



Return to Mayor by  
**Monday, August 27, 2020**    Councilor's Name: \_\_\_\_\_    Date: \_\_\_\_\_

**CITY ADMINISTRATOR PERFORMANCE REVIEW**

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Administrator during the evaluation period of **JULY 15, 2019, TO CURRENT**. Part II concerns your expectations and goals for the City Administrator during the coming year. In evaluating the Administrator's past performance, you are asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

**Part I. Performance Standards**

**1. Personal Traits / Professionalism**

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:



**2. City Council Relationships**

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

**3. Technical Knowledge and Use**

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.



Comments:

**4. Problem Solving and Decision Making:**

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

**5. External Relations**

NI	M	E	NO



Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

## 6. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

Comments:

## 7. Personnel Management & Supervision



NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

## Part II. Future

Expectations

1. What objectives should the City Council set for the City Administrator for the coming year?



## City Administrator Annual Performance Review Timeline (2020)

Thursday, July 22	<p>Resolution Approving City Administrator Performance Review Criteria for period July 15, 2019, to current: If approved:</p> <ul style="list-style-type: none"><li>● A letter on behalf of the Council is sent to Direct Report Staff requesting comments on the City Administrator's performance anonymously directly to the City Attorney. (see Direct report process for details) Staff is not required to participate.</li><li>● Each Council member is emailed a performance review form to complete and return to the Mayor by Aug 27.</li><li>● Council directs City Administrator to prepare a self-evaluation due to Council on August 10</li></ul>
Friday, July 31	<p>Direct Report Staff's deadline to submit comments to the City Attorney. Forms go to City Attorney with staff name and date; however, attorneys will compile all comments anonymously.</p>
Monday, Aug 10	<p>City Attorney (third-party) deadline to submit directly to Council compilation of Department Directors comments in a sealed envelope.</p> <p>CA self-evaluation due to council.</p>
Thursday, Aug 20	<p>First Executive Session is held to review and discuss:</p> <p>City Administrator's Self-Evaluation and comments from staff compilation. ORS___</p>
Thursday, Aug 27	<p>Council members deadline to submit directly to Mayor their performance review forms, signed and dated:</p> <p>Mayor and Council President tabulate and summarize the results of the performance appraisals</p>



Thursday, Sept 3

Second Executive Session is held to review and discuss Performance appraisal with City Administrator

Council in Public Meeting and in accordance with State law: Mayor gives a summary of the City Administrator's performance appraisal

Council considers the following action items:

RESOLUTION ACCEPTING CITY ADMINISTRATOR'S PERFORMANCE REVIEW; and

RESOLUTION AUTHORIZING COMPENSATION FOR CITY ADMINISTRATOR,  
FY2020-21

(Current Salary in CA contract, section 6 accepted by Motion: Effective July 15, 2019 through June 30, 2021: \$90,330/annually)



**NOTES:**

2<sup>nd</sup> year review should begin the second council meeting of 2021 and be complete by March 31<sup>st</sup>, 2021 and must include annual salary review.

Contract will auto renew on June 30, 2021 unless 90 day notice given by April 1, 2021

Gross negligence notice must be given by Jan 1, 2021 if city wishes not to pay 4 months' severance and forgo renewing contract.





**CITY ADMINISTRATOR PERFORMANCE REVIEW  
for Direct Report employees only**

Dear employees,

The City Council approved the City Administrator's evaluation performance standards and criteria. As part of the evaluation process, the Council is seeking input from City of Oakridge employees who directly reported to the City Administrator for the period of July 15, 2019, to the present. As the hiring authority for the City Administrator, the Council is seeking your input as we prepare our evaluations.

We recognize the importance of this input remaining confidential. After consultation with the City Attorney, it is the City's position that information submitted in this process is exempt from public disclosure under ORS 192.355.

The Council encourages you to submit your input no later than \_\_\_\_\_, directly to the City Attorney, preferably by e-mail at: Matthew Dahlstrom mid@emeraldlaw.com or Joe Leahy jjl@emeraldlaw.

While your initial comments will have your name and date on the form, the City Attorney will compile your responses, remove names and identifiers, and submit a collection of anonymous comments to the Mayor and City Councilors.

The Council will review the anonymous comments with the City Administrator in Executive Session unless the City Administrator requests an open hearing.

Thank you for your help with our review.

Mayor and City Councilors

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY ADMINISTRATOR PERFORMANCE REVIEW**  
*For Direct Report Employees only*

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**Part I. Performance Standards**

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Comments:

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Comments:

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## 3. Problem Solving and Decision Making:

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#### 4. Personnel Management & Supervision

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Comments:

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## Part II. Future

Expectations

1. What objectives should the City have for your department in the coming year?