



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2013-032

A RESOLUTION ADOPTING PROTOCOL AND AN EVALUATION DOCUMENT CONTAINING CRITERIA FOR THE REVIEW AND EVALUATION OF THE CITY MANAGER'S JOB PERFORMANCE AND DESCRIBING PROCESS FOR OBTAINING STAFF ASSESSMENT OF MANAGER'S PERFORMANCE

WHEREAS, the Sherwood City Council wishes to adopt a set of criteria to assist it and the City Manager in evaluating the City Manager's job performance;

WHEREAS, Exhibit "A" attached to this Resolution is a document which contains the criteria the Council wishes to use in performing its evaluation; and

WHEREAS, Council believes it necessary and appropriate for review and evaluation of the City Manager to obtain input from senior staff concerning their perceptions of the City Manager's performance.

NOW THEREFORE BASED ON THE FOREGOING, the City of Sherwood hereby resolves as follows:

- Section 1.** Exhibit "A" is hereby established as the City's Evaluative device for assessing the City Manager's job performance. The Mayor and Council President may, if they choose, delegate their duties described in Exhibit "A" to the City Attorney's Office.
- Section 2.** Senior Staff will be offered the chance, utilizing criteria described in Exhibit "A", to provide Council with their collective and individualized observations/perceptions on the City Manager's performance.
- Section 3.** The observations described in Section 2 will be treated as confidential and provided to the City Attorney's Office for that Office's compilation, summarization and transmittal to Council.
- Section 4.** The terms of this resolution shall be and are effective as of the date of the adoption of this resolution by City Council.

Duly passed by the City Council this 18th day of June 2013.


Bill Middleton, Mayor

Attest:


Sylvja Murphy, CMC, City Recorder



CITY OF SHERWOOD PERFORMANCE EVALUATION CITY MANAGER

PURPOSE

The purpose of the City Manager's employee performance evaluation is to ensure communication between the City Council and City Manager concerning the City Manager's performance relative to his/her assigned duties and responsibilities as well as establishment of specific work-related goals and objectives.

PROCESS

The Sherwood City Council will conduct a review and evaluation of the City Manager's work performance at least annually.

1. If the criteria, standards or policy directives change, a process described in ORS 192.660(1) (i).
2. Evaluation forms to be used by Council members will be distributed to the Council members and will include a memorandum from the City Manager for the Council setting out his/her self-evaluation in a narrative.
3. Each Council member will complete the form, sign it, date it and return it to the Mayor who then, along with the Council President will tabulate and summarize the results of the evaluation forms as submitted.
4. The Mayor's/Council President's summarized and tabulated evaluation form along with the City Manager's self-evaluation are then distributed to the Council members when they meet with the Manager in executive session to review the evaluation unless the Manager requests the review be done in open session.

INSTRUCTIONS

Review the Manager's work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time. Evaluate based on standards you expect to be met for the position giving due consideration for the length of time he/she has held it. Check the number which most accurately reflects the level of performance for the factor being appraised using the rating scale described below. If you did not have an opportunity to observe a factor during the evaluation period, indicate so in the N/O column next to the factor.

**CITY MANAGER
PERFORMANCE EVALUATION**

DATE: _____

RATING SCALE DEFINITIONS (1-10)

Unsatisfactory (1-2)

The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement Needed (3-4)

The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standards (5-6)

The employee's work performance consistently meets the standards of the position.

Exceeds Job Standards (7-8)

The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (9-10)

The employee's work performance is consistently excellent when compared to the standards of the job.

N/O

No Opinion.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Council Relationships

A. Effectively implements policies and programs approved by City Council.	1__2__3__4__5__6__7__8__9__10__N/O__
B. Reporting to City Council is timely, clear, concise and thorough	1__2__3__4__5__6__7__8__9__10__N/O__
C. Accepts direction/instructions in a positive manner	1__2__3__4__5__6__7__8__9__10__N/O__
D. Effectively aids City Council in establishing long range goals.	1__2__3__4__5__6__7__8__9__10__N/O__
E. Keeps City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	1__2__3__4__5__6__7__8__9__10__N/O__
F. Provides City Council with clear reports of anticipated issues that could come before the City Council.	1__2__3__4__5__6__7__8__9__10__N/O__
G. Assists City Council in resolving problems at the administrative level to avoid unnecessary Council action	1__2__3__4__5__6__7__8__9__10__N/O__
H. Council agenda packet preparation is thorough and timely	1__2__3__4__5__6__7__8__9__10__N/O__
I. Participates in City Council discussions and makes recommendations where appropriate, but allows Council to make policy decisions without exerting undue pressure.	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

2. Community/Public Relations

A. Represents City with positive outlook and image	1__2__3__4__5__6__7__8__9__10__N/O__
B. Is courteous to public at all times	1__2__3__4__5__6__7__8__9__10__N/O__
C. Seeks to use criticism of self or City in positive ways	1__2__3__4__5__6__7__8__9__10__N/O__
D. Maintains effective relations with media representatives	1__2__3__4__5__6__7__8__9__10__N/O__
E. Available and visible to citizens	1__2__3__4__5__6__7__8__9__10__N/O__
F. Open to suggestions from the public concerning improvements in services	1__2__3__4__5__6__7__8__9__10__N/O__
G. Resolves citizen complaints consistent with Council policy in a timely manner	1__2__3__4__5__6__7__8__9__10__N/O__
H. Open and honest with citizens	1__2__3__4__5__6__7__8__9__10__N/O__
I. Development of community correspondence and events to inform and involve the public	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

3. Effective Leadership of Staff

<p>A. Encourages Department Directors to make decisions within their own jurisdiction without City Manager approval, yet maintains general control of administrative operations.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>B. Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>C. Provides clear expectations and assignments, with deadlines, for Department Directors and holds them accountable.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>D. Has developed a friendly and informal relationship with the workforce as a whole, yet maintains the prestige and dignity of the City Manager office.</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>E. Recruits and retains competent personnel for City positions</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>
<p>F. Provides an overall environment that encourages good employee morale, lessens employee turnover, and creates employee satisfaction in ability to participate in decision-making</p>	<p>1__2__3__4__5__6__7__8__9__10__N/O__</p>

Comments:

4. Fiscal Management

A. Prepares and proposes in a timely manner a balanced, understandable and realistic budget	1__2__3__4__5__6__7__8__9__10__N/O__
B. Budget is well documented and organized to assist City Council with policy decisions	1__2__3__4__5__6__7__8__9__10__N/O__
C. Seeks efficiency, economy and effectiveness in all programs	1__2__3__4__5__6__7__8__9__10__N/O__
D. Controls expenditures in accordance with the approved budget	1__2__3__4__5__6__7__8__9__10__N/O__
E. Keeps City Council informed about revenues and expenditures, actual and projected.	1__2__3__4__5__6__7__8__9__10__N/O__
F. Makes sound decisions that consider cost/benefit	1__2__3__4__5__6__7__8__9__10__N/O__
G. Shows innovation in reducing expenses	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

5. Personal Traits

A. Controls emotions effectively in difficult situations	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
B. Is creative in developing practical solutions to problems faced in the course of work	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
C. Is flexible in accepting and adjusting to change	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
D. Demonstrates personal honesty and frankness in day-to-day relationships.	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
E. Seeks to improve own skills and knowledge	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
F. Completes work in acceptable time periods	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
G. Anticipates problems and develops effective approaches for solving them	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
H. Invests sufficient efforts toward being diligent and thorough in the discharge of duties	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__
I. Composure, appearance, and attitude fitting for an individual in his/her executive position.	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ N/O__

Comments:

6. Communication

A. Written communications are clear, concise and accurate	1__2__3__4__5__6__7__8__9__10__N/O__
B. Oral communications are clear, concise and expressed effectively	1__2__3__4__5__6__7__8__9__10__N/O__
C. Keeps all City Councilors informed about important issues	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

7. Decision Making

A. Attempts to obtain all available facts prior to making a decision	1__2__3__4__5__6__7__8__9__10__N/O__
B. Is objective in decision making	1__2__3__4__5__6__7__8__9__10__N/O__
C. Considers possible alternatives and their consequences before making a decision	1__2__3__4__5__6__7__8__9__10__N/O__
D. Ability to reach timely decisions, and initiate action, without being compulsive	1__2__3__4__5__6__7__8__9__10__N/O__
E. Uses common sense, tact and diplomacy	1__2__3__4__5__6__7__8__9__10__N/O__
F. Notifies all affected parties prior to implementing decisions	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

8. Intergovernmental Relationships

A. Represents City to intergovernmental bodies	1__2__3__4__5__6__7__8__9__10__N/O__
B. Effective communication with local, regional, state and federal government agencies	1__2__3__4__5__6__7__8__9__10__N/O__
C. Financial resources (e.g. cost sharing, grants, etc) from other organizations are pursued	1__2__3__4__5__6__7__8__9__10__N/O__
D. Contributes to good government through participation in local, regional, and state committees and organizations	1__2__3__4__5__6__7__8__9__10__N/O__
E. Lobbies effectively with legislators and state agencies regarding City programs and projects	1__2__3__4__5__6__7__8__9__10__N/O__

Comments:

II. What have been the finest accomplishments of the City Manager this past year?

III. What areas need the most improvement? Why? What constructive, positive ideas can you offer the City Manager to improve these areas?

IV. SUMMARY RATING

Overall Performance Rating - Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

- Unsatisfactory
- Improvement Needed
- Meets Job Standards
- Exceeds Job Standards
- Outstanding

Comments:

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

This evaluation was reviewed and discussed between the City Council and the City Manager on: _____.

City Council

Concurrence

Bill Middleton, Mayor

YES / NO

Linda Henderson, Council President

YES / NO

Dave Grant

YES / NO

Krisanna Clark

YES / NO

Bill Butterfield

YES / NO

Robyn Folsom

YES / NO

Matt Langer

YES / NO

City Manager

Joseph Gall
