



CITY OF SWEET HOME CITY COUNCIL AGENDA

February 25, 2020, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order and Pledge of Allegiance

Roll Call

Old Business:

New Business:

- a) [City Council Self Evaluation](#)
- b) Utility Rate Discussion Only

Adjournment

MEMORANDUM



TO: City Council
FROM: City Manager Ray Towry
DATE: February 25, 2020
SUBJECT: Council Self Evaluation

Rate the performance factors below:

O = Outstanding E = Exceeds Expectations M = Meets Expectations

N = Needs Improvement B = Below Expectations NO = Not Observed

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Below Expectations")

Outstanding:	Performance surpasses all expectations.
Exceeds Expectations:	Performance is routinely above job requirements. Performance at this level is clearly superior and is difficult to achieve.
Meets Expectations:	Performance is regularly competent and dependable. This level of performance is expected.
Needs Improvement:	Performance does not consistently meet expectations. Improvement is expected.
Below Expectations:	Performance fails to meet job requirements on a frequent basis. Improvement is required.
Not Observed:	Did not have the opportunity to evaluate

A. Strategic planning and policy development

1. Regularly evaluate the broad strategic plan for the City with the City Manager (CM) using a public process. Make adjustments to the plan as warranted. O/E/M/N/B/NO
2. Evaluate objectives and action plans and adjust as needed to implement the strategic plan. O/E/M/N/B/NO
3. Balance the needs of all parts of the community when conducting planning and prioritizing. O/E/M/N/B/NO
4. Systematically evaluate policies and their implementation. O/E/M/N/B/NO
5. Prioritize goals and initiatives through the budget process and other planning activities to realistically allocate City and City Council (CC) resources. O/E/M/N/B/NO

B. CC and CM relationships

1. Communicate effectively with the CM. O/E/M/N/B/NO
2. Support and respect the role of the CM as the chief administrator of the City. O/E/M/N/B/NO
3. Foster a teamwork approach with City staff. O/E/M/N/B/NO
4. Councilors and Mayor maintain effective communication to enhance CC and CM communication. O/E/M/N/B/NO
5. Balance and prioritize Council work to ensure that CC have adequate staff support in a way that uses staff resources efficiently. O/E/M/N/B/NO

C. Council operations

1. Presiding officer and council members work together for effective and efficient meetings. O/E/M/N/B/NO
2. Develop and respect clear rules and procedures for Council meetings. O/E/M/N/B/NO

3. Conduct City business in accordance with our adopted Council Rules: collaborative decision-making, diversity, openness and respect, inclusiveness, and accountability. O/E/M/N/B/NO
4. Conduct effective annual evaluations and contract reviews of Municipal Judge, CM, and CC. O/E/M/N/B/NO
5. Allocate CC time and energy to effectively lead the City and to ensure that serving on the Council is as open as possible to citizens. O/E/M/N/B/NO

D. Personal and professional development

1. Represent the City and constituents in a professional and ethical manner. O/E/M/N/B/NO
2. Continuously pursue personal learning and leadership development. O/E/M/N/B/NO
3. Educate ourselves about issues relevant to the City. O/E/M/N/B/NO

E. Code of conduct

1. Listen, talk, and if you have something to say, say it. O/E/M/N/B/NO
2. Balance efficiency and effectiveness during meeting interaction. O/E/M/N/B/NO
3. Seek to resolve disagreements and present decisions fairly and respectfully O/E/M/N/B/NO
4. Demonstrate empathy by showing respect, listening, and participating. O/E/M/N/B/NO
5. Respect others by paying attention, engaging, and acknowledging. O/E/M/N/B/NO
6. Do our homework and come prepared to meetings. O/E/M/N/B/NO
7. Operate transparently (be direct, authentic, and honest). O/E/M/N/B/NO
8. Speak courteously of the Council and Councilors. O/E/M/N/B/NO

F. Communication and community relationships

1. The City Council effectively charts and regularly reviews advisory boards and commissions. O/E/M/N/B/NO
2. The Mayor appoints advisory board and commission members to broadly represent interested and affected members of the community. O/E/M/N/B/NO
3. Encourage effective public participation. O/E/M/N/B/NO
4. Mayor and City Council members are accessible and visible to community members. O/E/M/N/B/NO
5. The Mayor and Council communicate with and address the needs of staff, officials, and the public fairly, effectively and respectfully, regardless of their perspective or cultural background. O/E/M/N/B/NO

Celebrate success.