

A BILL FOR AN ORDINANCE ADOPTING STANDARDS, ) ORDINANCE BILL NO. 7  
CRITERIA AND POLICY DIRECTIVES FOR THE REVIEW ) for 1987  
AND EVALUATION OF THE EMPLOYMENT-RELATED ) ORDINANCE NO. 2016  
PERFORMANCE OF THE CITY ADMINISTRATOR, )  
AND DECLARING AN EMERGENCY. )

WHEREAS, a special public meeting of the Lebanon City Council was held January 7, 1987, to discuss the process for reviewing the performance of the City Administrator and public comment having been solicited and received at that meeting; and


WHEREAS, this proposed Ordinance was placed on the agenda for the regularly scheduled City Council meeting on March 25, 1987, with the opportunity for public comment;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

Section 1. The procedure, standards, criteria and policy directives to be used in evaluating the position of the City Administrator shall be as set forth in attached Exhibit A, incorporated herein by reference.

Section 2. Public notice is hereby given of the executive sessions to be held pursuant to the contents of Exhibit A.

Section 3. It is necessary for the peace, health, safety, comfort and convenience of the people of the City of Lebanon that this Ordinance have immediate effect. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect immediately upon its passage and approval. Passed by the Council of the City of Lebanon by a vote of 6 for and 0 against and approved by the Mayor this 25th day of March, 1987.

  
Mayor

ATTEST:

  
Recorder

## P O L I C Y

On March 25 , 1987 at the regular City Council meeting, the Lebanon City Council adopted a formal evaluation process for the City Administrator's position, reference to Ordinance No.2016. (7)

### FORMAL EVALUATION

The following written evaluation contains the elements to be assessed. These elements are those that are considered the most important in performing the duties of the City Administrator's position.

The evaluation will be distributed to the Mayor and City Council on the first of May each year. The month of May will be given for the completion of the written evaluation. By May 31 of each year, the completed forms will be submitted to the Mayor for review and discussion with the City Administrator. At the first regular Council meeting in June an oral evaluation with the City Council and the City Administrator will be held in Executive Session. Confidential documentation of this session will be made stating major topics of discussion and Council instructions to the City Administrator.

### INFORMAL EVALUATION

Three times during the year, in the months of March, September, and December, at the first regular council meeting, an executive session will be set to discuss any matters relating to the City Administrators job performance.

Newly hired City Administrators will be evaluated at the end of six months of service. Confidential documentation of these sessions will be made stating major topics of discussion and Council instructions to the City Administrator.

## ELEMENT RATING SCALE

Each element is to be evaluated using the three criteria below:

Below Expectations is that level of performance which consistently falls below the requirements of the job and wherein improvement is indicated. It does not mean that every aspect of the employee's performance is below adequate standards but that, in general, the employee doesn't meet minimum expectations and requirements. If an element is determined to be below expectations, comment must be made to indicate why the performance is such.

Meets Expectations is that level of performance which is considered adequate to meet the requirements of the job. Some day-to-day variation is to be expected and may range, on occasion, from poor to very good. For the most part, however, meets expectations represents satisfactory performance which would be neither consistently below nor superior to what is necessary to do the job.

Exceeds Expectations is reserved for the employee who consistently surpasses standards of adequate performance. Individuals who consistently do a good job should be rated meets expectations, not exceeds expectations. An occasional instance of superior performance is not sufficient justification for an exceeds expectations rating. Exceeds expectations performance requires that the employee has consistently exceeded the supervisor's expectations for meets expectations performance.

PERSONNEL ADMINISTRATION

<u>Below Expec.</u>	<u>Meets Expec.</u>	<u>Exceeds Expec.</u>
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The City Administrator provides effective direction in negotiations with employee unions

COMMENTS:

The City Administrator exhibits and encourages a positive employee relations attitude in the workplace.

COMMENTS:

The City Administrator is continually working toward maximizing the productivity of personnel resources.

COMMENTS:

The City Administrator encourages training and development of all employees.

COMMENTS:

PER. ADMINISTRATION (continued)

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator insures that personnel policies and practices are leagal and current, and that they meet the needs of the organization.

COMMENTS:

The City Administrator promotes and supports a strong, progressive safety program.

COMMENTS:

The City Administrator exhibits a good balance between firmness and flexibility in making personnel decisions.

COMMENTS:

The City Administrator effectively delegates personnel decisions making authority within the organization.

COMMENTS:

The City Administrator makes good hiring/ firing decision on Department Managers positions.

COMMENTS:

FINANCE

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator effectively manages the City's finances during the year.

COMMENTS:

The City Administrator's budget recommendations address the needs of the community.

COMMENTS:

The City Administrator provides the City Council with adequate information about the City's financial situation.

COMMENTS:

The City Administrator provides cost effective direction to the City's risk management program.

COMMENTS:

COMMUNICATIONS

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator answers questions directly and forthrightly.

COMMENTS:

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The City Administrator responds to questions from the City Council clearly and concisely.

COMMENTS:

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The City Administrator is a good representative of the City before community groups.

COMMENTS:

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The City Administrator's written reports are clearly written and easily understood.

COMMENTS:

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COMMUNICATIONS (continued)

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator makes clear, complete, and concise verbal reports at City Council meetings.

COMMENTS:

The City Administrator reponds to citizens at City Council meetings effectively.

COMMENTS:

The City Administrator clearly expresses ideas and thoughts to individual citizens.

COMMENTS:

The City Administrator does not become excessively defensive at City Council meetings.

COMMENTS:



COUNCIL SUPPORT

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator does not attempt to set City policy in situations where it is more appropriate for City Council decisions.

COMMENTS:

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The City Administrator effectively helps the City Council set priorities.

COMMENTS:

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The City Administrator effectively helps the City Council anticipate and deal with future community problems.

COMMENTS:

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The City Administrator provides the City Council with sufficient information for decision making.

COMMENTS:

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COUNCIL SUPPORT (continued)

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

When appropriate, the City Council is provided with realistic options and alternatives.

COMMENTS:

The City Administrator keeps the City Council well informed about meetings, events, and activities of interest to the Council..

COMMENTS:

The City Administrator provides information to the City Council with enough lead time so the Council is not forced by deadlines to make decisions before it is ready to do so.

COMMENTS:

The City Administrator is available to City Council members when needed.

COMMENTS:

COUNCIL SUPPORT (continued)

<u>Below</u> <u>Expec.</u>	<u>Meets</u> <u>Expec.</u>	<u>Exceeds</u> <u>Expec.</u>
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The City Administrator carries out City Council decisions promptly and completely.

_____	_____	_____
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COMMENTS:

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The Council meeting agenda seldom contains ideas not ready for decision by the City Council.

_____	_____	_____
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COMMENTS:

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STAFF WORK

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The job performance of department heads improves each year.

COMMENTS:

Department Heads are accessible to the City Council.

COMMENTS:

Department Heads submit complete, clear and concise written reports to the City Council.

COMMENTS:

Verbal reports by department heads at City Council meetings are clear and concise.

COMMENTS:

The budget document clearly presents the plan for City expenditures.

COMMENTS:

STAFF WORK (continued)

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator delegates work when appropriate.

COMMENTS:

The City Administrator makes effective use of department heads during Council meetings.

COMMENTS:

Department Heads answer questions directly and forthrightly.

COMMENTS:

WORK PLANNING

Below Expec.	Meets Expec.	Exceeds Expec.
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The City Administrator sets appropriate priorities for himself.

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COMMENTS:

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The City Administrator works effectively to achieve the City's goals and objectives on time.

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COMMENTS:

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\_\_\_\_\_  
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The City Administrator sets goals and objectives for himself which are realistic and appropriate.

_____	_____	_____
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COMMENTS:

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\_\_\_\_\_  
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The City Administrator uses his time effectively.

_____	_____	_____
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COMMENTS:

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\_\_\_\_\_  
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OTHER

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator clearly accepts appropriate responsibility for mistakes and errors made by the City.

COMMENTS:

The City Administrator maintains effective relations with other local governments

COMMENTS:

The City Administrator effectively seeks to correct mistakes and errors made by the City.

COMMENTS:

The City Administrator maintains his composure in stressful situations.

COMMENTS:

The City Administrator is seen by the average citizen as a good administrator.

COMMENTS:

OTHER (continued)

Below  
Expec.

Meets  
Expec.

Exceeds  
Expec.

The City Administrator keeps his commitments to citizens.

COMMENTS:

The City Administrator is accessible to the public.

COMMENTS:

The City Administrator responds in effective ways to citizens who come to see him with problems.

COMMENTS:

The City Administrator's decisions reflect good judgement.

COMMENTS:

The City Administrator applies laws and regulations fairly and with proper discretion.

COMMENTS:



SALARY ADJUSTMENT

Based on your appraisal of the Administrator's performance, do you recommend a salary increase?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please comment, why not:

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If yes, what information would you like to have use to determine the appropriate increase:

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