

Subject: Re: Executive Session
Date: Wednesday, July 30, 2025 at 7:15:00 AM Pacific Daylight Time
From: Jake Schlack
To: Heidi Lueb, Maureen Wolf, Jeanette Shaw, Yi-Kang Hu, Faraz Ghoddusi, Heather Robbins
CC: Carol Krager, Shelby Rihala, Laura Gomez, Brent Stockwell
Attachments: Outlook-wkpgfhz.jpg, image001.png, image002.png, Outlook-syydtbsi.jpg

Mayor Lueb,

I do not agree to your recommendation.

It is current policy for public officers at the City of Tigard to receive their annual reviews in the month of their hire date. The City Attorney's contract clearly shows a signing date in October 2017, which means City Attorney Rihala's annual review should be in October.

Your concern appears to be that holding a public officer's annual review after an election may result in the evaluation being conducted by Councilors who did not directly supervise that employee over the full preceding year. That raises two concerns:

1. **You did not raise this concern during the annual review of the Municipal Judge a few weeks ago.** Councilors Ghoddusi and Robbins participated in that review even though they had only served on the Council for six months at that time. If this standard were critical, it should have been applied then. If the Council supports your approach, it must formally adopt that policy and, if necessary, renegotiate the public officers' contracts accordingly.
2. **This is not standard practice in either the public or private sector.** Personally, I've had new managers start less than a month before my annual review, and yet my review still proceeded on schedule. I've never seen an annual review delayed for a full year because the supervisor hadn't "spent the year" with the employee. If that has been your professional experience, then I welcome you to share it.

Annual reviews should be timely, consistent, and aligned with contractual expectations. They should not be adjusted based on election cycles and personal preference. That's why the Council adopted a policy in July 2025 to ensure timely reviews and compensation adjustments for public officers, following a history of significant delays by the Council in handling those matters.

As such, I formally request under Section 6 of the Council Ground Rules that the City Manager (cc'd on this email) schedule two non-agenda items in the next month for public discussion:

1. Clarification on the review schedule for public officers versus other employees and direction to include this schedule as a standing item in the Tentative Agenda; and,
2. Review of the proposed questionnaire for public officer evaluations that you and Council President Wolf have been preparing. (I have seen no record of this responsibility being formally delegated by majority vote of the Council to you and Council President Wolf.)

It is important that the Council resolve these matters before the City Attorney's annual review — especially because of your continued efforts to schedule a mid-year check-in that does not reflect current policy.

Pursuant to Section 6(c) of the Council Ground Rules, "The City Manager will consider the time and resources required for the item when scheduling and will place the item on an agenda within one

month of the request, unless the requesting member agrees to a different date or the item is addressed in another way."

In the spirit of no surprises, please be advised that, as the requesting member, I will not agree to any delay in scheduling these items.

Sincerely,



Jake Schlack | **City Councilor**

City of Tigard | City Council

Cell: [971.435.0955](tel:971.435.0955)

13125 SW Hall Boulevard, Tigard OR 97223 | tigard-or.gov

From: Heidi Lueb <heidil@tigard-or.gov>

Sent: Sunday, July 27, 2025 10:26 PM

To: Maureen Wolf <maureen.wolf@tigard-or.gov>; Jake Schlack <jake.schlack@tigard-or.gov>; Jeanette Shaw <jeanettes@tigard-or.gov>; Yi-Kang Hu <yikang.hu@tigard-or.gov>; Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>; Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>; Shelby Rihala <shelbyr@tigard-or.gov>; Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Re: Executive Session

Thanks everyone for sharing ideas on next steps.

We moved the City Attorney's (and City Manager's at the time) review to December because the reviews for the previous "year" were being given by a City Council that did not spend that year with that employee when the new Council was seated.

To be the fairest and provide meaningful feedback from the supervisors who spent the year with them, reviews were done in December to include the Council that spend the calendar year with that employee.

If we move the year review to another time in the year, the Council chooses to put us back in the same situation where the "year" isn't being reviewed by the supervisors who spent the year with the employee when/if the Council changes with elections in January when the new Council is seated.

I recommend we keep the City Attorney's yearly review in December, and we can do a half year check in once we get the form finalized. We may also want to discuss if eventually we'd like to get the City Manager on the same schedule and what it might look like for the first year to get him there. We should have that discussion in person during a meeting or executive session.

Heidi



Heidi Lueb | **Mayor**

City of Tigard | City Council

Direct: 971-435-0964 | heidil@tigard-or.gov

13125 SW Hall Boulevard, Tigard, OR 97223 | www.tigard-or.gov

From: Maureen Wolf <maureen.wolf@tigard-or.gov>

Date: Tuesday, July 22, 2025 at 3:06 PM

To: Jake Schlack <jake.schlack@tigard-or.gov>, Heidi Lueb <heidil@tigard-or.gov>, Jeanette Shaw <jeanettes@tigard-or.gov>, Yi-Kang Hu <yikang.hu@tigard-or.gov>, Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>, Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>, Shelby Rihala <shelbyr@tigard-or.gov>, Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Re: Executive Session

Hello all-

Just trying to share some history regarding the evaluation process. At the beginning on 2023, Steve was due for his Eval and Shelby's had not been completed the prior Oct on 2022. Having a mostly new council made it challenging to complete these reviews.

Council invested a good part of a year to create a structured evaluation process. We worked through that in 2023 and 2024. We would have completed both reviews by the end of the 2024 calendar year, but Steve announced his retirement. Shelby's was completed. The end of the year timed well with council's ability to give complete input.

I was surprised when we had our 1st quarter - 2025 CA evaluation that again the evaluation was open-ended. I felt we were headed back to a structured tool to use in the future when we wrapped up our 1st quarter discussion.

I do believe there was a disconnect on what was expected to be completed on the newly created tool for Q2. I'm still seeking that we have a tool that works and is sustainable into the future.

I fully support six month check-in and the annual evaluation model, but also feel like we had some work to do on the check in process and the tool was working.

I won't engage further but I hope this was helpful to understand my perspective.

Maureen

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From: Jake Schlack <jake.schlack@tigard-or.gov>

Sent: Tuesday, July 22, 2025 10:27:47 AM

To: Heidi Lueb <heidil@tigard-or.gov>; Jeanette Shaw <jeanettes@tigard-or.gov>; Maureen Wolf <maureen.wolf@tigard-or.gov>; Yi-Kang Hu <yikang.hu@tigard-or.gov>; Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>; Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>; Shelby Rihala <shelbyr@tigard-or.gov>; Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Re: Executive Session

Mayor Lueb,

The City Attorney's annual review should be held in October. The Council already held a check-in in April, which is when the City Attorney's mid-year check-in would occur.

Attached is a copy of the City Attorney's contract, which I requested during the City Attorney's compensation review process earlier this year. This contract was approved and signed in October 2017, which means the City Attorney's annual review should be held in October and mid-year check-in should be held in April.

I look forward to providing feedback on the proposed questions that the Council asks of public officers during their respective annual review processes.

Sincerely,



Jake Schlack | City Councilor

City of Tigard | City Council

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From: Heidi Lueb <heidil@tigard-or.gov>

Sent: Monday, July 21, 2025 9:16 PM

To: Jeanette Shaw <jeanettes@tigard-or.gov>; Jake Schlack <jake.schlack@tigard-or.gov>; Maureen Wolf <maureen.wolf@tigard-or.gov>; Yi-Kang Hu <yikang.hu@tigard-or.gov>; Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>; Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>; Shelby Rihala <shelbyr@tigard-or.gov>; Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Re: Executive Session

Hi Councilors,

You're correct we agreed to move to every 6 months. The City Attorney's yearly review is in December, which makes this summer her 6 month review.

Council President Wolf, HR Director Gomez and I have been working on updating the form to reflect the updated questions we would like the City Attorney to address. We'll move this check in to a few weeks in the future in order to finalize the form and give the City Attorney enough time to be able to fill it out.

Heidi



Heidi Lueb | Mayor

City of Tigard | City Council

Direct: 971-435-0964 | heidil@tigard-or.gov

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From: Jeanette Shaw <jeanettes@tigard-or.gov>

Date: Monday, July 21, 2025 at 2:13 PM

To: Jake Schlack <jake.schlack@tigard-or.gov>, Heidi Lueb <heidil@tigard-or.gov>, Maureen Wolf <maureen.wolf@tigard-or.gov>, Yi-Kang Hu <yikang.hu@tigard-or.gov>, Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>, Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>, Shelby Rihala <shelbyr@tigard-or.gov>, Laura Gomez

<laura.gomez@tigard-or.gov>

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Thank you, Councilor Schlack.

A majority of the Council did agree and concur in Executive session, that a quarterly check-in for the CA is not necessary. I would agree to the cancellation.

I also recognize the quarterly meetings are written into the City Manager contract and I would also support one quarterly check in given he is a new hire.

Respectfully,

Councilor Shaw

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From: Jake Schlack <jake.schlack@tigard-or.gov>

Sent: Monday, July 21, 2025 12:03 PM

To: Heidi Lueb <heidil@tigard-or.gov>; Maureen Wolf <maureen.wolf@tigard-or.gov>; Jeanette Shaw <jeanettes@tigard-or.gov>; Yi-Kang Hu <yikang.hu@tigard-or.gov>; Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>; Heather Robbins <heather.robbins@tigard-or.gov>

Cc: Carol Krager <carolk@tigard-or.gov>; Shelby Rihala <shelbyr@tigard-or.gov>; Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Re: Executive Session

Good afternoon!

Last Tuesday, the Council agreed that it was not necessary to hold an executive session for a quarterly check-in with the City Attorney this quarter. The Council's next performance review for the City Attorney should be in October.

This agreement followed from a decision to standardize the review cadence for public officers (i.e. City Manager, City Attorney, and Municipal Court Judge) as follows:

- One mid-year check-in; and,
- One annual review.

This decision was directly supported by a majority of the Council, including Councilors Ghoddusi, Hu, Shaw, and myself. If there are persisting concerns about this decision, then I am happy to resurface the discussion as a non-agenda item tomorrow.

I also acknowledge that the City Manager's contract does stipulate quarterly reviews. While I do want to move to a standardized review cadence, I support having at least one quarterly check-in with the City Manager because he is a new hire.

Is there a new purpose for this executive session? If so, what is it? If not, then this executive session

should be canceled in line with the Council's decision of last Tuesday.

Respectfully,



Jake Schlack | City Councilor

City of Tigard | City Council

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From: Carol Krager <carolk@tigard-or.gov>

Sent: Monday, July 21, 2025 10:06 AM

To: Carol Krager <carolk@tigard-or.gov>; Heidi Lueb <heidil@tigard-or.gov>; Maureen Wolf <maureen.wolf@tigard-or.gov>; Jeanette Shaw <jeanettes@tigard-or.gov>; Yi-Kang Hu <yikang.hu@tigard-or.gov>; Jake Schlack <jake.schlack@tigard-or.gov>; Faraz Ghoddusi <faraz.ghoddusi@tigard-or.gov>; Heather Robbins <heather.robbins@tigard-or.gov>; Shelby Rihala <shelbyr@tigard-or.gov>; Laura Gomez <laura.gomez@tigard-or.gov>

Subject: Executive Session

When: Tue 7/22/2025 5:15 PM - 6:30 PM

Where: Microsoft Teams Meeting

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