with local businesses and community groups. | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. Responsive to community/business issues. | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. Encourages residents to serve on City committees. | ___ | ___ | ___ | ___ | ___ | ___ |
| 4. Regularly participates in local committees and organizations. | ___ | ___ | ___ | ___ | ___ | ___ |
| 5. Communicates Council goals to the community. | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

- | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| C. <u>Intergovernmental Relations</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
| 1. Maintains effective communication with local, regional, state and federal government agencies. | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. Financial resources, including Urban Renewal grants, are pursued. | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. Regularly participates in local, regional, state and Federal organizations. | ___ | ___ | ___ | ___ | ___ | ___ |
| 4. Lobbies effectively with legislators and state agencies regarding City programs and projects. | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

- | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| D. <u>Public Relations</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
| 1. Projects a positive public image. | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. Is courteous to the public at all times. | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. Maintains effective relations with media representatives. | ___ | ___ | ___ | ___ | ___ | ___ |
| 4. Responds to public requests and concerns in a timely manner. | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

- | | | | | | | |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| E. <u>Communication</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|

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|--|---|---|---|---|---|---|
| 1. Oral communication is clear, concise and articulate. | — | — | — | — | — | — |
| 2. Written communications are clear, concise and accurate. | — | — | — | — | — | — |
| 3. Effective listener through showing interest, not interrupting, and allowing other to express their point of view. | — | — | — | — | — | — |

Comments: _____

- | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| F. <u>Personal Traits</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
| 1. Demonstrates Initiative. | — | — | — | — | — | — |
| 2. Uses common sense when making decisions. | — | — | — | — | — | — |
| 3. Demonstrates personal honesty and frankness in day-to-day relationships. | — | — | — | — | — | — |
| 4. Is creative in developing practical solutions to problems faced in the course of work. | — | — | — | — | — | — |

Comments: _____

- | | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| G. <u>Fiscal Management</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
| 1. Prepares realistic annual budget. | — | — | — | — | — | — |
| 2. Controls expenditures in accordance with approved budget by seeking efficiency and effectiveness in all programs. | — | — | — | — | — | — |
| 3. Keeps City Council informed about revenues and expenditures, actual and projected. | — | — | — | — | — | — |
| 4. Ensures that the budget addresses Council's goals and objectives. | — | — | — | — | — | — |

Comments: _____

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H. <u>City Council Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/A</u>
1. Effectively implements policies and programs approved by City Council.	___	___	___	___	___	___
2. Reporting to Council is timely, clear, and thorough.	___	___	___	___	___	___
3. Accepts direction/instructions in a positive manner.	___	___	___	___	___	___
4. Effectively aids City Council in establishing long range goals.	___	___	___	___	___	___
5. Keeps City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations.	___	___	___	___	___	___
6. Provides Council with clear reporting of anticipated issues that could come before the City Council.	___	___	___	___	___	___
7. Effectively carries out other management duties as defined in the City Charter.	___	___	___	___	___	___
8. Effectively communicates with council members on individual basis.	___	___	___	___	___	___
9. Open to suggested improvements to City projects and programs.	___	___	___	___	___	___

Comments: _____

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Achievements Relative To Objectives For This Evaluation Period

2024 Goals and Objectives

“Council goal setting should be a priority in early 2024. Continue earnest negotiations on the Pettit property with the outcome a clear and concise benefit to Silverton Residents, including Silverton resident access to the property free of charge and a moderation of sewer fee increases.”

Summary Rating

Considering the results obtained against the established performance standards and overall job performance, the following rating is provided:

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

Comments:

Future Goals and Objectives

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