

RESOLUTION NO. 968

**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.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached are hereby adopted:
  - a. City Administrator Evaluation Process (Exhibit A)
  - b. Evaluation Form (Exhibit B)
  - c. 360° Management Performance Online Survey Form to be completed by Department Heads (Exhibit C)
2. Resolution No. 910 is hereby repealed.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6<sup>TH</sup> DAY OF NOVEMBER 2017.

CITY OF STAYTON

DATE: 11/6/17

BY:   
Henry A. Porter, Mayor

DATE: 11/6/17

ATTEST:   
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

  
Wallace W. Lien, Acting City Attorney

## City Administrator Evaluation Process

### 1. Objectives

- a. Qualitatively measure the Administrator's performance.
- b. Assist the Administrator by providing direction and identifying the City Council's expectations.
- c. Identify and reestablish the City Council / Administrator roles.
- d. Identify and reinforce positive aspects of the Administrator's performance.

### 2. Evaluation Process

- a. Blank evaluation forms provided to Mayor, City Council, and City Administrator with a submittal deadline of no more than two weeks.
- b. Online 360 degree Management Performance online survey distributed to Department Heads with a submittal deadline of no more than two weeks.
- c. Mayor or Council President (if so directed by the Mayor), receives all worksheets, papers, and notes prepared by Mayor and individual City Council members and prepares a composite evaluation.
  - i. These documents shall be available to City Council members upon request.
  - ii. Mayor shall collect all documents prior to everyone leaving the meeting at which the evaluation is reviewed.
- d. An Executive Session will be scheduled within two weeks of submission deadline for completed evaluation forms.
- e. At the Executive Session, the Mayor and Council will meet to discuss the final composite evaluation.
- f. The Administrator will join the Executive Session to review the composite evaluation and the results of the online 360 degree Management Performance survey completed by Department Heads, and the Administrator's self-evaluation.
  - i. The composite evaluation may be modified based upon input from Administrator.
- g. Once the evaluation is finalized a copy will be provided to the Administrator and a copy will be placed in the personnel file. The Mayor and City Council shall subsequently have access to the personnel file copy.
- h. If necessary, a follow-up executive session will be scheduled within 90 days to review progress on areas identified as not meeting expectations.



# Performance Review & Development Plan

## City Manager

### EMPLOYEE INFORMATION

<b>Name:</b>	<b>Review Date:</b>
<b>Position:</b>	<b>Manager:</b>
<b>Department:</b>	<b>Review Period:</b>

### POSITION DESCRIPTION

This position is established as the administrative head of the city government. The City Manager is responsible to the mayor and council for the proper administration of city business. The City Manager will assist the mayor and council in the development of city policies, and carry out policies set by ordinances and resolutions.

### COMPETENCY EVALUATION

**Competency:** Community Relations  
*Represents City with positive outlook. Is courteous to public at all times. Keeps commitments to the public. Maintains effective relations with media representatives. Available and visible to citizens. Effective media contact/relations. Open to suggestions from the public concerning improvements in services. Resolves citizen complaints consistent with Council policy in a timely manner. Open and honest with citizens. Takes a consistent position with different audiences.*

<b>DOES NOT MEET EXPECTATIONS (1)</b> <input type="checkbox"/>	<b>MEETS EXPECTATIONS (2)</b> <input type="checkbox"/>	<b>EXCEEDS EXPECTATIONS (3)</b> <input type="checkbox"/>
---	---	---

<b>STRENGTHS:</b>	<b>OPPORTUNITIES:</b>
-------------------	-----------------------

**Competency:** City Council Relations  
*Keeps Council informed of problems, issues, current plans and activities, legislation, governmental practices, etc. Reporting to Council is timely, clear, concise and thorough. Effectively implements policies and programs approved by Council. Accepts direction or instructions in a positive manner. Effectively aids the Council in establishing long-range goals. Participates in Council discussions and makes recommendations where appropriate. Anticipates and advises the Council regarding important foreseeable problems, needs and opportunities.*

<b>DOES NOT MEET EXPECTATIONS (1)</b> <input type="checkbox"/>	<b>MEETS EXPECTATIONS (2)</b> <input type="checkbox"/>	<b>EXCEEDS EXPECTATIONS (3)</b> <input type="checkbox"/>
---	---	---

<b>STRENGTHS:</b>	<b>OPPORTUNITIES:</b>
-------------------	-----------------------



# Performance Review & Development Plan

## City Manager

### COMPETENCY EVALUATION

<b>Competency: <u>Fiscal Management</u></b> <i>Prepares and proposes in a timely manner a balanced, understandable and realistic budget. Budget is well documented and organized to assist Council with policy decisions. Seeks efficiency, economy and effectiveness in all programs. Controls expenditures in accordance with the approved budget. Keeps City council informed about revenues and expenditures, actual and projected. Makes sound decisions that consider cost/benefit.</i>		
<b>DOES NOT MEET EXPECTATIONS (1)</b> <input type="checkbox"/>	<b>MEETS EXPECTATIONS (2)</b> <input type="checkbox"/>	<b>EXCEEDS EXPECTATIONS (3)</b> <input type="checkbox"/>
<b>STRENGTHS:</b>  	<b>OPPORTUNITIES:</b>  	

<b>Competency: <u>Intergovernmental Relationships</u></b> <i>Represents City to intergovernmental bodies. Effective communication with local, regional, state and federal government agencies. Financial resources (cost sharing, grants, etc.) from other organizations are pursued. Contributes to good government through participation in local, regional and state committees and organizations. Lobbies effectively with legislators and state agencies regarding City programs and projects.</i>		
<b>DOES NOT MEET EXPECTATIONS (1)</b> <input type="checkbox"/>	<b>MEETS EXPECTATIONS (2)</b> <input type="checkbox"/>	<b>EXCEEDS EXPECTATIONS (3)</b> <input type="checkbox"/>
<b>STRENGTHS:</b>  	<b>OPPORTUNITIES:</b>  	

<b>Competency: <u>Operations Management</u></b> <i>Assures suitable systems, policies, and processes for accounting and fund management, personnel management, office space, information technology, and risk management.</i>		
<b>DOES NOT MEET EXPECTATIONS (1)</b> <input type="checkbox"/>	<b>MEETS EXPECTATIONS (2)</b> <input type="checkbox"/>	<b>EXCEEDS EXPECTATIONS (3)</b> <input type="checkbox"/>
<b>STRENGTHS:</b>  	<b>OPPORTUNITIES:</b>  	





# Performance Review & Development Plan

## City Manager

### Competency: Staff Management

*Able to delegate authority, granting proper authority at the proper times. Utilizes a positive approach to direct work efforts of staff. Addresses employee issues promptly and effectively. Encourages and rewards initiative. Provides personnel supervision, hiring and termination, develops administrative policies and practices. Manages collective bargaining negotiations and contracts. Organizes the structure of City Departments.*

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS:		OPPORTUNITIES:

### RATING OF CORE COMPETENCIES

Add all ratings and write total here: _____ ÷ 6 = _____		
DOES NOT MEET EXPECTATIONS (1.00-1.66) <input type="checkbox"/>	MEETS EXPECTATIONS (1.67-2.33) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (2.34-3.00) <input type="checkbox"/>

### PERFORMANCE GOALS & ACTION PLAN

*The performance evaluation is based on the principle that each individual should have the opportunity to receive feedback about their performance and guidance on how to improve and develop for their future.*

*Prepare your development recommendations based on the employee's opportunities for improving or enhancing performance.*

1. Indicate specific performance that requires improvement.
2. Include any specific job activities or training that you believe would be relevant and helpful.
3. Together, set agreed upon goals with completion dates.



# Performance Review & Development Plan

## City Manager

### PERSONAL DEVELOPMENT PLAN

<b>Goal / Desired Result:</b>	<b>Stated Key Actions:</b>
<b>Date Set:</b>	<b>Individual Activities:</b>

### EMPLOYEE COMMENTS

--

### VERIFICATION OF REVIEW

<i>By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation but that you have reviewed it.</i>		
<b>SIGNATURES</b>	<b>PRINTED NAME</b>	<b>DATE</b>
EMPLOYEE:		
CITY COUNCIL DESIGNEE:		

# 360° Management Performance Form

*Enter Employee's Name Here*

**Feedback Request for Leadership Behaviors**  
**N/O=Not Observed 1=Never 2=Seldom 3=Sometimes 4= Often 5=Always**

**1. Please provide a rating to reflect your view of Leadership's behavior in inspiring a shared vision:**

1.1 Provides direction around the company's mission	N/O	1	2	3	4	5
1.2 Translates the mission into actionable plans	N/O	1	2	3	4	5
1.3 Creates enthusiasm about the future of our Company	N/O	1	2	3	4	5

*Please provide examples of both strengths and areas for improvement related to Inspiring a Shared Vision:*

**2. Please provide a rating to reflect your view of Leadership's behavior in valuing people:**

2.1 Shows respect for others and their ideas	N/O	1	2	3	4	5
2.2 Places team success before personal agenda	N/O	1	2	3	4	5
2.3 Listens to team members and peers in an open and respectful manner	N/O	1	2	3	4	5
2.4 Encourages others' involvement in making things better	N/O	1	2	3	4	5
2.5 Appreciates differences between people in thought and style	N/O	1	2	3	4	5
2.6 Allows for flexibility in how work is accomplished	N/O	1	2	3	4	5
2.7 Considers others' needs when making decisions	N/O	1	2	3	4	5

*Please provide examples of both strengths and areas for improvement related to Valuing People:*

**3. Please provide a rating to reflect your view of Leadership's Behavior in development of self and others:**

3.1 Demonstrates personal growth and learning	N/O	1	2	3	4	5
3.2 Encourages continuous growth & learning in others	N/O	1	2	3	4	5

3.3 Delegates without micromanaging	N/O	1	2	3	4	5
3.4 Acknowledges mistakes & learns from them	N/O	1	2	3	4	5
3.5 Sets clear performance expectations in advance	N/O	1	2	3	4	5
3.6 Shares positive performance feedback that is timely and direct	N/O	1	2	3	4	5
3.7 Shares constructive performance feedback that is timely and direct	N/O	1	2	3	4	5
3.8 Demonstrates initiative and encourages initiative in others	N/O	1	2	3	4	5
3.9 Seeks employee feedback	N/O	1	2	3	4	5
3.10 Responds to employee feedback	N/O	1	2	3	4	5
3.11 Makes decisions that are focused on the issue and not the person	N/O	1	2	3	4	5

*Please provide examples of both strengths and areas for improvement related to Develops Self and Others:*

**4. Please provide a rating to reflect your view of Leadership's communication:**

4.1 Communicates effectively, respectfully and continuously	N/O	1	2	3	4	5
4.2 Listens to what others have to say	N/O	1	2	3	4	5
4.3 Shares opinions even when unpopular	N/O	1	2	3	4	5
4.4 Expresses disagreement earlier rather than later	N/O	1	2	3	4	5
4.5 Makes others feel safe in honestly expressing themselves	N/O	1	2	3	4	5

*Please provide examples of both strengths and areas for improvement related to Communication:*

**5. Please provide a rating to reflect your view of Leadership's ability to act in the best interest of the business and the mission:**

5.1 Is visible, with a positive presence	N/O	1	2	3	4	5
5.2 Is highly ethical and professional	N/O	1	2	3	4	5



5.3 Is an effective team member	N/O	1	2	3	4	5
5.4 Instills effective team membership in others	N/O	1	2	3	4	5
5.5 Models collaboration across organizational/department lines	N/O	1	2	3	4	5
5.6 Gets involved in making things better in the Company and community	N/O	1	2	3	4	5

*Please provide examples of both strengths and areas for improvement related to Acting in the Best Interest of the Company and Mission:*

**Is there anything else you would like to share?**

