

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

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

	5=Outstanding	4	3= Meets Standard	2	Unsatisfactory	No	
	<b>3</b>	4					<b>4.428571</b>

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

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

**COMMENTS:**

Ray works diligently at implementing policies and programs the City Council has approved. Development code is getting close to completion, Charter Review is underway, our WWTP and WTP are now back in house. All of these are goals that have been discussed for a few years. It is good to see them coming to fruition. Our goal planning sessions, led by Ray, have provided an opportunity for the council formulate long range goals that will do the most good for the most people for the longest period of time. He has worked to keep the City Council informed of current plans, activities, practices, etc. This was especially apparent during the wildfires. (SC)

Ray is always available to communicate with me. He provides clear and effective guidance to the Council. I am impressed with how much of the business of the city encompasses our goals. He has made this a priority (DG)

**City Manager Evaluation  
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>
2	<u>5</u>					

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

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

2. Follow established City Policies at all times.

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

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

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

5=Outstanding	<b>4</b>	3= Meets Standard	2	Unsatisfactory	No	<b>4</b>
1	<b>5</b>	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>4.571428571</b>
4	<u>3</u>					

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</b>
1	<u>5</u>	1				

**COMMENTS:**

Amidst the extreme challenges faced by the city this year, Ray has done an exceptional job. In the midst of covid, wildfires, and regular management responsibilities, he has maintained professionalism, kept citizens informed, worked well with other elected officials, the media, and the public. In this uncertain future, of limited property taxes coming in, the city’s finances are doing reasonably well. This has much to do with the foresight Ray had to implement a spending freeze in March. Now, when tax revenues are thin, the savings that have occurred because of the spending freeze have been able to cover salaries of employees. Ray has put together and trained a team of leaders. The leaders he has gathered effectively train, motivate and promote morale within their departments. (SC)

Even in difficult times, we are able to complete projects and maintain fiscal stability because of his leadership (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

2. Increase community awareness of infrastructure needs and appropriate planning documents.

Water, Sewer, Streets, Parks, Property

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

**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	4.142857
1	6					

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.

5=Outstanding	4	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	4.142857
1	6					

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	<b><u>3= Meets Standard</u></b>	2	Unsatisfactory	No	4.142857
1	6					

Goal #1 Our infrastructure is improving in some areas exponentially, in other areas steadily. The fact that we have the staff, knowledge and motivation to bring on our own WWTP and WTP management speaks to the improvements being made. (SC)

Goal #2 We are running more efficiently. One improvement that came within this last year that highlights our improvements in transparency is the Clear Gov link on the website. I am so pleased that we are able to provide residents the information of where their tax dollars go. Another efficient implementation this last year is the technology that has been put in place to be able to virtually conduct City Council meetings. We are leaps and bounds ahead of many surrounding governmental agencies. (SC)

## **City Manager Evaluation**

**Ray Towry 11/07/2017**

Goal #3 This has been a difficult area and the progress that was being made was halted by Covid. On the other hand, during the wildfires, partnerships with regional services is what assisted our community in being able to

Goal #4 We are now on our way to putting some feet to these goals. I expect in the next year the city will see some gains in this area. (SC)

As mentioned, Ray has used our goals as a focus for the business of the city government. He has impressed these goals upon staff and provided leadership and direction to them (DG)

I still would like to see more progress regarding economic growth but I understand COVID issues created a lot of roadblocks moving our city forward. (GM)

**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>4.4285714</b>
3	<b>4</b>					

2. Identifies progress?

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

3. Identifies improvements?

5=Outstanding	<b>4</b>	<u>3= Meets Standard</u>	2	Unsatisfactory	No	<b>4.2857143</b>
2	<b>5</b>					

**COMMENTS:**

There have been many challenges this year and all have been met with intelligence and professionalism. These events, while scary, have increased the public confidence in city government. Ray recognizes we do need to toot our horn a bit louder as much is being accomplished and the public needs to know about it. (DG)

Overall Ray did a great job especially with all of the COVID issues and Wildfire problems we faced this year. (GM)

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

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>5</u>					<b>4.285714</b>

**COMMENTS:**

Over all this is a strong city manager who recognizes and appreciates the strengths of his staff and learns from each experience. His growth into the job over four years has been built on his willingness to reach out for help when struggling, his understanding of current practices, and a strong desire to do what is best even when it is hard. I applaud this hard work (DG)

I think you are doing a good job considering all of the issues we have had during the COVID pandemic. Looking forward to getting back to normal. (DT)

I appreciate your patience and how much you have been willing to help this Councilor. Thank you for all you do. (CN)

**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)	4	4	4	4	5	4	5	<b>4.285714</b>
B)	4	5	4	4	5	4	5	<b>4.428571</b>
C)	4	4	4	4	5	4	5	<b>4.285714</b>
<b>Sec. 2 Performance Related to the Job Description</b>								
)	4	4	4	4	5	4	5	<b>4.285714</b>
1)	4	5	4	4	5	4	5	<b>4.428571</b>
2)	4	4	4	4	5	4	5	<b>4.285714</b>
3)	4	4	4	4	5	4	5	<b>4.285714</b>
4)	4	4	4	4	5	3	4	<b>4</b>
5)	4	5	4	4	5	5	5	<b>4.571429</b>
6)	4	4	4	4	5	3	4	<b>4</b>
<b>Sec. 3 Eval Based on Council Goals</b>								
	4	4	4	4	5	4	4	<b>4.142857</b>
	4	4	4	4	5	4	4	<b>4.142857</b>
4)	4	4	4	4	5	4	4	<b>4.142857</b>
<b>Sec. 4 Summary Rating</b>								
1)	4	5	4	4	5	4	5	<b>4.428571</b>
2)	4	3	4	4	5	4	5	<b>4.142857</b>
3)	4	4	4	4	5	4	5	<b>4.285714</b>
<b>1)</b>								
	4	4	4	4	5	4	5	<b>4.285714</b>
<b>Overall Av</b>								<b>4.260504</b>