

#### **RESOLUTION 2009-085**

#### A RESOLUTION ADOPTING CRITERIA TO BE USED IN THE ANNUAL PERFORMANCE EVALUATION OF THE CITY MANAGER

WHEREAS, Sherwood City Council with the assistance of the City Attorney has developed evaluation criteria for the City Manager' annual reviews; and

**WHEREAS**, The City Council desires to establish a process for reviewing and evaluating the City Manager's performance; and

#### NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The Sherwood City Council shall adopt the attached criteria, Exhibit A to be used in the annual evaluation process for the City Manager.

Duly passed by the City Council this 1<sup>st</sup> day of December 2009.

Keith S. Mays, May

ATTEST:

Sylvia Murphy, City Recorder

Category

<u>Criteria</u>

**Examples** 

City Manager Profile				
Resolution 2008-003		 		
Nesolution 2000-003	Integrity and high ethical standards			
	approachable, positive, self-confident attitude			
	receptive to new ideas and change			
	takes innovative yet realistic approach to problem solving, decision making and goal achievement			
	exercise diplomacy/respects confidentiality in professional relationships as appropriate			
	willingness to take calculated risk, mitigate downside, and recover from failures			
	communicates clearly and effectively verbally and in writing			
	desire for continued personal growth and development			
	possesses leadership qualities that inspire staff, Sherwood citizens/business community/and region with trust and respect			
Performance Skills / Knowle	edge / Responsibilities	 		
General Skills and Knowledge	strong overall knowledge of city operations, City Code and governing policies			×
	Keeping current on professional trends, legislation, public policy, funding opportunities and regulations, purchasing rules and regulations			
City Council Relationship	implement Council-approved policies and programs		***************************************	

and Council in establishing long range goals  keep Council informed of plans/activities of administration and new development with adequate information to make decisions  report to Council on a regular basis, accept direction and instruction  knowledge of applicable laws and regulations  prompt, effective performance review and goal development skill to communicate City's goals to employees and exercise leadership  Fiscal Management  prepare realistic annual budget  seek efficiency and economy in all departments/programs in accordance with approved budgets  keep City bond rating at "A" seek alternative funding sources including grants keep Council abreast of City financial condition  effectively handle citizen communications  promote positive inspections  promote transparency of City operations and public information educate public on by problems/operations  promote positive inspect of City operations and public information educates public on by problems/operations  promote positive inspect of City operations and public information educates public on by problems/operations  promote positive inspect of City operations and public information educates public on by problems/operations  promote positive inspect of City operations and public information educates public on by problems/operations  promote positive inspect of City operations and public information educates public on by problems/operations  promote positive inspect of City operations and public information entities and medi- representatives  understanding of and ability to	<u>Category</u>	<u>Criteria</u>	Examples
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<u>Category</u>	<u>Criteria</u>	Examples
·	facilitate goal setting and Council works sessions to update and complete goals	
	update and develop ordinances to implement Council vision target and foster businesses that will help achieve the vision	
2009-2010 City Council Goals		
Resolution 2009-034		
Public Safety	The City of Sherwood will provide for the safety and security of the community and its citizens	
Infrastructure	The City of Sherwood will provide and maintain infrastructure for its citizens to live, work and play	
Livability	The City of Sherwood will provide opportunity for responsible community development and growth	
Resident Well Being	The City of Sherwood will facilitate the provision of services to encourage a balanced quality of life for its citizens	
Economic Development	The City of Sherwood will promote responsible economic development which benefits the community.	
City Charter Responsibilities		
Resolution 2005-008		
1	Attend all council meetings unless excused by the Mayor and Council	

<u>Category</u>	<u>Criteria</u>	Examples
2	Make reports and recommendations to the Mayor and Council about the needs of the City	
3	Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other City decisions	
4	Appoint, supervise and remove city employees	
5	Organize city departments and administrative structure	
6	Prepare and administer the annual city budget	
7	Administer city utilities and property	
8	Encourage and support regional and intergovernmental cooperation	
9	Promote cooperation among the Council, staff, and citizens in developing city policies, and building sense of community	
10	Perform other duties as directed by Council	
11	Delegate duties, but remain responsible for acts of all subordinates	