

**A RESOLUTION ESTABLISHING CITY COUNCIL)
GUIDELINES FOR EVALUATING THE)
PERFORMANCE OF THE CITY MANAGER)**

RESOLUTION NO. 2018-33

WHEREAS, the City Council has deemed that a scoring/rating system is not effective in evaluating the Chief Executive Officer (City Manager) of the City of Lebanon; and

WHEREAS, the City Council wishes to officially establish a consistent process for evaluating the performance of the City Manager; and

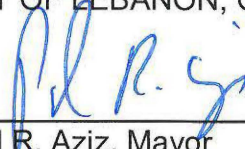
WHEREAS, the City Council recognizes that this Guideline is a tool to be used in conjunction with the language contained in each city manager employment contract.

NOW, THEREFORE, BE IT RESOLVED that the Lebanon City Council approves the City Council Guidelines as shown in Appendix "A".

Section 1. The City Council Guidelines in Appendix "A" are effective immediately.

Passed by the Lebanon City Council and executed by the Mayor on this 10th day of October 2018 by a vote of 6 yeas and 0 nays.

CITY OF LEBANON, OREGON



Paul R. Aziz, Mayor
Bob Elliott, Council President

ATTESTED BY:



Linda Kaser, City Clerk

CITY COUNCIL GUIDELINES

City Manager Evaluations



PURPOSE:

To establish guidelines for the Lebanon City Council to effectively evaluate the performance of the Lebanon City Manager.

CITY COUNCIL PROCESS:

The Lebanon City Council shall conduct an annual review and evaluation of the City Manager's work performance. The results of such evaluation shall praise areas of good performance and identify focus areas for future performance. It may also be the basis for potential compensation decisions.

Rather than using a rating/scoring system, the Lebanon City Council elects to have open dialogue on a continual basis with the City Manager. The annual review will be a summary of the City Manager's overall performance and on the focus areas established by the City Council.

The City Manager Employment Contract shall be reviewed by the City Council and City Attorney to determine if there is any contract language that dictates performance review procedures.

A. DUTIES OF EACH COUNCIL MEMBER:

- ❖ Each member of the Council may schedule periodic meetings with the City Manager to become better acquainted with the person, responsibilities of the position, and the day-to-day operations of the City organization. These meetings are strictly informative and are not to discuss performance. Issues of performance should be discussed with the entire Council body at a meeting agreed upon by the City Council.

It is important to remain cognizant of the City Manager's busy schedule. Therefore, it is recommended that meetings be scheduled monthly, quarterly, or twice a year. It is understood that the Mayor may meet with the City Manager on a more frequent basis.

- ❖ Each member of the Council is obligated to bring forward any concerns they may have before the entire body of the Council as things are heard and/or observed. The membership understands that they will not wait to report matters at the annual review but will ask the Mayor/City Clerk for a special meeting to afford the City Manager the opportunity to explain and/or remedy the situation.
- ❖ The City Council shall hold a formal annual review to discuss the performance of the City Manager in Executive Session, unless the City Manager requests an open hearing. *[The City Clerk will provide a summary thereafter for the record.]*
- ❖ The Performance Summary of each review will be signed by each City Councilor, City Manager and attested by the City Clerk. The Performance Summary will become part of the City Manager's Record and will include:

ACHIEVEMENTS – Identify critical skills, knowledge and/or accomplishments during the past evaluation period.

OBJECTIVES – Areas the Manager and City Council have agreed that the Manager should focus on during the next evaluation period.

- ❖ A public statement describing the performance outcome will be drafted and mutually agreed upon by the City Council and City Manager.

B. ESTABLISHED FOCUS AREAS (significant areas of responsibility):

- 1. City Council Relationships.** *Does he/she effectively implement policies and programs approved by the City Council; respond in a positive manner to requests, advice, and constructive criticism; effectively aid the Council in establishing and implementing long range goals; keep the Council informed of current plans, activities, and new developments in technology, legislation, governmental practices and regulations; and provide regular updates to Council keeping them informed about current, anticipated, and critical issues that could come before the City Council.*
- 2. Community Relationships.** *Does he/she project a positive public image; stay involved with community issues and regularly interact with community groups; maintain effective relations with media representatives to accurately portray city news; successfully disseminates information to the community to promote understanding of City policies and projects; and emphasize a customer service philosophy and successfully resolve conflicts between citizens and the City.*
- 3. Leadership/Organizational Management:** *Does he/she develop a positive culture that fosters good morale; invest enough time in critical areas and not overcommit in other areas; present a positive and knowledgeable professional image that promotes confidence and a sense of stability in the management of city affairs; identify needs/problems and articulates appropriate recommendations and/or staff directives to assure timely and constructive solutions; successfully use team-building and coaching techniques to support collaborative problem solving, increased efficiency, and employee morale; use sound management practices and judgement in personnel matters.*
- 4. Fiscal Management:** *Does he/she present an understandable budget document responsive to Council goals and needs; monitor budget execution and communicate financial conditions to Council; make appropriate financial plans to anticipate and address future budget needs.*
- 5. Personal Qualities / Professionalism:** *Does he/she exercise good judgement; display enthusiasm, cooperation, and flexibility; exhibit composure, appearance and attitude appropriate for an executive position; and avoid confrontations with others without avoiding issues.*