

RESOLUTION NO. 398

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 July of each year.

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

The attached evaluation criteria and process is hereby adopted.

PASSED BY THE COMMON COUNCIL THIS 1st DAY OF August, 1988.

Signed by the Mayor this 4th day of August, 1988.



WAYNE L. LIERMAN, Mayor

ATTEST:



DAVID W. KINNEY, City Administrator

dk:lb(8-3-88)
RESOLUTION NO. 398

CITY OF STAYTON

CITY ADMINISTRATOR EVALUATION

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, Council members, and Administrator.
- B. Mayor, Council members, and Administrator complete evaluation sheets, including comments if desired.
- C. Mayor and Council members meet; Mayor and Council evaluations totaled and divided by six (6) to achieve composite evaluation. Comments relating to specific evaluation factors and overall evaluation (Section 6) identified.
- D. Within two (2) weeks, Administrator meets with Mayor and Council to discuss evaluation and compare composite evaluation with Administrator's self-evaluation. Composite evaluation may be modified based upon input from Administrator. Evaluation finalized in triplicate; 1 copy for personnel file; 1 copy for Administrator; 1 copy for Mayor (Mayor retains worksheets prepared by Mayor and individual Council members).
- E. Follow-up scheduled within ninety (90) days to review progress on areas identified as needing improvement.

III. EVALUATION RATING

The numerical rating (1 - 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.

A (5) rating represents "very satisfactory" performance or behavior; a (4) indicates performance or behavior that "exceeds standard;" a (3) is "satisfactory;" a (2) is indicative of performance or behavior that is "below standard."

The (N/O) represents "no opinion" or "no observation" of performance or behavior.

CITY OF S TAYTON

CITY ADMINISTRATOR EVALUATION

NAME:

EVALUATION PERIOD:

LAST EVALUATION DATE:

SCORING SCALE: (1) Unsatisfactory; (2) Below Standard; (3) satisfactory; (4) Exceeds Standard; (5) Very Satisfactory; (N/O) No opinion or opportunity to observe

EVALUATION FACTORS

I. RELATIONSHIP WITH CITY COUNCIL

A. Staff Reporting to City Council

How useful and timely are the reports? Are they too long, too short, with insufficient data supporting too few alternatives? Do they appear balanced, well-reasoned and supported with facts? Where applicable, are there recommendations for action?

COMMENTS:

Score: 1 2 3 4 5 N/O

B. Communication with City Council

Does the Administrator make an effort to communicate both in writing and in person? Is this communication useful, objective and supportive of the councilmember's role? Is the Administrator available on a reasonable basis when contacted by the councilmember? Does the Administrator keep the city council informed appropriately?

COMMENTS:

Score: 1 2 3 4 5 N/O

C. Planning, Organizing, Executing of Work

Does the Administrator plan, organize and execute all approved Council policies, programs and his day-to-day responsibilities in an effective and efficient manner?

COMMENTS:

D. Council Relations

Is the Administrator open and honest with the Council? Does he present all sides of an issue and all possible effects on the city? Is he able to accept constructive criticism; and live with, and support Council reversals? Is he able to follow the Council's intentions and directions with enthusiasm?

COMMENTS:

Score: 1 2 3 4 5 N/O

2. RELATIONSHIP WITH COMMUNITY

A. Community Activities

Does the Administrator become involved in community activities; is he visible? Does he project a solid, competent image of the City? Does he have the ability to work with and understand the needs of the business community?

COMMENTS:

Score: 1 2 3 4 5 N/O

B. Communication with Community

Does the Administrator demonstrate effective communication with citizens? Does he resolve citizen complaints consistent with Council policy in a timely manner and report the same to the Mayor and Council? Does he communicate the image of a positive and productive CITIZENS' government to citizens?

COMMENTS:

Score: 1 2 3 4 5 N/O

3. ADMINISTRATIVE FUNCTION

A. Ordinance/Contract enforcement

Does the Administrator ensure all ordinances are enforced and that provisions of all franchises, leases, contracts, permits and privileges granted by the City are enforced?

COMMENTS:

Score: 1 2 3 4 5 N/O

B. Collection of money owed

Are all sums of money due the City, whether by way of fees, liens, assessments, taxes, special assessments, or any other source whatsoever, collected and accounted for?

COMMENTS:

Score:
1 2 3 4 5 N/O

C. Delivery of City Services

Does the Administrator through the various departments and staff, provide effective and efficient delivery of city services as authorized and budgeted by the Council?

COMMENTS:

Score:
1 2 3 4 5 N/O

D. Project Accomplishment

Is there evidence of systematic progress toward completion on all special projects? Is there adequate documentation and reporting to the Council? Are there unexplainable delays? Is the Council able to get rapid and accurate responses about a project status?

COMMENTS:

Score:
1 2 3 4 5 N/O

E. Intergovernmental Relations

Does the Administrator appear to be effective in dealing with other governmental units at the local, regional, state and federal level? Are these relationships productive in terms of needed services or financial support? Does he have the ability to use the resources of other agencies?

COMMENTS:

Score:
1 2 3 4 5 N/O

F. City Recorder

Does the Administrator perform his duties as City Recorder?

COMMENTS:

Score:
1 2 3 4 5 N/O

G. Budget Development and Control

Does the Administrator demonstrate budget skills and experience through which to propose a balanced, understandable, and well-documented budget? Does the council have sufficient lead-time during which deliberations and adjustments in the proposed budget document can be made? Does the Administrator provide effective management and control of the approved budget documents? Are there procedures established to ensure that departments stay within the approved budget totals for their program activities?

COMMENTS:

Score: 1 2 3 4 5 N/O

H. Budget/Finance

Does the Administrator have the ability to be innovative with a lean budget? Is he able to separate "musts" from "needs and wants"? Does he have an understanding of public financing and budget law?

COMMENTS:

Score: 1 2 3 4 5 N/O

I. Purchasing

Does the Administrator follow generally accepted principles of purchasing? Are state laws and local requirements followed? Are bids complete, accurate and thrifty? Is the Council provided the necessary information to make bid decisions? Is the city getting the most for its money?

COMMENTS:

Score: 1 2 3 4 5 N/O

4. RELATIONSHIP WITH EMPLOYEES

A. Subordinate Personnel Supervision and Development

Does the Administrator supervise effectively all personnel who report to him? Does he provide sufficient training for their personal/professional development and, accordingly, their contribution to the city organization? Does he demonstrate sufficient care and concern about employee needs?

COMMENTS:

Score: 1 2 3 4 5 N/O

B. Labor Relations/Personnel

Does the Administrator communicate City goals and needs to employees as public servants? Does he exercise firm but fair relations with employees, in both hiring and firing? Is he willing to train and promote from within whenever possible? Does he have experience in personnel administration?

COMMENTS:

Score: 1 2 3 4 5 N/O

C. Communication with Employees

Does the Administrator attempt to keep all employees informed appropriately of city affairs and policies which may affect them? Does he pass down feedback and requests from councilmembers adequately? Does he listen and is he willing to accept "feedback" from employees?

COMMENTS:

Score: 1 2 3 4 5 N/O

5. PERSONAL SKILLS

A. Personal/Professional Development

Does the Administrator demonstrate that he has kept himself informed and abreast of the latest information and technology available in municipal affairs generally? Does he appear to have the information on matters about which he should be informed?

COMMENTS:

Score: 1 2 3 4 5 N/O

B. Innovation

Is he always on the lookout for ways to improve the City? Is he creative and aggressive in seeking new solutions to old problems? Is he a goal setter and achiever?

COMMENTS:

Score: 1 2 3 4 5 N/O

C. Leadership

Does the Administrator have the capacity, through example, confidence, competence and enthusiasm, to inspire and motivate others to achieve their best and fulfill the objectives of the organization?

COMMENTS:

Score:
1 2 3 4 5 N/O

6. OVERALL EVALUATION COMMENTS

A. Specific Accomplishments for the past year

B. Improvement Areas

C. Goals and Objectives for next year

7. ACKNOWLEDGMENTS

A. Administrator Comments

B.

Administrator Signature

Date

C. Mayor Comments

D.

Mayor Signature

Date