City *of* Tigard
Memorandum

To: Mayor and Council

From: Dana Bennett, Human Resources Director

Re: City Manager's Performance Evaluation

Date: October 27, 2015

Enclosed are the three evaluation documents for the City Manager's upcoming performance review which were discussed in Study Session on October 13, 2015. The first is the **Employee Input Form** which will be completed and sent to each of you by Thursday November 12, 2015. The second document is the **Council/Staff Evaluation Form** which Council selected for use in this year's evaluation, in addition to the hard copy attached here; an electronic copy of this form will be sent each of you via email on Thursday November 12, 2015. This form will also be sent to internal staff for input. The third document is the **External Partners Evaluation Questions**, which will be sent out to the external partners list, which is unchanged from the 2014 evaluation process. As was the process last year, all feedback will be sent directly to me and I will compile it into two evaluations, one from the combined feedback of Council and a second one from the combined feedback from staff and external partners. All comments will be included in the evaluation form in a manner that maintains the confidentiality of the reviewer.

I am scheduled to be at the November 10, 2015 meeting in order to take any public input regarding the criteria and/or process that will be used to conduct the annual performance review for the City Manager.

It is my goal that we will be able to have the completed evaluations returned to me by November 30, 2015, in order to be able to compile the final evaluation forms. Additionally, I will complete an internal and external alignment review for Council to consider during the performance evaluation meeting scheduled for December 8, 2015.

I would be happy to provide the Council with any other information that you may need. Please let me know if there are any questions that I can answer for you.

Thanks