

May 2, 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 the attendees. He added that the minutes from the last meeting, that are posted on the city website, do not reflect a change that he had suggested via e-mail.

### **REVIEW EVALUATION FORMS FROM OTHER MUNICIPALITIES**

Swanson noted that she has reviewed the documents and had conducted a mental cut and paste. Allen asked Voetberg for his opinion of the evaluation forms and webinar materials. Voetberg reported that he liked the Hillsboro form as it allowed for City Manager input, as well as the grading system which gets away from numbers. Allen asked whether this document gives the City Council and the City Manager the ability to describe and talk about expectations. Swanson noted that City Manager input is critical, and that it is important for the City Manager to complete the evaluation as well as Council. Saelens noted that the letter system is more functional. Saelens asked Voetberg how he feels about completing the self-evaluation first. Voetberg noted that the challenge is finding a balance because employees tend to be hard on themselves in self-evaluations. Allen noted that he would prefer not to see the City Manager's self-evaluation until after the City Council has conducted its evaluation, at which time a comparison could be made along with a discussion on how to move forward, and development of a plan of action. Saelens noted that some of the documents have a citizen's review portion, and suggested a discussion on the value of a citizen's review. Allen noted that there have been several annual employee questionnaires, and he asked Voetberg whether an employee questionnaire was planned this year. Voetberg reported that no employee questionnaire is planned this year as John Baker recommended that a few years lapse between questionnaires to determine how the city is doing. Allen noted that the city had performed a Leadview survey with different community members. He asked whether this should be continued, and if so, how often. Saelens noted that he does not know whether the community as a whole would have an accurate view of the City Manager's work.

Allen suggested that once the City Council conducts the evaluation of the City Manager, it should, separate from the written evaluation documents, agree on how to disclose information publicly, i.e., what areas need work, what areas are going well, etc. He added that if there is only an executive session discussion, people reach their own conclusions. He stated that the need is to determine, with the City Manager, how to discuss the evaluation results publicly. Saelens noted that part of the process is the wrap-up and how

to communicate parts of the evaluation. Allen added that what is needed is something that can be communicated verbally at the evening meeting or written if necessary. Voetberg noted that the media reports negative things, and that the evaluation should be tied to how the citizens see the city organization. Allen added that quarterly updates, where Voetberg is providing public documents, is a way to inform the community regarding whether the city is meeting its goals. He noted that the city needs to be proactive in accurate disclosure. Saelens added that disclosure will require guidance to the City Council so that the quarterly goals review is not another performance evaluation. Swanson stated that the City Council needs to show a unified front. Allen added that, at the end of the executive session, when the written evaluations have been reviewed, Council needs to outline what is going well and what needs improvement, and come to a consensus in executive session. He noted that this way, a document can be developed for presentation at the evening meeting, and can report that Council held an evaluation of the City Manager, and that while the written documents are subject to disclosure, the consensus of Council is that (report the consensus from the executive session) \_\_\_\_\_. Saelens stated that he does not want the Council to disagree with the consensus later.

Saelens expressed concern regarding whether Council is getting all the things on the table that are important in the evaluation of a City Manager. He suggested making sure that anything that Voetberg has, that he believes important, be wrapped into the evaluation.

The group began a review of the sample City Manager evaluation forms received from various cities. Swanson noted that she like parts of the Hillsboro evaluation form. Allen noted that he agreed with the City Manager input form from Hillsboro, and that it could minimally be a starting point. Swanson noted that she would like to see Voetberg complete the same form as Council as there are things that Voetberg may want Council to know. It was the consensus of the group that the alphabetical rating used by Hillsboro is a good idea.

Swanson reviewed the components of the various forms that she found beneficial:

Reedsport - used as a springboard;

Roseburg - liked Element C, questions 1. and 5., and all elements of E. and F.;

Monmouth - liked the positivity; the timeline is clear; liked the external stakeholder piece (E. on page 7); liked the personal traits in 6; liked the information in italics on page three;

It was noted, generally, that expectations needed to be defined, and that this discussion could occur at an upcoming City Council work session.

Cottage Grove - liked 7. Regarding foresight and vision;

Estacada - liked E. on page 1 regarding liaison with other agencies;

Roseburg - liked promotes collegiality;

Allen asked Swanson what she envisioned City Council training to be, and whether Council needs a step with a mock evaluation.

Sutherlin - liked Exhibit A.;

Dallas - liked second paragraph on page 1.

City of Scappoose - need to review page 1. As a part of the training session.

Swanson noted that Council could choose a policy template from the materials from Caryn Tilton. Allen suggested talking at the upcoming Council meeting about when to bring this matter to another work session, but that this group needs to hold another meeting before meeting with Council on these issues.

Swanson agreed to cut and paste a draft with the selections from the various evaluation forms.

Allen reported that he, McConnell, and Roumagoux had attended a webinar by Caryn Tilton. He added that the document he liked is "Conducting City Manager Evaluations, What to Include and What to Avoid." He noted that he can see how the performance evaluation of the City Manager fits into the framework to meet goals and objectives, and to provide services to citizens. He added that he likes looking at the higher level first and then drilling down into issues.

Swanson asked what the City Manager does if a department head is performing badly. Allen noted that Voetberg makes sure that the department heads are performing. Saelens noted that the "buck stops with the City Manager," but if Council observes something, it should be brought to Voetberg's attention.

A discussion ensued regarding the evaluation forms from other cities and whether Voetberg would like to add anything. Voetberg noted that when the new cut and paste is completed, there may be additions.

It was agreed to update the City Council, on the activities of this group, at the May 6, 2013 meeting.

### **ESTABLISH NEXT MEETING DATE**

It was agreed to hold the next meeting on May 16, 2013, at 10:00 A.M., in the City Manager's Conference Room of the Newport City Hall.

### **ESTABLISH NEXT AGENDA**

1. Review the evaluation form drafted from Swanson's cut and paste;
2. City Manager's input on the City Manager input from the Hillsboro evaluation form;
3. Process for quarterly reviews (separate from the annual performance evaluation);

4. Front page of the evaluation form - and the City Manager's input on the Hillsboro front page;
5. City Council training on the evaluation process;
6. Preliminary recommendations to Council.

It was also noted that the group would like the City Manager's input on page two, and how the City Council can assist.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 11:25 A.M.