



# CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, September 28, 2022, at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/87218314381>

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.*

## AGENDA

### CALL TO ORDER

### ESTABLISH A QUORUM

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

### ADDED AGENDA ITEMS

*Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council*

### CONSENT AGENDA

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.*

1. 09.14.22 Regular City Council Meeting Minutes.....3.

### PRESENTATIONS:

None

### PUBLIC HEARING:

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- 1. Park and Ride (Wickiup) – Site Management
  - a. Staff Report.....8.
- 2. Community Grant Application
  - a. Staff Report.....9.
  - b. Application.....10.
- 3. Annual Review (CM) Discussion
  - a. Staff Report.....14.
  - b. Draft Evaluation document.....15.

**PUBLIC COMMENTS**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

**STAFF COMMENTS**

**MAYOR & COUNCIL COMMENTS**

**ADJOURNMENT**

**EXECUTIVE SESSION**

None

**EXECUTIVE SESSION**

*The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session.*

**CITY OF LA PINE, OREGON**  
**REGULAR CITY COUNCIL MEETING**

Wednesday, September 14, 2022, at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/87905356640>

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**MINUTES**

**1. CALL TO ORDER:**

Meeting was called to order at 5:30 p.m.

**2. ESTABLISH A QUORUM:**

PRESENT

Mayor Daniel Richer  
Councilor Colleen Scott  
Councilor Mike Shields  
Councilor Cathi Van Damme  
Councilor Courtney Ignazzitto

STAFF

City Manager, Geoffrey Wullschlager  
Public Works Director, Jake Obrist  
Administrative Assistant, Stacie Skeeters

**3. PLEDGE OF ALLEGIANCE:**

**4. PUBLIC COMMENTS:**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

None.

**5. ADDED AGENDA ITEMS:**

*Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council.*

**6. CONSENT AGENDA:**

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.*

## 1. 08.10.22 Regular City Council Meeting Minutes

Motion by Councilor Scott to approve the Meeting Minutes from August 10, 2022.  
Councilor Van Damme seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme.

Abstain: Councilor Ignazzitto.

Voting Nay: None.

**7. PUBLIC HEARING:**

None

**8. OLD BUSINESS:**

None

**9. NEW BUSINESS:**

## 1. COIC Proposal (Water/Wastewater Project AP Oversight)

Contract with COIC which will oversee pay applications, services rendered, materials, and to ensure that we are abiding by the standards of DEQ, Business Oregon and USDA.

This agreement will be effective August 22, 2022. This is known as the Effective Agreement Date. The agreement will continue until June 30, 2024.

Motioned by Councilor Scott. Councilor Ignazzitto seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme, Councilor Ignazzitto.

Voting Nay: None.

## 2. Proclamation 2022-01

The President of the United States has authorization to designate the period between September 17th and 23rd of each year as Constitution Week, as such the Daughters of the American Revolution (Bend Chapter) have asked the Council of the City of La Pine to memorialize this period through Proclamation.

Motioned by Councilor Ignazzitto. Councilor Scott seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme, Councilor Ignazzitto

Voting Nay: None.

## 3. Ordinance 2022-04

On June 1, 2022, North Pine Village, applied for a Zone Change. The subject property is located at 17150 Rosland Rd. and is also identified as Tax Lot 100 on Deschutes County Assessor's Map 21-10-36. On August 17, 2022, a Public Hearing was held, and the Planning Commission approved of the Zone Change. The proposed Zone Change altered the subject property which is 19.96 acres from the Industrial Zone to the Commercial Mixed-Use Zone.

Motioned by Councilor Scott. Councilor Shields seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme, Councilor Ignazzitto

Voting Nay: None.

## 4. Resolution 2022- 12 Signatory Authority Water/Wastewater Expansion Project

The City of La Pine, Oregon finds that it is financially and operationally prudent to award the City Manager, or their assign, signatory authority for the execution of documents, orders and other instruments pertaining to the financial administration assigned to the La Pine Water/Wastewater Expansion Project on a regular basis for the life of the project which is scheduled to be under operation for the next 23 months.

Motioned by Councilor Van Damme. Councilor Shields seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme, Councilor Ignazzitto

Voting Nay: None.

## 5. Assigners – City Finance

To improve and enhance internal controls and procedures, City staff would like to expand signatory authority to all members of Council for bank/financial transactions and allow a two- signature check process from council to sign off on checks.

Motioned by Councilor Ignazzitto. Councilor Van Damme seconded the motion.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme, Councilor Ignazzitto

Voting Nay: None.

**10. ADDED AGENDA:**

## 1. Frontier Days Association Community Grant Application.

The Council by consensus stated:

1. City Administration to contact event sponsors regarding advertisement.
2. Convey to sponsors that in person request must accompany a community grant application.

## 2. Joint Session between County Commissioners and City Council.

The County Commissioners would like to extend a potential opportunity for the Councilors to meet as they have in the past. They proposed October 12<sup>th</sup> and Council agreed.

**10. PUBLIC COMMENTS:**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

None

**11. STAFF COMMENTS:****Public Works Report:**

The wastewater treatment plant project is getting started.

The city has a new employee Zane Anderson who started on September 12, 2022. Zane has extensive experience with paving, road construction, and concrete which will help with future road responsibilities for the city.

**City Manager:**

The city will extend a formal offer to Ashley Williams for the role of Assistant Manager/Finance Director. Ashley brings 10 years previous experience with the City of La Pine and knowledge of utility districts.

The city applied for a small city allotment grant program for an additional \$250,000.00 for the East side of 97 improvements project. The review body is ODOT, and the project would abut their right of way which disqualifies further consideration.

The city will meet with ODOT to discuss other federally based money grants.

The Transit Center landscape and stripping will be done two weeks. The city can then conduct an audit of funds that remain to determine if they can be allocated this year on Phase 2. ODOT has committed to helping us with "Technical Assistance" in applying for state transportation infrastructure funds for Phase 2 to incorporate permanent restrooms and other elements.

The funds left over from the unfinished detouring road that ODOT had to stop building went toward providing a hardscape surface for the 2.5-mile non-motorized path from Reed Rd. to Burgess Rd.

The interim financing from DEQ for the wastewater expansion is on hold due to 60-day notice and comment period.

**12. MAYOR & COUNCIL COMMENTS:**

**Councilor Van Damme:** Voiced her concerns about the roads that still need to be developed in the Cagle neighborhood. Appreciates all the work the staff is doing.

**Councilor Mike Shields:** Is glad Mr. Anderson is coming on based on firsthand knowledge of his expertise and work ethic, and the addition of Ms. Williams coming back to work for the city. He asked about the new restaurant at the confluence of Hwy. 97 and William Foss Rd. and expressed concerns regarding the redevelopment of sidewalks on the front side of the building if the Hwy. 97 eastside project should go forward.

**Councilor Ignazzitto:** Thanked the staff

**Councilor Scott:** City Manager evaluation is coming up and Ms. Scott requested an updated evaluation document that is focused on management. The executive session will be the second week of October.

Ms. Scott is on the board of the houselessness committee for Deschutes County and she reported on the Executive Director interviews. She stated that the board has extended and offer to one of the candidates and they are scheduled to start on September 19<sup>th</sup>. Ms. Scott expressed her appreciation for the new foot path project from the north to south terminus of town.

**Mayor Richer:** Thanked the staff and attendees of the meeting.

**13. ADJOURMENT:** Meeting was adjourned 6:17pm

**Pursuant to ORS 192.640:** This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

Transcriber

Stacie Skeeters, City Administrative Assistant





**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: September 28, 2022  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: Park and Ride (Wickiup) – Site Management

- |                          |                         |                                     |                  |
|--------------------------|-------------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | Resolution              | <input type="checkbox"/>            | Ordinance        |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/>            | Public Hearing   |
| <input type="checkbox"/> | Formal Motion           | <input checked="" type="checkbox"/> | Other/Direction: |

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Councilmembers:

Currently the City of La Pine bares unofficial responsibility for the upkeep and maintenance of the Wickiup Park and Ride center located on the NW corner of Burgess and Hwy 97. This upkeep is sporadic and is applied on an as needed basis or when requested by members of Council and or City Administration. Other maintenance efforts have historically been supplied by unsanctioned volunteer efforts.

The question before the Council is whether to pursue potential adoption by a third party that has expressed interest, such as an activity group or non-profit, for ongoing upkeep and maintenance akin to the ODOT adopt a highway program to perform ongoing maintenance. It is anticipated that this would be recognized formally by placement of signage recognizing such a group.

The current matters that require clarification are as such:

1. Who has free and clear title or recorded ownership currently (County records do not provide this information)
2. If it is owned by another governmental entity such as the County or ODOT, should, or can the city pursue an IGA with extension/inclusion to an activity group or nonprofit
3. What indemnification process should the city employ if a third party is formally recognized or permitted to perform maintenance activities

The question before the Council this evening is whether there is Council support by consensus for further investigation into this project.

Action:

After discussion amongst the Council please indicate by consensus if there is support in furthering the development of this project concept.



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: September 28, 2022

TO: City Council

FROM: Geoff Wullschlager, City Manager

SUBJECT: Community Grant Application – Frontier Days Association

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction:

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Councilmembers:

As directed by Council, the attached application for a group being sponsored by the La Pine Frontier Days Association is presented for reconsideration, and the group has been asked to make an appearance and presentation. As a summary from previous Council consideration, the following two requests were made of the applicant:

1. Provide documentation representing expected costs associated with the request
2. Provide clarifying language/edits to the advertisement flyer clearly denoting the event to be alcohol free.

Action:

Please reconsider the attached application following the presumed presentation and representations made by the applicant. If an individual Council member feels that applicant has met Council standards for award, please make a motion for approval of the Community Grant Application for the Frontier Days Association in the amount of \$500.00, followed by a second, and a roll call vote.

# Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



The City of La Pine may provide community assistance grants to non-profits entities and organizations that serve the La Pine community. Community entities and organizations that serve the La Pine community will need to meet at least one of the following criteria to be eligible for a grant and provide the necessary documentation:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: Frontier Days Association
2. Non-Profit ID #: 93-1261568
3. Mailing Address: PO Box 1468, LaPine, OR 97739
4. Telephone No.: 541-536-7821
5. Email: info@lapinefrontierdays.org
6. Contact Person: Kenna Sneed
7. Requested Amount: \$500
8. Project/Use for Funds: Volunteer Appreciation
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine  
Attn: Recorder  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_

For additional information, please contact City Recorder Jamie Kraft at 541-536-1432 or [jkraft@lapineoregon.gov](mailto:jkraft@lapineoregon.gov)



# LAPINE

O R E G O N

## Budget Spreadsheet

Name of Event: \_\_\_\_\_

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
TOTALS		

Extra Sales (auction, raffle, misc. sales)		
TOTALS		

Sponsorships		
TOTALS		

Donations		
unknown		
TOTALS		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
TOTALS		

Other Expenses		
TOTALS		

	Estimated	Actual
<b>Overall Budget</b>		
Income		
Expenses		
Net Profit (Loss)		

This is the 1<sup>st</sup> time doing this event, we plan to recognize Key Volunteers in LaPine for 2022. we hope to make this an annual event.

To the city of La Pine

We plan to hold an event on October 15<sup>th</sup> to do volunteer appreciation. This is the first annual event of its kind so we are unsure of exact numbers that will attend. What we do know is that most of the nonprofit organizations that do volunteer work in our city have agreed to participate.

Here is a list of those we have confirmed

Frontier days

Band of Brothers

Community Kitchen

Lions club

Moose Lodge

The Grange

St Vincent de Paul

And hopefully all the others including some of the churches.

We request \$500 for creating awards for the presidents of these organizations. The awards will be from the community of Lapine.

The organizations will be recognizing their key volunteers that contributed to making La Pine Great!

We plan to provide a meal for all who attend!

Thank you for considering this grant to Thank those who do the most for all of us!

Frontier Days

Representative Kenna Sneed

541-420-3462

Attached is the flyer for the event

**LA PINE'S BEST: VOLUNTEER APPRECIATION**

**SATURDAY OCTOBER 15<sup>TH</sup> AT 4:00PM**

**FRONTIER DAYS GROUNDS BETWEEN 3<sup>RD</sup> AND 6<sup>TH</sup> STREET**

**DINNER PROVIDED BY LOCALS FOR EVERYONE**

**CAMPING WELCOME, BRING YOUR OWN CHAIRS, TABLES AND FIRE PIT!**

**PLUS COMMUNITY CHURCH SERVICE SAME LOCATION**

**SUNDAY 16<sup>TH</sup> 10AM**

**FRONTIER DAYS HOSTING WITH GET OUT AND GIVE BACK**

**TO INCLUDE THE BAND OF BROTHERS, LIONS CLUB, THE MOOSE,  
COMMUNITY KITCHEN**

**AND OTHER NON-PROFITS WHO MAKE A DIFFERENCE IN LA PINE!**

**THIS EVENT DOES NOT SUPPORT THE USE OF ALCOHOL, BYOBEVERAGE**

**KENNASNEED@YAHOO.COM**



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: September 28, 2022  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: Annual Review (CM) Discussion

- |                          |                         |                                     |                  |
|--------------------------|-------------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | Resolution              | <input type="checkbox"/>            | Ordinance        |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/>            | Public Hearing   |
| <input type="checkbox"/> | Formal Motion           | <input checked="" type="checkbox"/> | Other/Direction: |

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Councilmembers:

As directed by Council, I have researched annual review models that more closely align with the management functions of the chief administrator role with the City. There are numerous generic templates that have been derived to address management actions and responsibilities, but the most applicable option for municipal management duties has been provided by the International City/County Managers Association (ICMA) and is attached to this staff report for your consideration.

This option was not selected for review out of any bias or preference by me, but chosen for its adherence to the core philosophies, ethics, and responsibilities that can be expected of a public services manager.

Action:

Please review the attached document and hold discussion amongst the body of the Council. If there is concurrence that this model meets the expectations and desires of the Council, please approve the use of this document by consensus for the upcoming manager annual review.

City Manager Performance Evaluation

City of \_\_\_\_\_

Evaluation period: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to \_\_\_\_\_. The deadline for submitting this performance evaluation is \_\_\_\_\_. Evaluations will be summarized and included on the agenda for discussion at the work session on \_\_\_\_\_.

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Body Member's Signature

\_\_\_\_\_  
Date Submitted



## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Mental and physical stamina appropriate for the position
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**4. POLICY EXECUTION**

- \_\_\_\_\_ Implements governing body actions in accordance with the intent of council
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**5. REPORTING**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**6. CITIZEN RELATIONS**

- \_\_\_\_\_ Responsive to requests from citizens
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- \_\_\_\_\_ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**7. STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**8. SUPERVISION**

- \_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- \_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**9. FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**10. COMMUNITY**

- \_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city
- \_\_\_\_\_ Avoids unnecessary controversy
- \_\_\_\_\_ Cooperates with neighboring communities and the county
- \_\_\_\_\_ Helps the council address future needs and develop adequate plans to address long term trends
- \_\_\_\_\_ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**NARRATIVE EVALUATION**

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? \_\_\_\_\_

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What performance area(s) would you identify as most critical for improvement? \_\_\_\_\_

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What constructive suggestions or assistance can you offer the manager to enhance performance? \_\_\_\_\_  
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What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? \_\_\_\_\_  
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