

**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.