

West Linn City Council's Goals for City Manager John Williams

GOAL: Support Council Priority Work. Continue to support Council in setting priorities among a variety of complex policy and financial issues and working to implement Council direction.

Example actions/implementation steps for annual evaluation:

- City Manager (CM) assists Mayor and Council in drafting priority-setting meeting agenda, facilitates priority-setting meeting (or arranges facilitation), and ensures relevant staff and needed information is available.
- CM ensures priorities are drafted following meeting and presented to Council for review and adoption in a timely manner.
- CM ensures priorities are communicated to community and provides progress reports periodically throughout the year to Council and community.
- CM ensures Council priorities requiring financial/staff resources are included or considered in the budget process, and Council decisions are carried out by staff.
- CM assists Mayor in Council agenda development to ensure Council time focused on priorities throughout the year.

GOAL: Strengthen City Organization. Continue improving internal staff morale, communication, and employee engagement.

Example actions/implementation steps for annual evaluation:

- CM continues and enhances internal communication between departments.
- CM seeks opinions of staff about workplace issues through polls, internal communications, and meetings.
- CM continues work employee engagement including considering re-starting employee engagement committee and recognition programs for excellence.
- CM works to resolve ongoing matters where lack of clarity in staff roles or responsibilities leads to inefficiencies/lowered morale.
- CM establishes customer service standards and expectations.

GOAL: Enhance Community Communications and Collaboration. Continue improving communications between City, City Council, and West Linn community about the status of key initiatives, city projects, and critical incidents. Strengthen sense of collaboration with community.

Example actions/implementation steps for annual evaluation:

- CM leads, role models, and requires internal communication between departments.
- CM works with staff and community, including neighborhood associations, to support outstanding two-way communication. This includes early and ongoing communication about known or anticipated public construction projects.
- CM ensures Council receives timely information on issues that are known to be, or likely to be, of public interest.
- CM takes steps to be personally visible in the community, including in city-wide communications and by involvement in external organizations.

- CM supports actions to increase public participation and volunteerism, and engagement by community members who are not normally involved.
- CM attends a variety of Neighborhood Association and Neighborhood Association Presidents meetings and meetings of other West Linn organizations.
- CM continues existing successful outreach methods (weekly City email, OWL print publication, social media) and searches for new ways to reach the public.
- CM ensures Council packet materials are prepared in a timely manner, with clear explanation of issues, options, and background so that Council decision-making is supported and time used well.

GOAL: Stay Future Focused. Continue to focus on the long-term outlook of the city and planning for the future, not just on the present day.

Example actions/implementation steps for annual evaluation:

- CM promotes long-term budget stabilization, revenue generation, and infrastructure funding by bringing Council options for consideration in keeping with these goals.
- CM provides internal and external leadership and communication on the biennial budget and presents Council with priority issues.
- CM works to implement long-term visions adopted by Council and community (such as VISION43 and Waterfront Project).
- CM takes advantage of local, statewide, and national training opportunities to stay current in field and aware of trends that will impact/benefit City.

GOAL: Advance Diversity, Equity, Inclusion, and Belonging (DEIB). Advance internal DEIB initiatives and partnerships with community and regional organizations.

Example actions/implementation steps for annual evaluation:

- CM provides internal leadership to implement COWL DEIB Mission and Values, including supporting ongoing learning and training for City staff.
- CM provides resources and support to internal DEIB Committee and is personally involved to show support for program.
- CM works to support Council engagement with tribal communities.
- CM ensures staff engagement with local and regional partner organizations.