



## RESOLUTION 2016-053

### 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.** 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 6<sup>th</sup> day of September 2016.**

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, 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.

### **PURPOSE**

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

1. The City Manager prepares a memorandum to Council including his/her self-evaluation using the same performance evaluation form given to Council.
2. A confidential copy of the memorandum and self-evaluation will be distributed to Council members.
3. 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. These observations/perceptions will be treated as confidential and provided to the City Attorney's Office for that Office's compilation, summarization and transmittal to Council.
4. Electronic Evaluation forms to be used by Council members will be distributed by the City Attorney's Office.
5. Each council member will complete the online or paper form, if requested, and return it to the Mayor and Council President. The Mayor and Council President will tabulate and summarize the results of the evaluation forms as submitted and create a compiled evaluation. The Mayor and Council President can elect to have the City Attorney's Office complete this task.
6. Prior to the executive session the composite evaluation, memorandum, and self-evaluation will be distributed to Council in confidential documents.
7. The Mayor and council members will meet in executive session with the City Manager to discuss his/her compiled evaluation.
8. After the City Manager is dismissed the Mayor and Council will discuss the performance of the City Manager in executive session.
9. The City Council will meet with the City Manager in executive session to review the evaluation and performance, unless the City Manager requests an open meeting.

10. The Mayor will schedule a City Council meeting to adopt a resolution approving the final performance evaluation.
11. The Mayor will schedule a work session or Council agenda item if compensation or contract changes are desired by Council.

### INSTRUCTIONS

Review the City 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 (1-5)

#### Unsatisfactory (1)

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 (2)

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

#### Meets Job Standards (3)

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

#### Exceeds Job Standards (4)

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 (5)

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  N/O
- B. Reporting to City Council is timely, clear, concise and thorough. 1  2  3  4  5  N/O
- C. Accepts direction/instructions in a positive manner. 1  2  3  4  5  N/O
- D. Effectively aids City Council in establishing long range goals. 1  2  3  4  5  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  N/O
- F. Provides City Council with clear reports of anticipated issues that could come before the City Council. 1  2  3  4  5  N/O
- G. Assists City Council in resolving problems at the administrative level to avoid unnecessary Council action. 1  2  3  4  5  N/O
- H. Council agenda packet preparation is thorough and timely. 1  2  3  4  5  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  N/O

Comments:

## 2. Community/Public Relations

- |                                                                                         |                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Represents City with positive outlook and image.                                     | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| B. Is courteous to public at all times.                                                 | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| C. Seeks to use criticism of self or City in positive ways.                             | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| D. Maintains effective relations with media representatives.                            | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| E. Available and visible to citizens.                                                   | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| F. Open to suggestions from the public concerning improvements in services.             | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| G. Resolves citizen complaints consistent with Council policy in a timely manner.       | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| H. Open and honest with citizens.                                                       | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |
| I. Development of community correspondence and events to inform and involve the public. | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/> |

Comments:

### 3. Effective Leadership of Staff

- A. Encourages Department Directors to make decisions within their own jurisdiction without City Manager approval, yet maintains general control of administrative operations. 1  2  3  4  5  N/O
- B. Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs. 1  2  3  4  5  N/O
- C. Provides clear expectations and assignments, with deadlines, for Department Directors and holds them accountable. 1  2  3  4  5  N/O
- 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. 1  2  3  4  5  N/O
- E. Recruits and retains competent personnel for City positions. 1  2  3  4  5  N/O
- F. Provides an overall environment that encourages good employee morale, lessens employee turnover, and creates employee satisfaction in ability to participate in decision-making. 1  2  3  4  5  N/O

Comments:

#### 4. Fiscal Management

- A. Prepares and proposes in a timely manner a balanced, understandable and realistic budget. 1  2  3  4  5  N/O
- B. Budget is well documented and organized to assist City Council with policy decisions. 1  2  3  4  5  N/O
- C. Seeks efficiency, economy and effectiveness in all programs. 1  2  3  4  5  N/O
- D. Controls expenditures in accordance with the approved budget. 1  2  3  4  5  N/O
- E. Keeps City Council informed about revenues and expenditures, actual and projected. 1  2  3  4  5  N/O
- F. Makes sound decisions that consider cost/benefit. 1  2  3  4  5  N/O
- G. Shows innovation in reducing expenses. 1  2  3  4  5  N/O

Comments:

### 5. Personal Traits

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

Comments:



### 6. Communication

- A. Written communications are clear, concise and accurate. 1  2  3  4  5  N/O
- B. Oral communications are clear, concise and expressed effectively. 1  2  3  4  5  N/O
- C. Keeps all City Councilors informed about important issues. 1  2  3  4  5  N/O

Comments:

### 7. Decision Making

- A. Attempts to obtain all available facts prior to making a decision. 1  2  3  4  5  N/O
- B. Is objective in decision making. 1  2  3  4  5  N/O
- C. Considers possible alternatives and their consequences before making a decision. 1  2  3  4  5  N/O
- D. Ability to reach timely decisions, and initiate action, without being compulsive. 1  2  3  4  5  N/O
- E. Uses common sense, tact and diplomacy. 1  2  3  4  5  N/O
- F. Notifies all affected parties prior to implementing decisions. 1  2  3  4  5  N/O

Comments:

**8. Intergovernmental Relationships**

- A. Represents City to intergovernmental bodies. 1  2  3  4  5  N/O
- B. Effective communication with local, regional, state, and federal government agencies. 1  2  3  4  5  N/O
- C. Financial resources (e.g. cost sharing, grants, etc.) from other organizations are pursued. 1  2  3  4  5  N/O
- D. Contributes to good government through participation in local, regional, and state committees and organizations. 1  2  3  4  5  N/O
- E. Lobbies effectively with legislators and state agencies regarding City programs and projects. 1  2  3  4  5  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 - the following overall rating is calculated by averaging each of the above ratings: \_\_\_\_\_

**V. FUTURE GOALS AND OBJECTIVES**

Specific goals and objective 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**

\_\_\_\_\_  
Krisanna Clark, Mayor

YES / NO

\_\_\_\_\_  
Jennifer Harris, Council President

YES / NO

\_\_\_\_\_  
Linda Henderson

YES / NO

\_\_\_\_\_  
Dan King

YES / NO

\_\_\_\_\_  
Sally Robinson

YES / NO

\_\_\_\_\_  
Jennifer Kuiper

YES / NO

\_\_\_\_\_  
Renee Brouse

YES / NO

**City Manager**

\_\_\_\_\_  
Joseph Gall

\_\_\_\_\_