CITY OF TIGARD
CITY MANAGER PERFORMANCE EVALUATION

Review period: **January 2015- December 2015**

I. In completing this evaluation, please consider the City-wide core values adopted to set the standard for service excellence at the City of Tigard ("Get it Done", "Do the Right Thing", and "Respect and Care").

Please use the following criteria: *4 = Exceeds Expectations; 3 = Fully Effective; 2 = Developing; 1 = Needs Improvement; NA = Not applicable (have not observed this area during the evaluation period).*

PERFORMANCE ASSESSMENT

II. Evaluate and discuss the City Manager's overall job performance in achievement of the GOALS set for the current review period. Base your evaluation upon the job requirements, achievement of the goals established during the past review period, and your assessment of the City Manager's accomplishments.

1. GOAL 1 –Economic/Community Development

a. Adopt Tigard Triangle Strategic Plan and Enable Future Development Capacity
b. Enable Groundbreaking in River Terrace by Summer 2015
c. Make Downtown Tigard a Place Where People Want to Be
d. Purchase Park Plaza

RATING:	NA	1	2	3	4

2. GOAL 2 –Recreation

a. Provide Recreation Opportunities for the residents of Tigard
b. Fund and Hire Recreation Coordinator

RATING:	NA	1	2	3	4

3. GOAL 3 – Homelessness

a. Address Homelessness -- squatting, camps, and panhandling through robust public policy discussions/resources that include our Downtown area and throughout Tigard

RATING:	NA	1	2	3	4

4. **GOAL 4 –Strategic Vision**

a. Lead the Implementation of the City's Strategic Plan

RATING:	NA	1	2	3	4

5. **GOAL 5 –Community Engagement**

a. Expand Opportunities to Engage People in the Community
b. Provide Open Communication
c. Promote Trust
d. Make Network Neighborhoods Websites active and useful for all of council and community outreach and volunteer project purposes (e.g., neighborhood volunteer coordination, functions, promote city recreation, events and activities, list city events and social grant awards, identify neighborhood nuisances that include vagrant and pandering activities and homeless camp siting policy review, etc.)

RATING:	NA	1	2	3	4

6. **GOAL 6 –Council Support/General Improvements**

a. Balance history and context on issues before Council and help Council develop collegial style
b. Assist Mayor in efficient Council Meetings
c. Prevent Waste
d. Fund and Hire additional Police if assessment determines need for River Terrace this year

RATING:	NA	1	2	3	4

7. **GOALS 7 –State and Regional Relations**

a. Help Facilitate Intergovernmental Communications
b. Advance Tigard's membership on JPACT and MPAC

RATING:	NA	1	2	3	4

III. Evaluate and discuss the City Manager's job performance for the current review period. Please provide specific examples to support your assessment/evaluation. Consider the City Manager's performance in the following areas.

a. **Professional Skills/Decision Making** Ability to anticipate and analyze problems and map effective solutions. In making decisions considers the best available facts, projections, and evidence and to the extent that resources permit, ensures that such tools are available. Has a solid understanding of all departmental functions within city government.

RATING:	NA	1	2	3	4

b. **Leadership** Sets the performance tone and culture of the organization, recognizes opportunities, capitalizes on partnerships, promotes trust, builds and motivates teamwork, provides vision and direction, encourages and seeks to develop the skills and abilities of others. Treats all with respect and sets the standard for performance accountability by example.

RATING:	NA	1	2	3	4

c. **Personnel/Risk/Labor Relations** Understands contract negotiations, labor strategy and contract administration. Equitably, fairly and with consideration addresses issues related to labor matters. Recognizes the value of excellent staff and seeks to maintain high performers while balancing the containment of costs. Implements effective programs and decisions to ensure management, control and balance of liability and loss.

RATING:	NA	1	2	3	4

d. **Budget and Finance** Including financial management and operational efficiency such as accurately and concisely reports and projects the financial condition. Management practices and policies are designed to maintain or achieve a sound long-range financial condition. Obtains the best possible result for the money spent, and monitors efficiency, service improvement and effectiveness for programs.

RATING:	NA	1	2	3	4

e. **Community Relations** Including public service, sensitivity, public involvement, and media relations

RATING:	NA	1	2	3	4

f. **Intergovernmental Relations** Develops good working relationships with other local, county, regional, state and federal agencies and effectively represents city interests

RATING:	NA	1	2	3	4

g. **Interpersonal Skills/Individual Characteristics** Including professionalism, creativity, honesty, ethics, and adaptability

RATING:	NA	1	2	3	4

h. **Communications** Provides Council with well-informed concise oral and written communication, responds to the direction of the majority of the Council--while still recognizing the concerns of the minority, approachable and responsive, is able to represent Council to the community through forums, publications and other venues. Pursues an outreach style of management as a spokesperson for city issues.

RATING:	NA	1	2	3	4

i. **Economic Growth & Development** Including strategy, vision and community engagement

RATING:	NA	1	2	3	4

ADDITIONAL COMMENTS (OPTIONAL)

IV. **Are there areas of exceptional performance that should be particularly noted?** Provide specific examples.

V. **Are there areas of performance needing more attention or improvement?** Provide specific examples.

ESTABLISHMENT OF GOALS FOR UPCOMING RATING PERIOD

List and discuss your expectations and suggested goals for the City Manager for the upcoming performance evaluation period. Goals should be: (1) related to community goals, (2) may include new projects or ongoing projects, and (3) should include specific measures including outcomes and timeframes.

1. Goal/Project/Training:

2. Goal/Project/Training:

3. Goal/Project/Training:

4. Goal/Project/Training:

5. Goal/Project/Training:

6. Goal/Project/Training:

ADDITIONAL COMMENTS (OPTIONAL)

Please provide any additional comments on the City Manager's performance review in the space provided here.

City Manager's Signature: _____ Date: _____

Mayor's Signature: _____ Date: _____