

RESOLUTION NO. 860

A RESOLUTION ESTABLISHING THE CRITERIA AND PROCESS TO BE USED BY THE STAYTON CITY COUNCIL IN THEIR ANNUAL EVALUATION OF THE CITY ADMINISTRATOR.

WHEREAS, the Stayton City Council wishes to establish criteria to evaluate the City Administrator in May of each year.

NOW, THEREFORE,

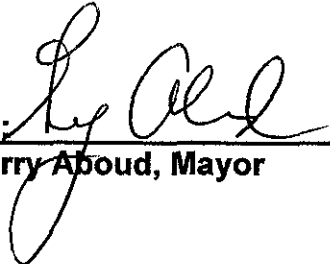
BE IT RESOLVED that: 1) The attached evaluation criteria and process is hereby adopted; and 2) Resolution 837 is hereby repealed.

This Resolution shall become effective upon adoption by the Stayton City Council on June 21, 2010.

ADOPTED BY THE STAYTON CITY COUNCIL this 21<sup>st</sup> day of June, 2010.

CITY OF STAYTON

Signed: 6/21, 2010

By:   
Gerry Aboud, Mayor

Signed: 6/21, 2010

Attest:   
Don Eubank, City Administrator

APPROVED AS TO FORM:

  
David A. Rhoten, City Attorney

**CITY OF STAYTON  
CITY ADMINISTRATOR EVALUATION  
SCORING EXPLANATION**

**I. OBJECTIVES**

- A. Qualitatively measure the Administrator's performance.**
- B. Assist the Administrator by providing direction and by identifying the Council's expectations.**
- C. Identify and re-establish the Council/Administrator roles.**
- D. Identify and reinforce positive aspects of the Administrator's performance.**

**II. EVALUATION PROCESS**

- A. Blank evaluation sheets provided to Mayor and Council members.**
- B. Mayor and Council members complete evaluation sheets, including comments if desired within 7 days (including weekends and holidays) and give them to the Mayor or in the absence of the Mayor the, Council President. When all worksheets, papers and notes are received a composite evaluation sheet will be completed.**
- C. An Evaluation meeting with the City Administrator, either Open or Executive Session will be scheduled with the Mayor and Council to review the evaluation as soon as practical once the composite evaluation is completed. During this meeting all documents shall be made available to the Council and City Administrator upon request. Prior to anyone leaving this meeting, the Mayor shall collect all documents.**
- D. Composite evaluation may be modified based upon input from Administrator. Evaluation finalized in duplicate: 1 copy for personnel file; 1 copy for Administrator. The Mayor and individual Council members shall subsequently have free access to the personnel file copy.**
- E. Follow-up scheduled within ninety (90) days to review progress on areas identified as needing improvement by the majority of the evaluators.**

**III. EVALUATION RATING**

**The numerical rating (1 to 5) is an effort to quantify opinions and judgments about a specific management responsibility or skill and/or a personal/interpersonal skill. While admittedly subjective, it suggests a useful emphasis or relative degree of acceptability. If you do not feel you have observed an area being evaluated circle N/O (No opinion or Not observed)**

Ratings: 5. "Exceeds Standard;" 4. "Very Satisfactory;" 3. "Satisfactory;" 2. "Below Standard" and 1 indicates "Unsatisfactory." The n/o represents "no opinion" or "no observation" of performance or behavior.

**CITY ADMINISTRATOR EVALUATION FORM**

(REVISED: June 2010)

**Please rate City Administrator Don Eubank in the following categories from 1 to 5, with number 1 as the lowest (poor) and number 5 as the highest (excellent) rating. Please circle the number you determine to be the rating and if you have NO OPINION or NOT OBSERVED, please circle N/O**

**PERFORMANCE EVALUATION AND ACHIEVEMENTS**

**A. City Council Relationships**

1. Effectively implements policies and programs approved by the City Council.

1    2    3    4    5    N/O

2. Reporting to the City Council is timely, clear, concise and thorough.

1    2    3    4    5    N/O

3. Accepts direction/instructions in a positive manner.

1    2    3    4    5    N/O

4. Effectively aids the City Council in establishing long range goals.

1    2    3    4    5    N/O

5. Provides the City Council with clear reports of anticipated issues that could come before the Council.

1    2    3    4    5    N/O

Score \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**B. Public Relations**

1. Projects a positive image.

1      2      3      4      5      N/O

2. Is courteous to the public at all times.

1      2      3      4      5      N/O

3. Maintains effective relations with the media representatives.

1      2      3      4      5      N/O

Score \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Effective Leadership of Staff**

1. Delegates appropriate responsibilities.

1      2      3      4      5      N/O

2. Provides guidance but does not micro-manage.

1      2      3      4      5      N/O

Score \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Fiscal Management

1. Prepares realistic annual budget.

1      2      3      4      5      N/O

2. Controls expenditures in accordance with approved budget.

1      2      3      4      5      N/O

3. Keeps City Council informed about revenues and expenditures, actual and projected.

1      2      3      4      5      N/O

4. Ensures that the budget addresses the City Council goals and objectives.

1      2      3      4      5      N/O

Score \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Communication

1. Oral communication is clear, concise and articulate.

1      2      3      4      5      N/O

2. Written communications are clear concise and accurate.

1      2      3      4      5      N/O

Score \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Personal Traits**

- |                            |   |   |   |   |   |     |
|----------------------------|---|---|---|---|---|-----|
| 1. Initiative              | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. Judgment                | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. Fairness & Impartiality | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. Creativity              | 1 | 2 | 3 | 4 | 5 | N/O |

Score \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Intergovernmental Affairs**

1. Maintains effective communication with local, regional, state and federal government agencies.  
1    2    3    4    5    N/O
2. Financial resources (grants) from other agencies are pursued.  
1    2    3    4    5    N/O
3. Lobbies effectively with county, legislators and state agencies regarding City programs and projects.  
1    2    3    4    5    N/O

Score \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Overall Rating

1. Overall opinion of how the City Administrator has performed this job during last year.

1      2      3      4      5      N/O

I. **OVERALL EVALUATION COMMENTS**

1. **Specific accomplishments for the past year: (List attached)**

2. **Improvement Areas:**

3. **Goals and Objective for next year:**

J. **ACKNOWLEDGMENTS**

1. **Administrator Comments:**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
**Administrator's Signature**

**2. Mayor's Comments:**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Mayor's Signature



## CITY ADMINISTRATOR EVALUATION SCORE SHEET

	GA	DW	SF	SV	JL		Total	Average
<b>A. CITY COUNCIL RELATIONSHIPS</b>								
<b>B. PUBLIC RELATIONS</b>								
<b>C. EFFECTIVE LEADERSHIP OF STAFF</b>								
<b>D. FISCAL MANAGEMENT</b>								
<b>E. COMMUNICATIONS</b>								
<b>F. PERSONAL TRAITS</b>								
<b>G. INTERGOVERNMENTAL AFFAIRS</b>								
<b>H. OVERALL RATING</b>								
			<b>TOTAL SCORE:</b>					
(Less any questions marked N/O -5 for each)			<b>MAXIMUM SCORE:</b>					