



City Manager Performance Check In and Goals

City of Tacoma | Human Resources

City Council Study Session
November 23, 2021



OVERVIEW



To review the processes for the City Manager's Goal Planning Presentation and Performance Check In.

TIMELINE



- 5/11/2021: City Council approval of reappointment and two-year contract.
- 6/22/2021: Overview of proposed goal setting process at City Council Executive Session.
- 11/23/2021: Overview of Goals Planning Presentation and Performance Check In at City Council Study Session.
- 11/30/2021: City Manager presentation of goals and City Council conducts Performance Check In in Executive Session.
- 2/2022: Begin annual performance review process.



GOALS PRESENTATION



City Manager will present goals and progress made to date using the City Manager Performance Planning Document.

Goal Planning

Section 1: Assisting Council with Policy Making Role Description/behaviors: Accurate and timely information, alternatives, and recommendations; support of strategic goals; concise written and verbal communications; timely follow-up; future focused, advance planning.			
2020 – 2021 Opportunities Identified	2021 – 2022 Goals	Departmental Contributions	Specific Accomplishments
Small group briefings with Council on major policy initiatives prior to study session presentations are much appreciated.	<i>Sample: The City Manager's Office will develop and execute a plan for hosting small group briefings with City Council Members and relevant stakeholders by December 5, 2021.</i>	<i>Sample:</i> <ul style="list-style-type: none"><i>The Media and Communications Office will propose a structure for the briefings</i>	<i>Sample:</i> <ul style="list-style-type: none"><i>3rd Quarter: The structure for the City Council briefings has been developed. Construction of a schedule is underway.</i>



PERFORMANCE CHECK IN



The City Council will complete the City Manager Performance Check In document, answering the following questions:

1. What is going well? What projects are on track or surpassing expectations?
2. What are some opportunities for improvement? In what areas would you like to see more progress?
3. Looking forward to the next six months (December to May), in addition to the areas listed in the reference section, what should the City Manager focus on?
4. Overall, is progress being made?
 - Progress is exceeding expectations
 - Progress is ahead of expectations
 - Progress is on track
 - Some progress has been made
 - Not enough progress is being made



Questions?

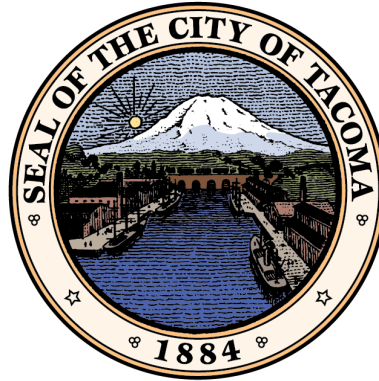


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