

RESOLUTION NO. 910

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IT RESOLVED that 1) the attached evaluation criteria and process is hereby adopted; and 2) Resolution No. 679 is hereby repealed.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 21st day of January, 2014.

CITY OF STAYTON

Signed: Jan 21, 2014, 2014

By: Henry P. Porter
Henry Porter, Council President

Signed: 1/22, 2014

ATTEST: Christine Shaffer
Christine Shaffer, Interim City Administrator

APPROVED AS TO FORM:

David A. Rhoten
David A. Rhoten, City Attorney

City of Stayton
City Administrator Evaluation

1. OBJECTIVES

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

2. EVALUATION PROCESS

- A. Blank Evaluation sheets provided to Mayor, City Council, and Administrator.
- B. Mayor, City Council, and Administrator complete evaluation sheets, including comments if desired.
- 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. These documents shall be available to City Council members upon request. Mayor shall collect all documents prior to everyone leaving the meeting at which the evaluation is reviewed.
- D. Within two (2) weeks, Administrator meets with Mayor and City Council to discuss evaluate and compare composite evaluation with the Administrator's self-evaluation. Composite evaluation may be modified based upon input from Administrator. Evaluation finalized: 1 copy for personnel file; 1 copy for Administrator. The mayor and City Council shall subsequently have free access to the personnel file copy.
- E. Follow-up scheduled within (90) days to review progress on areas identified as needing improvement.

City Administrator Evaluation Form

Please complete all the fields below. If a "NI=Needs Improvement" response is given, then a general comment must also be provided to give the City Administrator feedback.

I. LEADERSHIP

Rate the ability of the City Administrator to inspire, encourage, and facilitate the activities of subordinates and peers to achieve City goals. Consider the degree of ingenuity demonstrated in seeking proactive solutions and assuming responsibility for outcomes, as well as creativity, resourcefulness, and communicating in a manner that inspires confidence or builds support.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Takes a Proactive approach to issues.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Offers new motivation, ideas, processes, and procedures to Council, staff, and the public.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Provides mentoring and coaching to key staff.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Understands his staff's strengths and shapes programs around those.				

General Comments:

II. FISCAL MANAGEMENT AND BUDGETING

Rate the City Administrator's ability to prepare an operating and a capital budget, be responsible for (or delegate) purchasing, ensure the collection of revenues, administer the financial affairs of the City, and prepare reports to Council to keep members abreast of the City's financial condition, per the City's Charter.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Ensures purchasing policies are followed and informs Council when revisions are needed.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Prepares realistic and understandable budget documents.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Operates the City's finances in compliance with generally accepted accounting principals.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Maximizes all efforts to collect taxes and other revenues and seeks new revenue sources.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Manages the budget within the confines of what the Council adopted.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Makes the best use of available funds, conscious of the need to operate the City efficiently and effectively.				

General Comments:

III. SERVICE DELIVERY AND ADMINISTRATION

Rate the ability of the City Administrator to supervise the administrative affairs of the City to include staffing, the management of the departments, and the provision of City services. Basically, the ability to run the City.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Ensures the public receives City services efficiently and effectively.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Enforces laws and policies adopted by the Council and the state.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Manages resources appropriately to assist staff in performing their duties.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Responds appropriately to citizen and employee suggestions and/or concerns.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Responsive in completion of duties.				

General Comments:

IV. CITIZEN AND COMMUNITY RELATIONS

Rate the effectiveness of the City Administrator in dealing with the citizens, the public, intergovernmental agencies, businesses and non-profits. Is fair, responsive, professional, polite, open, skillful with the media, cooperative, and listens.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Gives attention to concerns and opinions of community groups and individuals.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Uses sensitivity, diplomacy, and empathy when dealing with the public.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Interacts effectively with federal, state, and other local government representatives to achieve potential benefit for the City.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Demonstrates openness, receptiveness, and approachability in both formal and informal situations.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Deals effectively with the media.				

General Comments:

V. PERSONAL AND PROFESSIONAL QUALITIES

Evaluate the character of the City Administrator in dealing with employees, the Council, and the public. Also, evaluate his/her dedication to professional development, time management, problem solving, and decision making skills in relation to the ICMA Code of Ethics.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Projects a positive personal and professional image.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Has a complete professional integrity and adheres by the ICMA Code of Ethics.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Demonstrates continuous professional development.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Works toward gaining and maintaining the respect and support of staff.				

General Comments:

VI. CITY COUNCIL RELATIONS

Rate the effectiveness of the City Administrator in dealing with Council members including prompt, thorough and complete information provided equally to all Council members; the lack of surprises on behalf of Council members; availability; tact; responsiveness; and how well he/she successfully interprets the direction and intent of Council.

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Progress toward accomplishing established goals set by the City Administrator and the City Council.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Assists by facilitating decision making without overstepping authority.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Disseminates complete and accurate information equally to all members in a timely manner.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Appropriately responds to requests, advice, and constructive criticism.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Presents multiple options for Council to consider.				

General Comments:

	Needs Improvement	Fully Meets Expectations	Exceeds Expectations	No Observation or too early to tell
Keeps the Council informed of administrative developments.				

General Comments:

VII. ADDITIONAL NARRATIVE - LOOKING AHEAD

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the City Administrator to enhance performance?

What other comments do you have for the City Administrator (eg. Priorities, expectations, goals, or objectives for the new rating period)?

Please provide recommendations and comments on a possible change in compensations and / or a contract extension beyond the current expiration date.

Please enter your name: