

## 1. City Council Relationships

**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.

A.) Effectively implements policies and programs approved by the City Council

	5=Outstanding	4	3= Meets Standard	2	Unsatisfactory	No	
	2	4	1				<b>4.142857</b>

B.) Effectively aids the City Council in establishing long range goals.

	5=Outstanding	4	3= Meets Standard	2	Unsatisfactory	No	
	5	1	1				<b>4.571429</b>

C.) Keeps the City Council informed of current plans and activities of administration, best governmental practices and regulations, etc.

	5=Outstanding	4	3= Meets Standard	2	Unsatisfactory	No	
	3	3	1				<b>4.285714</b>

**COMMENTS:**

A. This is a strong characteristic of Ray’s leadership. Sometimes the policies are hard to implement as they are outdated and not realistic for today’s city roles but we are always aware of the problems and needs. (DG)

(DG)

A. Ray has worked hard at implementing goals and policies set forth by the City Council. Although at times this work has been interrupted by unforeseen circumstances, it does not negate his work in this area. (SC)

B. The training sessions held each year provide council and staff with the opportunity to dialog and plan for the coming year. Ray has led these sessions with professionalism and a clear understanding of pitfalls and success. (DG)

B. In my opinion, this is where Ray’s leadership shines. He has the ability to synthesize the council’s ideas into measurable and attainable goals. (SC)

C. This particular goal has fallen off a bit this year. While it may be important to understand best practices, I feel it would be more helpful to the council to relate those practices to our situation rather than how we can adapt to the practices as shown by research, etc. Every city is unique and not all best practices fit all cities. It is important for us to know about these but more important is how to use them to our advantage. (DG)

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Ray Towry 4/22/2020**

C. I appreciate Ray's correspondence with council on department activities and best governmental practices. Communication is one of those areas that takes effort to keep on top of and at times, it would be beneficial to be more informed. I am grateful for his continued efforts in this area and I realize communication is always a two way street. (SC)

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Ray Towry 04/02/2020**

**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	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.285714286</b>
3	<u>3</u>	1				

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

5=Outstanding	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.142857143</b>
2	<u>4</u>	1				

2. Follow established City Policies at all times.

5=Outstanding	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.285714286</b>
4	<u>1</u>	2				

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	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.142857143</b>
2	<u>4</u>	1				

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

5=Outstanding	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.166666667</b>
2	<u>3</u>	1			1	

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

5=Outstanding	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.428571429</b>
4	<u>2</u>	1				

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

5=Outstanding	<u>4</u>	3= Meets Standard	2	Unsatisfactory	No	<b>4.428571429</b>
4	<u>2</u>	1				

**COMMENTS:**

Ray is an effective manager of his personnel. His ability to supervise but not micro manage frees up staff to solve problems in creative ways. It also allows all staff the freedom to voice solutions and recognize their voice is valued. (DG)☒

From what I know of his leadership of the department heads, he is doing a good job. He has built a great team who seem to work very well together. (SC)

1. I have seen Ray develop better communication between the city and the media and public. The relationship he has with elected officials seems to be smoother as well. (SC)

1. The communication with the public is improving as is the interaction with the media. (DG)

2. Ray is a stickler for following policy even when it is outdated and hard to follow. He communicates same to council on a regular basis. (DG)☒

3. Ray has helped Sweet Home advance in many areas. Our policies are more up to date. One example is our Emergency Management Plan which proved to be very important to have on hand during this COVID-19 crisis. (SC)

3. I have commented on this above. Ray is up to date on advances in government and has recommended several books, etc. to staff to encourage their growth. For me, I would like to have those advances put into a more realistic setting for Sweet Home. (DG)☒

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4. Ray works well with others in the region and has encouraged staff to do the same. He and staff have been asked to do several presentations on projects in the city and this has added to the positive picture of Sweet Home as a forward moving entity. (DG)
4. I know that Ray has attended some training conferences, but I do not know enough about his development to know if he has grown in this area. (SC)
5. Ray works closely with staff to keep a handle on the budget and the needs of the city. He and staff are always available to answer questions and are able to explain any concerns voiced by council. (DG)
5. The city has stayed within budget and has been very persistent in seeking grants and other funding available to municipalities. (SC)
6. As stated previously, Ray has built an excellent team that has seemed to get into a groove of working well together. From the outside, it appears staff morale is high. (SC)
6. Ray's ability to direct staff and motivate them to give their best is a strong part of his leadership. His training sessions and meetings with staff have also increased motivation and creativity. My one concern is sometimes in reaching decisions, which he needs to do, Ray forgets to be empathetic with the needs and personalities of those in lower positions. The line between making a decision and having empathy while delivering that decision is a fine one and the empathy may get lost. (DG)

### 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

	5=Outstanding	4	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	<b>4</b>
	1	5	<u>1</u>				

**Comments:**

**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.

	5=Outstanding	4	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	<b>4.142857</b>
	3	2	<u>2</u>				

**GOAL #3: ESSENTIAL SERVICES**

1. Increase access to quality healthcare services in Sweet Home.
2. Look for methods to improve community safety.
3. Develop partnerships w/ regional services and work to connect them w/ the appropriate members of the public.

	5=Outstanding	4	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	<b>3.571429</b>
		4	<u>3</u>				

**GOAL #4: ECONOMIC STRENGTH**

1. Implement a business vitalization program
2. Support future economic development efforts w/in City Hall
3. Develop economic opportunities w/ regional partners

	5=Outstanding	4	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	<b>3.714286</b>
	1	3	<u>3</u>				

Goal #1: Would like to see the manholes down Main Street lifted. (CN)

Goal #2: I have seen improvements in processes, communication, financial practices, and technology. (SC)

Goal #2: So much needs to be accomplished in this area and Ray has led staff through many changes. But items 2 and 4 still need more work. (DG)

Goal #3: This is an area that has seen some disappointment this year. Although a lot of work has been done in this area, little has come to fruition. On the other hand, I believe the connections with developers and regional services that has been created will bring something about in the future. (SC)

Goal #3 Not much success for the possibilities to bring in new options, however the opportunities are restricted. (DT)

Goal #3 Although we have not met the health care goal, Ray and staff have improved in the other areas. (DG)

Goal #4: This aspect is in process. (SC)

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Goal #4: This area continues to be a weak spot in Ray's leadership. I realize many factors come into play here but this, too, has been a top priority of the council and I do not feel it has been given that position on Ray's list. (DG)  
Goal #4 That has been a challenge for quite some time working hard with staff to reach the goals.(DT)

**City Manager Evaluation  
Ray Towry 04/22/20**

### 4. Summary Rating of City Manager Self Evaluation Complete After Round Table Discussion

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1. Identifies challenges?

5=Outstanding	<b>4</b>	<u>3= Meets Standard</u>	2	Unsatisfactory	No	<b>4.1428571</b>
2	<b>4</b>	<u>1</u>				

2. Identifies progress?

5=Outstanding	<b>4</b>	<u>3= Meets Standard</u>	2	Unsatisfactory	No	<b>3.8571429</b>
	6	<u>1</u>				

3. Identifies improvements?

5=Outstanding	<b>4</b>	<u>3= Meets Standard</u>	2	Unsatisfactory	No	<b>3.8571429</b>
1	<b>4</b>	<u>2</u>				

**COMMENTS:**

These last three years, Ray has led the city well. He has provided valuable training for councilors, facilitated goal-creating conversations with councilors, hired qualified staff to execute the council goals, stayed within budget, mitigated solutions to problems the city has encountered, etc.

He recognizes challenges the city will be facing and offers solutions. He reports the progress the city is making.

I would love to see a “state-of-the-city” address sometime, where he can identify to the public the improvements the city has made in the recent years. (SC)

Mr. Towry, you have done an great job of taking charge of the city and moving us forward in a manner that better not only city staff and council but our community in general. To be honest I would say from where I sit, you have done an outstanding job. I am proud to still have you on board after these passing years. (JG)

## 5. Summary Rating - Complete After Round Table Discussion

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

	5=Outstanding	<u>4</u>	3= <i>Meets Standard</i>	2	Unsatisfactory	No	
	2	<u>4</u>	<u>1</u>				<b>4.142857</b>

**COMMENTS:**

Overall feels he is doing a great job. (CN)

The results over the last three years has shown a high level of progress. Of course there is room for improvement. Personally I am happy with the results so far. He has chosen personnel that helps the success going forward. (DT)

**City Manager Evaluation  
Ray Towry 04/22/2020**

**Signature Page**

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

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

Sweet Home City Council      Concurrence

\_\_\_\_\_  
Mayor Greg Mahler      YES / NO

\_\_\_\_\_  
Council President Pro-Tem Diane Gerson      YES / NO

\_\_\_\_\_  
Councilor Cortney Nash      YES / NO

\_\_\_\_\_  
Councilor Susan Coleman      YES / NO

\_\_\_\_\_  
Councilor Dave Trask      YES / NO

\_\_\_\_\_  
Councilor James Goble      YES / NO

\_\_\_\_\_  
Councilor Lisa Gourley      YES / NO

\_\_\_\_\_  
City Manager      Date

**City Manager Evaluation  
Ray Towry 04/22/20**

	Nash	Coleman	Gerson	Goble	Gourley	Mahler	Trask	Avg
<b>Sec. 1 City Council Relationships</b>								
A)	5	4	4	4	3	4	5	<b>4.142857</b>
B)	5	5	5	5	3	4	5	<b>4.571429</b>
C)	5	4	4	5	3	4	5	<b>4.285714</b>
<b>Sec. 2 Performance Related to the Job Description</b>								
)	4	4	5	4	3	5	5	<b>4.285714</b>
1)	5	5	4	4	3	4	4	<b>4.142857</b>
2)	5	4	5	3	3	5	5	<b>4.285714</b>
3)	5	4	4	4	3	4	5	<b>4.142857</b>
4)	5	No	5	4	3	4	4	<b>4.166667</b>
5)	5	5	5	4	3	4	5	<b>4.428571</b>
6)	5	4	5	4	3	5	5	<b>4.428571</b>
<b>Sec. 3 Eval Based on Council Goals</b>								
1)	4	4	4	4	3	4	5	<b>4</b>
2)	4	5	3	5	3	4	5	<b>4.142857</b>
3)	3	3	4	4	3	4	4	<b>3.571429</b>
4)	5	3	3	4	3	4	4	<b>3.714286</b>
<b>Sec. 4 Summary Rating</b>								
1)	4	5	4	4	3	4	5	<b>4.142857</b>
2)	4	4	4	4	3	4	4	<b>3.857143</b>
3)	4	3	4	5	3	4	4	<b>3.857143</b>
<b>Sec. 6 Overall Rating</b>								
1)	4	5	4	4	3	4	5	<b>4.142857</b>
<b>Overall Av</b>								<b>4.128307</b>