

April 11, 2013  
10:00 A.M.  
Newport, Oregon

The City of Newport City Manager Evaluation Process Sub-Group met on the above date in the City Manager's Conference Room of the Newport City Hall. In attendance were City Councilors David Allen, Mark Saelens, and Laura Swanson, City Manager, Jim Voetberg, and City Recorder/Special Projects Director, Peggy Hawker.

### **CALL TO ORDER**

Allen called the meeting to order and noted that Mayor Roumagoux had asked him to chair this group that was established at the March 18, 2013 work session. Allen stated the names of attendees for the record.

### **DISTRIBUTION OF HANDOUTS**

Hawker distributed handouts and reported that they include copies of evaluation forms used by other cities along with information that Allen, Roumagoux, and former Mayor McConnell had obtained from Caryn Tilton Consulting.

Allen reviewed the history of the information received from Caryn Tilton, noting that he, Roumagoux, and McConnell had participated in a webinar regarding the evaluation process, but had not gotten around to developing an evaluation process tied to City Council goals.

### **GENERAL DISCUSSION OF TASK AND HOW TO PROCEED**

Saelens noted that once a process is developed that it takes a commitment from the supervisors and employees to make the process as measurable as possible.

Allen asked Voetberg what would work for him and the organization and how the process can be more productive. Saelens added that the group is trying to build something that works for everyone.

A discussion ensued regarding the frequency of evaluations. Voetberg suggested an annual evaluation with quarterly update on Council goals. Allen noted that the annual evaluation could be held in executive or open session while the quarterly goal updates would be held in open session. He added that if Council needs to go into executive session during the quarterly goal updates, they could do so only for purposes of City Manager performance evaluation. Saelens noted that Council needs the ability to have a heart-to-heart discussion with the City Manager during the year to make course corrections if necessary. Saelens added that if there are Council concerns that arise during a quarterly goal update, they could be written and presented to the City Manager in advance to provide adequate time for response. It was noted that if an executive session was necessary, the City Attorney would need to provide the appropriate citation.

Allen suggested that if a Councilor has a personal issue, that they talk with the City Manager one-on-one. He added that he does not want an individual Councilor's personal issue to become a City Council issue. He noted that if a City Council issue arises, the Councilor could ask the City Manager to make the issue an agenda item. Swanson suggested reminding Council of the distinction between personal and Council issues.

Allen summarized the discussion and consensus of the group as follows: the City Council will conduct a thorough performance of the City Manager annually, in open or executive session at the City Manager's option; there will be a quarterly update on the City Council goals and objectives regarding whether the city is meeting goals and objectives; any other update on goals and objectives or an unscheduled performance evaluation must be tied to a City Council issue and brought to the City Council at a work session.

It was suggested that the City Council receive training on how to evaluate staff. Allen suggested developing the evaluation process prior to training the City Council. Swanson reiterated the need for a team concept.

Saelens noted that, for a new Councilor, having the goals update and tours was very educational. Swanson stated that she does not want anyone to be on the defensive, and that the process should be more positive and proactive. Allen noted that Councilors have to ask direct and difficult questions, and the goal is to create a framework that is comfortable. Saelens noted that this is a good step toward building a more functional team, and that everyone needs to keep in mind that Council serves the citizens of the City of Newport.

A discussion ensued regarding when to perform the annual evaluation. It was suggested that the annual performance evaluation be held in September as this would allow new Councilors time to observe the performance of the City Manager, and to get the budget process completed. It was suggested that the quarterly review of goals, and the establishment of new goals be held in January; a quarterly review of goals in April, June, and early September (prior to the annual performance evaluation).

Allen noted that if an issue arises during the year, the Councilor should check in with the City Manager. If it is a personal issue, it should be discussed one-on-one with the City Manager. If it is a Council issue, the Councilor should utilize the process to get the matter in front of Council.

A discussion ensued regarding the document to be used for the annual performance review. It was agreed that the group would review the documents distributed at this meeting and develop ideas for the next meeting using a process that meets the City Council and City Manager goals. Swanson asked whether there is a process in place for others to evaluate the City Council. Allen noted that it would be beneficial to know how the City Council is working in supporting the goals and the City Manager. Swanson stated that she would like feedback from staff on how the City Council is doing, and Saelens suggested a Council self-evaluation along with input from staff. Swanson noted that Council needs to be held accountable. Saelens added that there should be input from staff regarding whether the established goals are achievable.

It was noted that it is important that the public see a credible process with integrity. Swanson added that she would like to see 110%, and Saelens agreed. Voetberg noted that it helps when Council is of the same mindset. Allen noted that things go well when the public understands the decisions.

The group agreed to read the Tilton material evaluation forms from other cities, and make notes for the next meeting. Hawker agreed to e-mail the current City Manager evaluation tool to the group.

#### **SCHEDULE NEXT MEETING AND DEVELOP AGENDA**

The next meeting will be held on May 2, 2013, at 10:00 A.M., in the City Manager's Conference Room. The agenda will include a review of the Tilton materials and the other municipal manager evaluation forms.

#### **ADJOURNMENT**

Having no further business, the meeting adjourned at 11:18 A.M.