



## RESOLUTION 2016-064

### COMPLETING THE ANNUAL PERFORMANCE EVALUATION OF THE CITY MANAGER FOR THE CITY OF SHERWOOD

**WHEREAS**, the City Council has conducted the annual performance evaluation for the City Manager for 2016, the results of which are attached as Exhibit A; and

**WHEREAS**, Council wishes to formally approve the final evaluation form to conclude the evaluation process.

**NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The Sherwood City Council hereby approves the final 2016 Performance Evaluation for the City Manager as contained in the attached Exhibit A.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 29<sup>th</sup> day of November, 2016.**

  
Krisanna Clark, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder

## EXHIBIT A

### CITY OF SHERWOOD CITY MANAGER EVALUATION COUNCIL NUMERICAL RATING AVERAGES November 29, 2016

#### Rating Scale (1-5):

- 1: Unsatisfactory
- 2: Needs Improvement
- 3: Meets Expectations
- 4: Above Average
- 5: Exceeds Expectations

#### City Council Relationships

- |  |      |
|--|------|
| 1. Effectively implements policies and programs approved by City Council.  | 3.67 |
| 2. Reporting to City Council is timely, clear, concise and thorough.   | 3.33 |
| 3. Accepts direction and instructions in a positive manner.  | 3.83 |
| 4. Effectively aids City Council in establishing long range goals.   | 3.83 |
| 5. Keeps City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | 3.50 |
| 6. Provides City Council with clear reports of anticipated issues that could come before the City Council.   | 3.67 |
| 7. Assists City Council in resolving problems at the administrative level to avoid unnecessary Council action.   | 3.40 |
| 8. Council agenda packet preparation is thorough and timely.   | 3.67 |
| 9. Participates in City Council discussions and makes recommendations where appropriate, but allows Council to make policy decisions without exerting undue pressure.          | 3.83 |

#### Community and Public Relations

- |   |      |
|---|------|
| 1. Represents City with positive outlook and image.                                     | 4.17 |
| 2. Is courteous to the public at all times.   | 3.40 |
| 3. Seeks to use criticism of self or City in positive ways.                             | 3.60 |
| 4. Maintains effective relations with media representatives.                            | 3.83 |
| 5. Available and visible to citizens.   | 4.17 |
| 6. Open to suggestions from the public concerning improvements in services.             | 3.50 |
| 7. Resolves citizen complaints consistent with Council policy in a timely manner.       | 3.80 |
| 8. Open and honest with citizens.   | 3.80 |
| 9. Development of community correspondence and events to inform and involve the public. | 3.83 |

#### Effective Leadership of Staff

- |   |      |
|---|------|
| 1. Encourages Department Directors to make decisions within their own jurisdiction without City Manager approval, yet maintains general control of administrative operations.       | 3.25 |
| 2. Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.   | 3.50 |
| 3. Provides clear expectations and assignments, with deadlines, for Department Directors and holds them accountable.  | 4.50 |
| 4. Has developed a friendly and informal relationship with the workforce as a whole, yet maintains the prestige and dignity of the City Manager office.                             | 4.33 |
| 5. Recruits and retains competent personnel for City positions.   | 4.20 |
| 6. Provides an overall environment that encourages good employee morale, lessens employee turnover, and creates employee satisfaction in ability to participate in decision-making. | 3.67 |

#### Fiscal Management

- |  |      |
|--|------|
| 1. Prepares and proposes in a timely manner a balanced, understandable and realistic | 4.67 |
|--|------|

budget.	
2. Budget is well documented and organized to assist City Council with policy decisions.	4.00
3. Seeks efficiency, economy and effectiveness in all programs.	3.60
4. Controls expenditures in accordance with the approved budget.	3.80
5. Keeps City Council informed about revenues and expenditures, actual and projected.	3.60
6. Makes sound decisions that consider cost/benefit.	3.60
7. Shows innovation in reducing expenses.	3.50

### **Personal Traits**

1. Controls emotions effectively in difficult situations.	3.17
2. Is creative in developing practical solutions to problems faced in the course of work.	3.40
3. Is flexible in accepting and adjusting to change.	4.00
4. Demonstrates personal honesty and frankness in day-to-day relationships.	3.50
5. Seeks to improve own skills and knowledge.	4.00
6. Completes work in acceptable time periods.	3.67
7. Anticipates problems and develops effective approaches for solving them.	3.83
8. Invests sufficient efforts toward being diligent and thorough in the discharge of duties.	3.40
9. Composure, appearance, and attitude fitting for an individual in his executive position.	3.83

### **Communication**

1. Written communications are clear, concise and accurate.	3.83
2. Oral communications are clear, concise and expressed effectively.	3.67
3. Keeps all City Councilors informed about important issues.	3.67

### **Decision Making**

1. Attempts to obtain all available facts prior to making a decision.	3.60
2. Is objective in decision making.	3.67
3. Considers possible alternatives and their consequences before making a decision.	3.67
4. Ability to reach timely decisions, and initiate action, without being compulsive.	4.17
5. Uses common sense, tact and diplomacy.	3.83
6. Notifies all affected parties prior to implementing decisions.	3.50

### **Intergovernmental Relationships**

1. Represents City to intergovernmental bodies.	4.60
2. Effective communication with local, regional, state and federal government agencies.	4.17
3. Financial resources (e.g. cost sharing, grants, etc.) from other organizations are pursued.	4.00
4. Contributes to good government through participation in local, regional, and state committees and organizations.	4.33
5. Lobbies effectively with legislators and state agencies regarding City programs and projects.	4.00

**Overall Average 3.80**