### **CITY OF McMinnville CITY MANAGER**

### PURPOSE

In order to establish and maintain effective City Council and Manager Relationships, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Manager. This evaluation should focus on how effectively the City Manager is accomplishing the goals established by the City Council and how the City Manager is carrying out responsibilities in key performance areas including technical expertise as a City Manager, communications with staff, Council, and partners, and overall direction and operation of the City.

Specifically, the evaluation should serve the following needs:

- 1. Allow the City Manager and the Council to test, identify, and refine their respective roles, relationships, expectations of and responsibilities to each other.
- Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the City Manager's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to outline clearly areas where the City Manager could become even more effective through improved performance.

### **PROCESS**

### The evaluation process shall occur annually in June, except that the Council may request an evaluation at any time during the year if need arises.

- 1. Evaluation forms are distributed by the Mayor to all City Councilors and the City Manager.
- 2. Each Councilor and the City Manager complete the forms, sign them, and return one copy to the City Attorney who will forward all evaluations to the Mayor.
- 3. The Mayor tabulates the results of the Councilor evaluation forms.
- 4. Prior to the evaluation session, the City Manager will provide a memorandum to the Council including a self-evaluation using the same format and a summary of progress toward Council goals.
- 5. The Councilor composite evaluation and the City manager's self-evaluation are distributed to the Council by the Mayor prior to the executive session evaluation meeting. A copy of the Councilor composite evaluation is provided to the City Manager by the Mayor prior to the evaluation meeting.
- 6. The Council and Mayor meet with the City Manager in executive session (open session if requested by the City Manager) to jointly review the evaluation.

## **CITY OF McMinnville CITY MANAGER**

### **INSTRUCTIONS**

Attached is the evaluation form for the City Manager. It encompasses three primary areas:

1) Evaluation of key performance areas;

2) Goals accomplishment;

3) General strengths and areas for improvement.

Satisfactory performance means the City Manager normally fulfills the requirements of the job. Needs improvement means the City Manager generally meets the requirements of the job, but there may be one or more areas that the City Manager must work to correct to move forward. Unsatisfactory means the City performance. Good generally means that the City Manager consistently fulfills the requirements of the job and occasionally performs beyond expectations. The rating system for the key performance areas is a somewhat subjective scale of excellent (EXC), good (GD), satisfactory (SAT), needs improvement (NI), unsatisfactory (UNS), and no observation (NO). A rating of excellent generally means that the City Manager consistently exceeds the expected level of Manager consistently fails to fulfill the requirements of the job.

example or two of why, overall, a particular rating has been chosen. The comments included will give the City Manager enough information to correct problem A space to the right of each performance area has been included for individual comments. Each person preparing the form is encouraged to select a specific areas and place a specific item on their work plan for the next year,

Upon completion of the form, please return it to the City Attorney who will forward to the Mayor for review and tabulation.

NOTE: Please sign the form prior to returning it to the City Attorney.

KEY PERFORMANCE AREAS	EXC	6	SAT	Z	NNS	ON			COMMENTS	
I. Communications with Council										
A) Timely and effective written communication with Council	>					<u></u>	Zeenlor	cones	Rew los conceptonèmies	
<ul> <li>B) Timely and effective informal communication with Council</li> </ul>	7									
C) Maintains close communications with Mayor	s	>								
	1700 10		· /C AT/	NICOLO		400000	(NII) 11000	infontani (1	Fundling (FVC) Conditionation (CAT) Monda Immunity (MI) Handling data (HMC) and Mo Observation (MO)	

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UNS NO COMMENTS			Clear commission allows Cornerl to set of maintain warningly geals		Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)
T NI					T), Needs
GD SAT					ctory (SA
EXC (			>	7	), Satisfac
KEY PERFORMANCE AREAS	II. Implementation of Council Policy	<ul> <li>A) Administers Council policy decisions consistent with Council intent</li> </ul>	<ul> <li>B) Assists Council in development of goals and strategic planning</li> </ul>	C) Consults with Mayor and Council on Major issues that impact City Operations	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs I

S NO COMMENTS			Memos could more options and potential or tomes.	Servero. Naraur & may mure alred vetred that	D) Shares leadership responsibilities with Council and Mayor Excellent (EXC). Good (GD). Satisfactory (SAT). Needs Improvement (NI). Unsatisfactory (UNS), and No Observation (NO)
SAT NI UNS NO					(SAT). Needs Improvemen
EXC GD					Satisfactory
KEY PERFORMANCE AREAS	III. Staff Support for Council	A) Anticipates issues which require Council involvement	<ul> <li>B) Provides clear, concise staff reports with alternatives and</li> </ul>	C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.	D) Shares leadership responsibilities with Council and Mayor Excellent (EXC). Good (GD). S

NO COMMENTS							Other then leaved decisions, I am wasser	of shaft changes while after the free i limit	said, the C.L. Manager mader & Ma	multure all ordeser and & educated team.		Excellent feedback from Dept Heads										improvement (NI), Unsatisfactory (UNS), and No Observation (NO)	
NN UNS																							
EXC GD SAT									$\geq$	) 						4						Satisfactory (SAT	
KEY PERFORMANCE AREAS	IV. Leadership	A) Provides organizational leadership	B) City Manager exhibits	confidence and respect	for management teams	making process.	C) Recruits and hires staff involving Council or	Council members on	Management Team hires that have major impact	on community	relationsnips and partnerships.	D) Evaluates staff	regularly and fairly	evaluation process.	E) Manager and staff	maintain current knowledge of City issues	F) Evaluates and adjusts	City programs and	necessary	G) Develops	professionalism	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs	

UN         VIN	B) Budget is well       documented and         documented and       organized to assist         organized to assist       Concil with policy         decisions       Concil with policy         decisions       UNrife       Act in a deficit, a deficit, an ansteriative budget         controls are in place       D) Staff maintains a       UNrife       Act in a deficit, a deficit, and instrative budget         controls are in place       D) Staff maintains a       Unit-rear financial       Vision       Vision         Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)	ck does not support this slatement. With such to manage, how can discretionery spending allon tion? This is a challenge for Council and Hangement.
SAT NI	(SAT), Need	feel
G	sfactory	of bu
EXC	), Sati	ACT -
KEY PERFORMANCE AREAS AREAS V. Financial Planning and Administration A) Annual budget is prepared in timely manner providing council with options for funding special programs and partner requests.	<ul> <li>B) Budget is well documented and organized to assist Council with policy decisions</li> <li>C) Effective administrative budget controls are in place</li> <li>D) Staff maintains a multi-year financial vision</li> </ul>	C. General a las

NO COMMENTS						Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)
SNU IN						Needs Improven
GD SAT				>		actory (SAT),
EXC					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	), Satisf
KEY PERFORMANCE AREAS	VI. Personal and Professional Development	<ul> <li>A) Keeps abreast of current City information and technology changes in municipal affairs</li> </ul>	B) Displays and practices effective oral and written communication skills	C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management team, and staff.	D) Uses personal skills (Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City projects and programs	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs

KEY PERFORMANCE AREAS	EXC	G	SAT	Z	NNS	Q	COMMENTS
VII. Delivery of City Services and						<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
				_			
changing needs of							
McMinnville citizens and		>					
businesses.							
B) Services are delivered							
effectively		>					
C) Manager is accessible							
to citizens	2						
D) Manager is open to	`						
suggestions from							
Council, staff, and public	>		****				
on improvements in							
services							
E) Maintains effective	/						Ettertive, perhaps not always desired but
city news media	>						
relationships							Ctective.
F) Disseminates		/					
accurate information		2					
about City issues							
G) Encourages public	4						
participation	5						
H) Generally maintains		*****					
overall public confidence	2						
in City management							
Excellent (EXC), Good (GD)	), Satisf	actory	(SAT), N	leeds Ir	nprovei	ment (N	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)

•

KEY PERFORMANCE AREAS	EXC	G	SAT	Z	NNS	NO	COMMENTS
VII. Intergovernmental Relationships							
<ul> <li>A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.</li> </ul>	$\searrow$					101	Pollety:
<ul> <li>B) Financial resources</li> <li>(grants) from other</li> <li>organizations are</li> <li>pursued where possible.</li> </ul>							e.g. Archert
C) Contributes to good government through participation in local, regional, and State committees & organizations							
D) Works constructively with other jurisdictions toward mutual goals	$\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{$					2	Adar e.J. Fine District
<ul> <li>Establishes effective, cooperative relationships with other public and private entities</li> </ul>		>					
Excellent (EXC), Good (GD), Satisfactory (SAT), Needs I	), Satisfa	actory (	SAT), No		nprover	nent (N	mprovement (NI), Unsatisfactory (UNS), and No Observation (NO)

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not?

STRENGTHS: Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager?

IMPROVEMENTS SUGGESTED: Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more effective? Please be as specific as possible. ۸ . . 1

Councilor Name:

Date:

\*

6/30/16

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.

### **CITY OF McMinnville CITY MANAGER**

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### **CITY OF McMinnville CITY MANAGER**

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A space to the right of each performance area has been included for individual comments. Each person preparing the form is encouraged to select a specific example or two of why, overall, a particular rating has been chosen. The comments included will give the City Manager enough information to correct problem areas and place a specific item on their work plan for the next year,

Upon completion of the form, please return it to the *City Attorney* who will forward to the Mayor for review and tabulation.

**<u>NOTE</u>**: Please sign the form prior to returning it to the City Attorney.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
I. Communications with Council							
A) Timely and effective written communication with Council			x				Great written communication with the council packets and general e-mail communication from time to time.
B) Timely and effective informal communication with Council		x					I sit on numerous committee assignments with Martha so we have many opportunities to communicate informally. Those informal sessions are very much appreciated.
C) Maintains close communications with Mayor						x	

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
II. Implementation of Council Policy							
A) Administers Council policy decisions consistent with Council intent		x					For the most part I feel we are on the same page. However there have been times where Martha has moved forward with commitments and or statements that have maybe somewhat commuted the council before our discussion. Homelessness is an example.
B) Assists Council in development of goals and strategic planning				x			This year have been a departure from our previous goal setting and strategic planning process. I feel that as of June we are stay without the direction and or plan that we normally would have at this time. I feel Martha has headed in a different planning process without the full communication or support of the council. We need to solidify this as soon as possible.
C) Consults with Mayor and Council on Major issues that impact City Operations		х					This is a hard area to comment on. Martha runs the city effectively and operations seem to be in great shape. I don't have knowledge on the relationship with the Mayor in their communication on major topics. Good process with the community choices committee on the website and community survey rollout. We have involved numerous community members with experience and skill.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
III. Staff Support for Council							
A) Anticipates issues which require Council involvement		х					I feel with the outreach the Martha has with the community she has listened well to their concerns and does a good job of anticipating council issues. She does start involvement sometimes premature to the needed discussion with the council. I feel that the council planning process for 2016 is still undone and we are not as prepared for this coming year.
<ul> <li>B) Provides clear,</li> <li>concise staff reports</li> <li>with alternatives and</li> <li>recommendations</li> </ul>	x						Staff reports for use with council agenda are complete and concise. They help us prepare for upcoming council meetings. We need to continue to invite our department heads to our dinner meetings.
C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.	x						The direction for staff and Martha seems to be taken well and acted upon as given in council meetings. The council discussion's seem to be complete with good input from staff as called upon.
<ul> <li>D) Shares leadership</li> <li>responsibilities with</li> <li>Council and Mayor</li> </ul>		x					Excellent job in providing leadership with staff and partnering with council as a leader.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
IV. Leadership							
A) Provides organizational leadership		x					
B) City Manager exhibits confidence and respect for management teams involvement in decision making process.		x					From all appearances there has been developed confidence and respect among her management style. She listens to their input within the meetings I attend.
C) Recruits and hires staff involving Council or Council members on Management Team hires that have major impact on community relationships and partnerships.		x					We have had great success in our hires with Martha in the role of city manager.
<ul> <li>D) Evaluates staff</li> <li>regularly and fairly</li> <li>involving staff in</li> <li>evaluation process.</li> </ul>						x	I have not seen the evaluation process of staff. We need more review at the council level in this process.
E) Manager and staff maintain current knowledge of City issues		x					City and staff are current on the issues facing us.
F) Evaluates and adjusts City programs and relationships as necessary		x					We need to continue to develop our plan and priorities for 2016.
G) Develops professionalism		x					

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
V. Financial Planning and Administration							
<ul> <li>A) Annual budget is prepared in timely manner providing</li> <li>Council with options for funding special programs and partner requests.</li> </ul>	x						I felt the McMinnville products one of the best budgets within the state of Oregon. As we move forward with numerous needs and limited resources, we may need to have more input in critical areas of the budget before budget committee.
<ul> <li>B) Budget is well documented and organized to assist</li> <li>Council with policy decisions</li> </ul>	x						Very much so!
C) Effective administrative budget controls are in place	x						Yes
D) Staff maintains a multi-year financial vision	x						Yes

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VI. Personal and Professional Development							
A) Keeps abreast of current City information and technology changes in municipal affairs	x						
B) Displays and practices effective oral and written communication skills	x						Martha is a superior communicator.
C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management team, and staff.		x					Has a level headed approach with adverse situations. However, sometimes has been premature in her statements before council discussions.
D) Uses personal skills (Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City projects and programs		x					Yes

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Delivery of City Services and Community Relations							
A) Services meet the changing needs of McMinnville citizens and businesses.		x					Spends a good amount of time within the community understanding their needs.
<ul> <li>B) Services are delivered</li> <li>efficiently and</li> <li>effectively</li> </ul>		x					Yes, yet more stress is being placed on services, daily.
C) Manager is accessible to citizens	х						Goes out of her way to be accessible to the citizens of McMinnville.
D) Manager is open to suggestions from Council, staff, and public on improvements in services		x					
E) Maintains effective city news media relationships		x					
F) Disseminates accurate information about City issues		x					
G) Encourages public participation	x						
H) Generally maintains overall public confidence in City management		x					(NII) Unsatisfactory (UNS) and No Observation (NO)

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Intergovernmental Relationships							
A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.		x					I feel Martha is well respected with other agencies within our area. She is seen as a leader.
<ul> <li>B) Financial resources</li> <li>(grants) from other</li> <li>organizations are</li> <li>pursued where possible.</li> </ul>			x				We need to take more advantage of other resources.
C) Contributes to good government through participation in local, regional, and State committees & organizations	х						Very much so.
D) Works constructively with other jurisdictions toward mutual goals		x					
E) Establishes effective, cooperative relationships with other public and private entities	x						This is an area Martha excels in.

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not?

During 2015 our council and city goals had been addressed and monitored on a quarterly basis. The process for the year seemed to mirror previous years with a focused effort and direction taken. As in pasted years we have items that were not completely accomplished, however there was signification success in all areas.

STRENGTHS: Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager?

Community leadership, talking with and connecting with our major partners with the city. She is full of energy and leads in a proactive style. We have seen movement in the management team, however styles seem to have blended together will. Financially well informed and moving us into a more proactive use of our dollars, we need to address numerous areas and Martha is moving in that direction. Overall Martha shows great leadership within her role as city manager.

**IMPROVEMENTS SUGGESTED:** Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more effective? Please be as specific as possible.

This year we seemed to have a breakdown on setting our goals and priorities, a different outcome from previous years. I felt that Martha took too much ownership in the process and we lost the input from Sue. As of June, I have not seen the same list of priorities that we started to develop in our goal setting process. Martha may want to drive that process differently, however this needs to be more flushed out with the council and Mayor. Also as we address budget concerns in the upcoming years, we need to have more dialog with council before the budget committee time. Quarterly face time with each councilor would help develop a strong council, with the agreement of those involved.

Councilor Name:

Date: June 21, 2016

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.

### **CITY OF McMinnville CITY MANAGER**

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KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
I. Communications with Council							
A) Timely and effective written communication with Council			x				There have been a lot of topics that Martha has been pretty good at keeping us in the loop on initially. Much of that communication has slowed or stopped. I would like to be more in formed on public related issues like homelessness, Pot, and economic development.
<ul> <li>B) Timely and effective informal communication with</li> <li>Council</li> </ul>				x			There have been a number of times when Martha has requested Emails be returned. This is not a good practice.
C) Maintains close communications with Mayor						х	I have not witnessed this first hand.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
II. Implementation of Council Policy							
A) Administers Council policy decisions consistent with Council intent			x				
<ul> <li>B) Assists Council in</li> <li>development of goals</li> <li>and strategic planning</li> </ul>					х		The last two goal setting sessions were a little odd. I got the feeling that staff's ideas were not made apparent to the council. Also, Martha sort of took over large parts of the meeting.
C) Consults with Mayor and Council on Major issues that impact City Operations					x		While Martha may speak to council on operational issues, there have been times when she has acted inconstant with the direction of the council.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
III. Staff Support for Council							
A) Anticipates issues which require Council involvement			x				
B) Provides clear, concise staff reports with alternatives and recommendations				x			I would always like more information and options to pressing problems facing the council
C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.			x				
D) Shares leadership responsibilities with Council and Mayor			x	x			Sometimes this is ok, sometimes she needs to work on it.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
IV. Leadership							
A) Provides organizational leadership			x				I respect her desire to support and defend her staff.
B) City Manager exhibits confidence and respect for management teams involvement in decision making process.				x			I would like to hear more from management at goal setting. I worry that Martha's speaking for them a little too much at times. While they do report directly to her, I would appreciate hearing from them more. It is the council's responsibly to manage public resources, not the City Managers.
C) Recruits and hires staff involving Council or Council members on Management Team hires that have major impact on community relationships and partnerships.			x				
D) Evaluates staff regularly and fairly involving staff in evaluation process.						x	
E) Manager and staff maintain current knowledge of City issues			x				
F) Evaluates and adjusts City programs and relationships as necessary				x			I don't see public information/communications as a strength. Often I feel Martha says and does things that is politically dangerous.
G) Develops professionalism			(6.4.7)			x	I am not aware of any course work or training she has completed since joining the city.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
V. Financial Planning and Administration							
<ul> <li>A) Annual budget is prepared in timely manner providing</li> <li>Council with options for funding special programs and partner requests.</li> </ul>				x			Having missed major parts of the budget process I can only talk to issues I've witnessed. The handling of the COG membership was regretful. A comment she made suggesting that in order to fully fund the police we would have to close the library was totally out of line and politically dangerous.
<ul> <li>B) Budget is well</li> <li>documented and</li> <li>organized to assist</li> <li>Council with policy</li> <li>decisions</li> </ul>			x				
C) Effective administrative budget controls are in place			x				
D) Staff maintains a multi-year financial vision			х				

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VI. Personal and Professional Development							
A) Keeps abreast of current City information and technology changes in municipal affairs						x	
<ul> <li>B) Displays and practices effective oral and written communication skills</li> </ul>				x			I think we are all guilty of this, I know I sure am. Some of her emails have typos in them. There have also been a few times when the message was requested to be rescinded. She may need to take a little more time before hitting send. Trust me, I struggle with that my self. I know how hard it is.
C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management team, and staff.					x		During council meetings it is extremely important that the mayor leads the meeting. If someone is out of line it the mayor's job to do something about it. There have been a few times when Martha has come close to crossing the line. I respect her assertiveness, but it could undermined the strength of the council and Mayors role.
D) Uses personal skills (Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City projects and programs					x		I have witnessed more bad example than good in regards to her diplomacy, judgment and political navigation. She tends to appear to loos her cool quickly with the public and staff both during council meetings and in meetings with the public.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Delivery of City Services and Community Relations							
A) Services meet the changing needs of McMinnville citizens and businesses.			x				I have heard both praise and complaints
<ul> <li>B) Services are delivered</li> <li>efficiently and</li> <li>effectively</li> </ul>			x				
C) Manager is accessible to citizens			х				
D) Manager is open to suggestions from Council, staff, and public on improvements in services			x				
E) Maintains effective city news media relationships					x		Given my lack of confidence in her ability to communicate accurately the council's intent, I would recommend that she not be authorized to speak to the media on behalf of the council until she has received some PIO training and has demonstrated that she understands her role as an administrator, not a policy maker. That said, I would suggest that all media inquires go through the city attorney or the Mayor.
F) Disseminates accurate information about City issues				x			
G) Encourages public participation			х				
H) Generally maintains overall public confidence in City management				x			See other comments.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Intergovernmental Relationships							
A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.		x					She seems on top of some major regional issues.
<ul> <li>B) Financial resources</li> <li>(grants) from other</li> <li>organizations are</li> <li>pursued where possible.</li> </ul>						x	
C) Contributes to good government through participation in local, regional, and State committees & organizations						x	I believe she should be a part of these organizations but haven't heard that she is.
D) Works constructively with other jurisdictions toward mutual goals						n	
E) Establishes effective, cooperative relationships with other public and private entities			x	x			I have heard both good and bad feedback on this.

### List specific examples if needed to explain remarks provided.

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not?

STRENGTHS: Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager?

IMPROVEMENTS SUGGESTED: Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more effective? Please be as specific as possible.

Councilor Name: \_\_\_\_\_ Date: \_\_July 7, 2016 \_\_\_\_\_

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.

### **CITY OF McMinnville CITY MANAGER**

Instructions
 Instructions

Attached is the evaluation form for the City Manager. It encompasses three primary areas:

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2) Goals accomplishment;

3) General strengths and areas for improvement.

The rating system for the key performance areas is a somewhat subjective scale of excellent (EXC), good (GD), satisfactory (SAT), needs improvement (NI), unsatisfactory (UNS), and no observation (NO). A rating of excellent generally means that the City Manager consistently exceeds the expected level of performance. Good generally means that the City Manager consistently fulfills the requirements of the job and occasionally performs beyond expectations. Satisfactory performance means the City Manager normally fulfills the requirements of the job. Needs improvement means the City Manager generally meets the requirements of the job, but there may be one or more areas that the City Manager must work to correct to move forward. Unsatisfactory means the City Manager consistently fails to fulfill the requirements of the job.

A space to the right of each performance area has been included for individual comments. Each person preparing the form is encouraged to select a specific example or two of why, overall, a particular rating has been chosen. The comments included will give the City Manager enough information to correct problem areas and place a specific item on their work plan for the next year,

Upon completion of the form, please return it to the City Attorney who will forward to the Mayor for review and tabulation.

restration and the second of the second s NOTE: Please sign the form prior to returning it to the City Attorney.

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## **CITY OF McMinnville CITY MANAGER**

### PURPOSE

expertise as a City Manager, communications with staff, Council, and partners, and overall direction and operation of the City. accomplishing the goals established by the City Council and how the City Manager is carrying out responsibilities in key performance areas including technical offers an opportunity for each party to review the performance of the City Manager. This evaluation should focus on how effectively the City Manager is In order to establish and maintain effective City Council and Manager Relationships, it is essential that the Council establish an ongoing evaluation process that

Specifically, the evaluation should serve the following needs:

effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to outline clearly areas where Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the City Manager's Allow the City Manager and the Council to test, identify, and refine their respective roles, relationships, expectations of and responsibilities to each other. the City Manager could become even more effective through improved performance.

The evaluation process shall occur annually in June, except that the Council may request an evaluation at any time during the year if need arises.

PROCESS

- 1. Evaluation forms are distributed by the Mayor to all City Councilors and the City Manager.
- Ν Each Councilor and the City Manager complete the forms, sign them, and return one copy to the City Attorney who will forward all evaluations to the Mayor.
- 3. The Mayor tabulates the results of the Councilor evaluation forms.
- 4 Prior to the evaluation session, the City Manager will provide a memorandum to the Council including a self-evaluation using the same format and a
- summary of progress toward Council goals.
- Ś The Councilor composite evaluation and the City manager's self-evaluation are distributed to the Council by the Mayor prior to the executive session evaluation meeting. A copy of the Councilor composite evaluation is provided to the City Manager by the Mayor prior to the evaluation meeting.
- g The Council and Mayor meet with the City Manager in executive session (open session if requested by the City Manager) to jointly review the evaluation.

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	Excellent (EXC), Good (( çosuci) que gas genéricais par	G) Develops professionalism	<ul> <li>F) Evaluates and adjusts</li> <li>City programs and</li> <li>relationships as</li> <li>necessary</li> </ul>	E) Manager and staff maintain current knowledge of City issues	D) Evaluates staff regularly and fairly involving staff in evaluation process.	on community relationships and partnerships.	Management Team hires that have major impact	C) Recruits and hires staff involving Council or Council members on	B) City Manager exhibits confidence and respect for management teams involvement in decision making process.	A) Provides organizational leadership	IV. Leadership	KEY PERFORMANCE AREAS
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impacting physical, mental, or emotional health of Council, management team, and staff.	impacting physical,         mental, or emotional         health of Council,         management team, and         staff.         D) Uses personal skills         (Judgment, diplomacy,         imagination, etc.) to         facilitate providing City         services and         implementing City         projects and programs	impacting physical,       J         mental, or emotional       J         health of Council,       J         management team, and       J         staff.       D) Uses personal skills         (Judgment, diplomacy,       J         imagination, etc.) to       J         facilitate providing City       J         services and       J         implementing City       J         projects and programs       J         Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)	Impacting physical,       Impacting physical,         mental, or emotional       Impacting physical,         health of Council,       Impacting physical,         management team, and       Impacting physical,         D) Uses personal skills       Impacting physical,         (udgment, diplomacy,       Impacting physical,         (udgment, diplomacy,       Impacting physical,         (udgment, etc.) to       Impacting City         services and       Implementing City         services and       Implementing City         projects and programs       Implement (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No C         Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No C
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an anna an Airtín agus an Airtín		H) Generally maintains overall public confidence in City management Excellent (EXC) Good (GD) Satisfactory (SAT) Needs Improvement (NI) Lineatisfactory (LINS) and No Observation (NO)	G) Encourages public participation	F) Disseminates accurate information about City issues	E) Maintains effective city news media relationships	Council, staff, and public on improvements in services	D) Manager is open to suggestions from	C) Manager is accessible to citizens	<ul> <li>B) Services are delivered efficiently and effectively</li> </ul>	<ul> <li>A) Services meet the changing needs of McMinnville citizens and businesses.</li> </ul>	VII. Delivery of City Services and Community Relations	KEY PERFORMANCE AREAS
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List specific examples if needed to explain remarks provided.

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why Upe She has met the public, been innovative, done some very positive public relations mores with the affordable housing indices.

STRENGTHS: Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager? Verbal that Sood Communication shills both witten and Verbal that Would be better with more depth and the encouragement of other optime

IMPROVEMENTS SUGGESTED: Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more

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Councilor Name:	_ Date: / 28/2016
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Return to David Koch, City Attorney by Friday, June 24th 5:00 PM.

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### City Manager Martha Meeker's Review 6.28.2016

I Communications with Council I.A. I find the continuous stream of council packet meeting updates <u>from Thursday</u> through the afternoon of the meeting to be very unhelpful. I would like a final cut off no later than <u>Monday evening</u>. The last meeting most of the people did not receive the rate updates for Recology. I had happened to down load it just before the meeting because we were playing with the new computers. Meetings are badly over scheduled at times and then other times there is hardly anything.

If you must update please tell us specifically what you are updating and where to find it. Please make it Prior to Monday evening.

B. I have received follow up from Martha on citizen requests. When I send out the question of a citizen to her I also try to include the department head that it pertains to. People that I receive questions from will often have a history with the City that the department head can help Martha with. I do not appreciate just dropping them on Martha. I always want feedback when this happens. Generally she has been good about this. I think the weekly email update could at times be more informative and give background information that usually is omitted.

C. I feel that Martha and the Mayor have talked at each other a lot this year, but no one has been listening well on either side. I do not feel Martha has used Rick as a resource in the manner she should. I feel she does not respect the history of the town, the staff, the council and the town's people. Good leaders do need to listen. Also Rick is Martha's boss.

On the other side, I think Rick has not been as respectful of Martha's newness in this situation and respectful of her as her own person who will be different from Kent. She has earned a level of respect I at times feel Rick has not accorded her.

### Il Implementation of Policy

II. A. I think generally she does this. There are times I feel she does not have a great deal of respect for the Council and has formed obstacles to the members of Council receiving information they need to make policy decisions from staff.

I feel the obstacles are gradually coming down recently. However at the goal setting in January it was obvious the staff were not supposed to speak and Martha was doing all the directing. This resulted in a worthless day that no one felt well used. I doubt Sue Disciple will ever come back.

B. I think in some areas Martha has been very good at this: the airport focus, the affordable housing education, payroll adjustments for underpaid staff, good focus on the budget. However, at times I am puzzled by her lack of follow through when a decision has been made like not telling Dave Haugeberg that the Council made a decision not to do more than educate themselves on affordable housing this year and form a committee to that end to see what we could do to formalize the practices of prior years. No Money was supposed to be spent. It was clear it was not budgeted for. Perhaps I should ask was this your call?

C. Generally good on this one.

III Staff Support for Council III A. I have seen improvement in this area recently. I hope it continues.

B. As always alternatives are appreciated as long as the downside is included with each alternative.

C. Usually present at the meetings. Can sometimes be almost too supportive, but she is working on this also.

D. Sharing leadership responsibilities with the Mayor has not gone particularly well this year. One example that just jumped out at me was taking the State of the City address on herself without asking the Mayor if he wanted to give it himself and if he had the time.

Another issue that was very obvious from June 2015 till recently was Martha placing herself between the staff and the Mayor and Council. This was very obvious from June 2015 on and in the January goal setting session. It is only recently that I have seen some change in this behavior. It was like everyone was muzzled and Martha was the voice for all. That may work well in the military, but it does not in the politics of a small town. Rumors of this centered around Mike Bissett because of his outspoken wife, but clearly other department heads were also asked to not attend council meetings and to be very careful in their remarks to the council. Those of us that have a long history with the council deeply resented this action on the City Manager's part and were very puzzled by why it has occurred. I am hopeful we will continue to see change for the better in this area.

### **IV Leadership**

IV B. Please see above comments under III D.

### V-Financial Planning and Administration and a second second

V A. Hiked the options for the optional spending this last budget session. Council has not been as responsible as it should be in its discretionary spending. That said they have rarely been offered the opportunity. Last year was quite an eye opener for the new City Manager. Given prior history certain members of the Council and the Mayor behaved irresponsibly. For what it is worth a long recession with no options for any optional spending might be part of the cause of such poor judgement. I really cannot think of a reason for the problem this year other than you really need to make it clear that the reserve is already spent for the succeeding years.

### VI Personal and Professional Development

VI C. Sad to say the last year, 7.1.2015 to now, has been very rough on all the councilors, Mayor and staff. Almost every councilor has thought seriously of resigning. I do not discount that the "getting to know each other" period could have been smoother for the City Manager also. Issues that I have already addressed such as muzzling staff from the council should have been addressed by a much earlier evaluation by the council of the new City Manager. I think the greatest issue however has been the differences between the City Manager and the Mayor. It has shown up frequently in council meetings. Again we have a Mayor that wants to move on and and new City Manager with a very different management style. I find it difficult to allocate blame on this.

### VII Delivery of City Services and Community Relations

VII D. City Manager listens and sometimes implements suggestions. She might do just the opposite. Rather unsettling to the council person/s who talk to her. Sometimes she over reacts sometimes she under reacts. More time in the position should give her better initial discernment in how to react to councilor's suggestions. Honesty is appreciated. Credit

occasionally also. Keep in mind the Council gives many volunteer hours.

E. City website marketing, the sale by an advertiser that was not from McMinnville to other other McMinnville businesses with the City endorsement should have been an obvious NO GO. That would have been a good one to talk to the Mayor about prior to acting or for that matter any of the City Council.

### VIII Intergovernmental Relationships

VIII C. Since funding and budget are clearly issues Mayor, Council, City Manager and Staff need to consider what we want to continue to support with our dues and lobbying and what we need to drop. Political expediency is still a consideration for some funding. We as the City are a very big player in the County. Consideration to our role in the County is important. We want to be perceived as playing fairly, but not being taken just because we are a big target. What are we getting for our City dollars?

Y. J. Construction and an information of the excitence of a property of the construction of the second state of the second

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PURPOSE	
In orde offers accom expert	In order to establish and maintain effective City Council and Manager Relationships, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Manager. This evaluation should focus on how effectively the City Manager is accomplishing the goals established by the City Council and how the City Manager is carrying out responsibilities in key performance areas including technical expertise as a City Manager, communications with staff, Council, and partners, and overall direction and operation of the City.
Specifi	Specifically, the evaluation should serve the following needs:
1. All	Allow the City Manager and the Council to test, identify, and refine their respective roles, relationships, expectations of and responsibilities to each other.
2. All ef th	Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the City Manager's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to outline clearly areas where the City Manager could become even more effective through improved performance.
<b>PROCESS</b>	ESS
The ev	The evaluation process shall occur annually in June, except that the Council may request an evaluation at any time during the year if need arises.
નં	Evaluation forms are distributed by the Mayor to all City Councilors and the City Manager.
2.	Each Councilor and the City Manager complete the forms, sign them, and return one copy to the City Attorney who will forward all evaluations to the Mayor.
'n	The Mayor tabulates the results of the Councilor evaluation forms.
4.	Prior to the evaluation session, the City Manager will provide a memorandum to the Council including a self-evaluation using the same format and a summary of progress toward Council goals.
ப்	The Councilor composite evaluation and the City manager's self-evaluation are distributed to the Council by the Mayor prior to the executive session evaluation meeting. A copy of the Councilor composite evaluation is provided to the City Manager by the Mayor prior to the evaluation meeting.
6.	The Council and Mayor meet with the City Manager in executive session (open session if requested by the City Manager) to jointly review the evaluation.

# MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

**CITY OF McMinnville CITY MANAGER** 

## MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

### **CITY OF McMinnville CITY MANAGER**

### INSTRUCTIONS

Attached is the evaluation form for the City Manager. It encompasses three primary areas:

Evaluation of key performance areas;
 Goals accomplishment;
 General strengths and areas for improvement.

Satisfactory performance means the City Manager normally fulfills the requirements of the job. Needs improvement means the City Manager generally meets the requirements of the job, but there may be one or more areas that the City Manager must work to correct to move forward. Unsatisfactory means the City performance. Good generally means that the City Manager consistently fulfills the requirements of the job and occasionally performs beyond expectations. The rating system for the key performance areas is a somewhat subjective scale of excellent (EXC), good (GD), satisfactory (SAT), needs improvement (NI), unsatisfactory (UNS), and no observation (NO). A rating of excellent generally means that the City Manager consistently exceeds the expected level of Manager consistently fails to fulfill the requirements of the job.

example or two of why, overall, a particular rating has been chosen. The comments included will give the City Manager enough information to correct problem A space to the right of each performance area has been included for individual comments. Each person preparing the form is encouraged to select a specific areas and place a specific item on their work plan for the next year,

Upon completion of the form, please return it to the **City Attorney** who will forward to the Mayor for review and tabulation.

NOTE: Please sign the form prior to returning it to the City Attorney.

KEY PERFORMANCE AREAS	EXC	B	SAT	ı IZ	NNS	Q	COMMENTS	
<ol> <li>Communications with Council</li> </ol>								
A) Timely and effective written communication with Council			7					
<ul> <li>B) Timely and effective informal communication with Council</li> </ul>								
C) Maintains close communications with Mayor						7		
Excellent (EXC), Good ((	5D), Satis	factory	/ (SAT),	Needs	Improv	/ement	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)	

II. Implementation of Council Policy     Implementation of Council       A) Administers Council     Implementation       policy decisions     Implementation	
Administers Council Iicy decisions	
consistent with Council V Intent	
B) Assists Council in development of goals and strategic planning	
C) Consults with Mayor and Council on Major issues that impact City	
Desistions	

				(ON)
COMMENTS				D) Shares leadership responsibilities with Council and Mayor Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)
NN SNI				rovement (NI),
S Z				Needs Impr
GD SAT		7	7	ctory (SAT),
				D), Satisfao
KEY PERFORMANCE AREAS III. Staff Support for Council	<ul> <li>A) Anticipates issues which require Council involvement</li> </ul>	<ul> <li>B) Provides clear, concise staff reports with alternatives and recommendations</li> </ul>	C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.	D) Shares leadership responsibilities with Council and Mayor Excellent (EXC), Good (G

C GD SAT NI UNS NO COMMENTS							
		>			<u> </u>		
ž							
KEY PERFORMANCE AREAS	IV. Leadership	<ul> <li>A) Provides</li> <li>organizational</li> <li>leadership</li> </ul>	<ul> <li>B) City Manager exhibits</li> <li>confidence and respect for management teams involvement in decision making process.</li> </ul>	C) Recruits and hires staff involving Council or Council members on Management Team hires that have major impact on community relationships and partnerships.	<ul> <li>D) Evaluates staff</li> <li>regularly and fairly</li> <li>involving staff in</li> <li>evaluation process.</li> <li>E) Manager and staff</li> <li>maintain current</li> <li>knowledge of City issues</li> </ul>	<ul> <li>F) Evaluates and adjusts</li> <li>City programs and</li> <li>relationships as</li> <li>necessary</li> </ul>	G) Develops nrofessionalism

COMMENTS																					Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)
																					actory (UNS), an
Q																		-			ent (NI), Unsatisf
NI UNS N																					Needs Improvem
C GD SAT							>					~	>				>				tisfactory (SAT),
MANCE EXC	lanning	ration	get is	ely	Bu	tions for		artner		lie	p	sist	licy			budget	place	iins a	ncial		, Good (GD), Sa
KEY PERFORMANCE AREAS	V. Financial Planning	and Administration	A) Annual budget is	prepared in timely	manner providing	Council with options for	funding special	programs and partner	requests.	B) Budget is well	documented and	organized to assist	Council with policy	decisions	C) Effective	administrative budget	controls are in place	D) Staff maintains a	multi-year financial	vísion	Excellent (EXC),

KEY PERFORMANCE AREAS	EXC	G	SAT	N	NNS	Q	COMMENTS	
VI. Personal and Professional Development								
<ul> <li>A) Keeps abreast of current City information and technology changes in municipal affairs</li> </ul>			>					
<ul> <li>B) Displays and practices effective oral and written communication skills</li> </ul>			7					
C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management team, and staff.			>					
<ul> <li>D) Uses personal skills</li> <li>(Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City</li> </ul>			>					
Excellent (EXC), Good (GC	), Satis	factory	(SAT), 1	Veeds I	mprove	ment (I	Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)	

COMMENTS										bservation (NO)
										Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)
0N N										ovement (NI), Unsa
NI UNS										eeds Impr
SAT		>	1		7	>	<i>.</i>	7		(SAT), N
8									2	isfactory
EXC										D), Sati
KEY PERFORMANCE AREAS	VII. Delivery of City Services and Community Relations	<ul> <li>A) Services meet the changing needs of McMinnville citizens and businesses.</li> </ul>	<ul> <li>B) Services are delivered efficiently and effectively</li> </ul>	C) Manager is accessible to citizens	<ul> <li>D) Manager is open to suggestions from Council, staff, and public on improvements in services</li> </ul>	E) Maintains effective city news media relationships	<ul> <li>F) Disseminates accurate information about City issues</li> </ul>	G) Encourages public participation	H) Generally maintains overall public confidence in City management	Excellent (EXC), Good (G

NO							mprovement (NI), Unsatisfactory (UNS), and No Observation (NO)
NC NNS							ds Improveme
SAT NI		2			7	>	v (SAT), Nee
EXC GD							). Satisfactor
KEY PERFORMANCE AREAS	VII. Intergovernmental Relationships	<ul> <li>A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.</li> </ul>	<ul> <li>B) Financial resources (grants) from other organizations are pursued where possible.</li> </ul>	C) Contributes to good government through participation in local, regional, and State committees & organizations	<ul> <li>D) Works constructively with other jurisdictions toward mutual goals</li> </ul>	<li>E) Establishes effective, cooperative relationships with other public and private entities</li>	Excellent (EXC). Good (GD). Satisfactory (SAT), Needs I

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not?

CAT HAS DONE AN ADEQUATE JOS AT THIS DOINT IN EMPLOYACENT.

**STRENGTHS:** Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager?

ORGANIZATIONAL SKILLS.

IMPROVEMENTS SUGGESTED: Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even mor effective? Please be as specific as possible. Work on BEING MORE PERSONABLE, C.M. CAN BE A BIT

"PRICKLY" AT TIMES.

Date: 7/1/16

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.

### MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

### **CITY OF McMinnville CITY MANAGER**

### PURPOSE

In order to establish and maintain effective City Council and Manager Relationships, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the City Manager. This evaluation should focus on how effectively the City Manager is accomplishing the goals established by the City Council and how the City Manager is carrying out responsibilities in key performance areas including technical expertise as a City Manager, communications with staff, Council, and partners, and overall direction and operation of the City.

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### PROCESS

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### MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

### **CITY OF McMinnville CITY MANAGER**

### **INSTRUCTIONS**

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1) Evaluation of key performance areas;

- 2) Goals accomplishment;
- 3) General strengths and areas for improvement.

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A space to the right of each performance area has been included for individual comments. Each person preparing the form is encouraged to select a specific example or two of why, overall, a particular rating has been chosen. The comments included will give the City Manager enough information to correct problem areas and place a specific item on their work plan for the next year,

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KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
I. Communications with Council							
A) Timely and effective written communication with Council	ar Local Scortha Starton Jo	X	1255. 1255.	163 2 5	da Ma Pasa Pasa		an a
B) Timely and effective informal communication with Council		Х	100	j el	13,	2 A A	
C) Maintains close communications with Mayor	i s fie.		×		14 I.	5-2°	e en gonder e

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
II. Implementation of Council Policy	•	- 3			rse qa		an shi ta sasi
<ul> <li>Administers Council policy decisions consistent with Council intent</li> </ul>	ava i s	X	3 N.S.	. 2		975 25. **	en normaliser Bonis - Jacidija
<ul> <li>B) Assists Council in development of goals and strategic planning</li> </ul>	Х						
C) Consults with Mayor and Council on Major issues that impact City Operations	X				1	e a	rs as i groat

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Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
III. Staff Support for Council				de la		14. 	
<ul> <li>A) Anticipates issues</li> <li>which require Council</li> <li>involvement</li> </ul>		A					
B) Provides clear, concise staff reports with alternatives and recommendations		X					
C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.	X						
<ul> <li>D) Shares leadership responsibilities with</li> <li>Council and Mayor</li> </ul>	un sa 1957	X		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	A. J. J.		ar e d'Arres de la Regione en el co

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
IV. Leadership			3	1.1	t (may)	ni.	an and search
A) Provides organizational leadership	×						
B) City Manager exhibits							

confidence and respect for management teams involvement in decision making process.		K.			
C) Recruits and hires staff involving Council or Council members on Management Team hires that have major impact on community relationships and partnerships.	X		2	14	
<ul> <li>D) Evaluates staff</li> <li>regularly and fairly</li> <li>involving staff in</li> <li>evaluation process.</li> </ul>		4			
E) Manager and staff maintain current knowledge of City issues	Ŷ				
F) Evaluates and adjusts City programs and relationships as necessary		*			
G) Develops professionalism	4				

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
V. Financial Planning and Administration							
<ul> <li>Annual budget is prepared in timely manner providing Council with options for funding special programs and partner requests.</li> </ul>	X		a			£	
B) Budget is well documented and organized to assist Council with policy decisions	X						
C) Effective administrative budget controls are in place	X						
D) Staff maintains a multi- year financial vision		t					

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VI. Personal and Professional Development							
<ul> <li>A) Keeps abreast of current City information and technology changes in municipal affairs</li> </ul>		×					
B) Displays and practices effective oral and written communication skills	X						
C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management		X					

team, and staff.		L			
D) Uses personal skills (Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City projects and programs	Ý				

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Delivery of City Services and Community Relations							
A) Services meet the changing needs of McMinnville citizens and businesses.		x					
B) Services are delivered efficiently and effectively		X					
C) Manager is accessible to citizens			X				
D) Manager is open to suggestions from Council, staff, and public on improvements in services	x						
<ul> <li>E) Maintains effective city news media relationships</li> </ul>	+						
F) Disseminates accurate information about City issues		X					
G) Encourages public participation		¥					
H) Generally maintains overall public confidence in City management							

Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Intergovernmental Relationships							
<ul> <li>A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.</li> </ul>	•.	4					
B) Financial resources (grants) from other organizations are pursued where possible.	×						
C) Contributes to good government through participation in local, regional, and State committees & organizations	X						
D) Works constructively with other jurisdictions toward mutual goals		+					
<li>E) Establishes effective, cooperative relationships with other public and private entities</li>		×					

Excellent (EXC), Good (GD), Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNS), and No Observation (NO)

List specific examples if needed to explain remarks provided.

and a second second

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not? Les - she has done a great Job I entequation Council goals with Staff and nesaurces available,

STRENGTHS: Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager? a strong "left's get some action going" leader Very good at researching out what is alread.

IMPROVEMENTS SUGGESTED: Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more effective? Please be as specific as possible.

re effective? Please be as specific as possible. autisde meeting leet d would kope to see her decoming (with tend) more integrated with business leaders. Making our citizens comfortable with her to establish and mainteen the trust factor so needed, uncilor Name: \_\_\_\_\_\_ Councilor Name:

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.

I know it is late but I did actually Keturn it !!

### MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

### **CITY OF McMinnville CITY MANAGER**

### **PURPOSE**

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### MANAGEMENT PERFORMANCE AND DEVELOPMENT APPRAISAL

### **CITY OF McMinnville CITY MANAGER**

### **INSTRUCTIONS**

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Upon completion of the form, please return it to the *City Attorney* who will forward to the Mayor for review and tabulation.

**<u>NOTE</u>**: Please sign the form prior to returning it to the City Attorney.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
I. Communications with Council		х					
A) Timely and effective written communication with Council		х					Regular updates on upcoming issues
<ul> <li>B) Timely and effective informal communication with Council</li> </ul>		x					Good engagement with Scott, Kellie and Remy as the budget and various boards engender communication; I need to work on developing informal communication with the remaining three Council members as I rarely catch them outside of Council sessions
C) Maintains close communications with Mayor		х					Communication over the last few months has slowed down but it's still good

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
II. Implementation of Council Policy							
A) Administers Council policy decisions consistent with Council intent		x					Moved affordable housing & airport issues ahead, resolved IT and brought on a new Planning Director with Economic Development expertise. Transportation and other projects ongoing with no issues.
<ul> <li>B) Assists Council in development of goals and strategic planning</li> </ul>			х				Still need to resolve how Council wants to move forward without Sue's input
C) Consults with Mayor and Council on Major issues that impact City Operations		х					

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
III. Staff Support for Council							
A) Anticipates issues which require Council involvement		х					
<ul> <li>B) Provides clear,</li> <li>concise staff reports</li> <li>with alternatives and</li> <li>recommendations</li> </ul>		x					Would like to clean up the Council Packets as we bring on the full time City Recorder and work on moving the publish date back one day to Tuesday to allow more time for Councilor review and to allow the NR some time to ask follow on questions prior to their own deadlines
C) Provides Mayor and Council with input as requested at City Council Meetings and other City meetings.		x					
D) Shares leadership responsibilities with Council and Mayor		х					(NIX) Uncestic for story (UNIC) and No Observations (NO)

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
IV. Leadership							
A) Provides organizational leadership	x						Worked with management team to find weakest spots and to work paths forward. Energizing Long term planning, bringing back capacity to public works and driving into reviews with Fire / Police; would like to be further along with municipal code and contract review.
B) City Manager exhibits confidence and respect for management teams involvement in decision making process.	x						Working very hard in ensuring each Department Head has latitude to run their departments with the expertise they bring to the table and to ensure ideas generate with them.
C) Recruits and hires staff involving Council or Council members on Management Team hires that have major impact on community relationships and partnerships.	x						
D) Evaluates staff regularly and fairly involving staff in evaluation process.		x					You can never do this well enough
E) Manager and staff maintain current knowledge of City issues		x					Need to continue to focus on getting out more with Employees / Citizens
F) Evaluates and adjusts City programs and relationships as necessary	x						
G) Develops professionalism		х					Would like to develop more employees purposefully but still have a ways to go before we have a strong program. More ad hoc and in the work centers primarily.

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
V. Financial Planning and Administration							
<ul> <li>A) Annual budget is prepared in timely manner providing</li> <li>Council with options for funding special programs and partner requests.</li> </ul>	x						This is all Marcia and Ronda keeping me on track!
<ul> <li>B) Budget is well</li> <li>documented and</li> <li>organized to assist</li> <li>Council with policy</li> <li>decisions</li> </ul>	x						
C) Effective administrative budget controls are in place	x						
<ul> <li>D) Staff maintains a multi-year financial vision</li> </ul>		х					We need to continue to focus on this and in conjunction with long term Council objectives

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VI. Personal and Professional Development							
A) Keeps abreast of current City information and technology changes in municipal affairs		x					
<ul> <li>B) Displays and practices effective oral and written communication skills</li> </ul>							
C) Copes with adverse situations without impacting physical, mental, or emotional health of Council, management team, and staff.			х				I think I'm wearing the Council down at times with the long sessions. We need to discuss how to get out of this as I don't see the tempo slowing down in the near future.
D) Uses personal skills (Judgment, diplomacy, imagination, etc.) to facilitate providing City services and implementing City projects and programs		х					Diplomacy entails a level of patience which I'll need to work on forever

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Delivery of City Services and Community Relations							
<ul> <li>A) Services meet the changing needs of McMinnville citizens and businesses.</li> </ul>			х				I haven't really been here long enough to effect a change in service; Visit McMinnivlle and Urban Renewal were already underway.
B) Services are delivered efficiently and effectively			х				Services are delivered the best we can right now but several areas are lacking
C) Manager is accessible to citizens	х						
D) Manager is open to suggestions from Council, staff, and public on improvements in services			х				I sometimes get frustrated with some ideas and I'm sure it shows
E) Maintains effective city news media relationships			х				
F) Disseminates accurate information about City issues		x					
G) Encourages public participation		х					
H) Generally maintains overall public confidence in City management		х					

KEY PERFORMANCE AREAS	EXC	GD	SAT	NI	UNS	NO	COMMENTS
VII. Intergovernmental Relationships	х						
A) Maintains and promotes effective communications with local, regional, State, and federal government agencies.							
<ul> <li>B) Financial resources</li> <li>(grants) from other</li> <li>organizations are</li> <li>pursued where possible.</li> </ul>			х				I would really like to drive into this as I believe there are grant dollars we are not pursuing
C) Contributes to good government through participation in local, regional, and State committees & organizations	Х						Oregon Aviation Board Member; LOC energy / transportation board member; CIS trustee
D) Works constructively with other jurisdictions toward mutual goals		х					Ex: Initial stages of partnerships for Fire
E) Establishes effective, cooperative relationships with other public and private entities		x					

### List specific examples if needed to explain remarks provided.

ACCOMPLISHMENTS: Has the City Manager effectively accomplished or worked towards accomplishing the goals established by the City Council? Why or why not?

**STRENGTHS:** Based upon your overall evaluation of the City Manager, what areas would you list as her strong points as a manager?

**IMPROVEMENTS SUGGESTED:** Based upon your overall evaluation, what areas would you suggest the City Manager work on to improve her skills and to be even more effective? Please be as specific as possible.

Councilor Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Return to David Koch, City Attorney by Friday, June 24<sup>th</sup> 5:00 PM.