



RESOLUTION 2011-020

A RESOLUTION ADOPTING CRITERIA TO BE USED IN THE ANNUAL PERFORMANCE EVALUATION OF THE CITY MANAGER

WHEREAS, Sherwood City Council with the assistance of the City Attorney has developed evaluation criteria for the City Manager' annual reviews; and

WHEREAS, The City Council desires to establish a process for reviewing and evaluating the City Manager's performance; and

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

Section 1: The Sherwood City Council shall adopt the attached criteria, Exhibit A to be used in the annual evaluation process for the City Manager.

Duly passed by the City Council this 15th day of March 2011.


Keith S. Mays, Mayor

Attest:


Sylvia Murphy, CMC, City Recorder

City Manager Performance Evaluation

For Period Jan. 2010 thru March 2011

<u>Category</u>	<u>Criteria</u>	<u>Examples</u>		
City Manager Profile				
Resolution 2008-003	Integrity and high ethical standards			
	approachable, positive, self-confident attitude			
	receptive to new ideas and change			
	takes innovative yet realistic approach to problem solving, decision making and goal achievement			
	exercise diplomacy/respects confidentiality in professional relationships as appropriate			
	willingness to take calculated risk, mitigate downside, and recover from failures			
	communicates clearly and effectively verbally and in writing			
	desire for continued personal growth and development			
	possesses leadership qualities that inspire staff, Sherwood citizens/business community/and region with trust and respect			
Performance Skills / Knowledge / Responsibilities				
General Skills and Knowledge	strong overall knowledge of city operations, City Code and governing policies			
	Keeping current on professional trends, legislation, public policy, funding opportunities and regulations purchasing rules and regulations			
City Council Relationship	implement Council-approved policies and programs			

City Manager Performance Evaluation

For Period Jan. 2010 thru March 2011

<u>Category</u>	<u>Criteria</u>	<u>Examples</u>		
	aid Council in establishing long range goals			
	keep Council informed of plans/activities of administration and new development with adequate information to make decisions			
	report to Council on a regular basis, accept direction and instruction			
Human Resource Management	knowledge of applicable laws and regulations			
	prompt, effective performance review and goal development			
	skill to communicate City's goals to employees and exercise leadership			
Fiscal Management	prepare realistic annual budget			
	seek efficiency and economy in all departments/programs in accordance with approved budgets			
	keep City bond rating at "A"			
	seek alternative funding sources including grants			
	keep Council abreast of City financial condition			
Visibility / External Relations	effectively handle citizen communications			
	promote transparency of City operations and public information			
	educate public on city problems/operations			
	promote positive image of City of Sherwood			
	maintain contact and good working relations with community groups, other governmental entities and media representatives			
Implementing Council Goals	understanding of and ability to implement Council Goals			

City Manager Performance Evaluation

For Period Jan. 2010 thru March 2011

Category	Criteria		Examples	
	facilitate goal setting and Council works sessions to update and complete goals			
	update and develop ordinances to implement Council vision target and foster businesses that will help achieve the vision			
2010-2011 City Council Goals				
Resolution 2010-022				
Public Safety	The City of Sherwood will provide for the safety and security of the community and its citizens			
Infrastructure	The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play			
Livability	The City of Sherwood will provide opportunity for responsible community development and growth			
Resident Well Being	The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens			
Economic Development	The City of Sherwood will promote responsible economic development which benefits the community.			
City Charter Responsibilities				
Resolution 2005-008				
1	Attend all council meetings unless excused by the Mayor and Council			

City Manager Performance Evaluation

For Period Jan. 2010 thru March 2011

<u>Category</u>	<u>Criteria</u>	<u>Examples</u>		
2	Make reports and recommendations to the Mayor and Council about the needs of the City			
3	Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other City decisions			
4	Appoint, supervise and remove city employees			
5	Organize city departments and administrative structure			
6	Prepare and administer the annual city budget			
7	Administer city utilities and property			
8	Encourage and support regional and intergovernmental cooperation			
9	Promote cooperation among the Council, staff, and citizens in developing city policies, and building sense of community			
10	Perform other duties as directed by Council			
11	Delegate duties, but remain responsible for acts of all subordinates			