

RESOLUTION No. 08/09-18

**BEFORE THE DAYTON CITY COUNCIL SITTING FOR THE TRANSACTION OF
CITY BUSINESS**

**Title: A RESOLUTION ADOPTING THE PROCEDURE TO EVALUATE THE CITY
MANAGER PURSUANT TO THE STANDARDS, CRITERIA AND POLICY
DIRECTIVES ADOPTED BY THE CITY COUNCIL.**

WHEREAS, in accordance with the Dayton City Charter, the City Manager is the chief administrative officer of the City government; and

WHEREAS, the City Manager reports directly to the City Council and is supervised by the governing body; and

WHEREAS, the City has a contract with the City Manager; and

WHEREAS, the Open Meetings Law of the State of Oregon allow the evaluation of the City Manager to be conducted in Executive Session pursuant to the Standards, Criteria and Policy Directives adopted by the City Council.

NOW THEREFORE, BE IT RESOLVED BY, the City Council of the City of Dayton as follows:

SECTION 1. The City Council desires to conduct the job performance evaluation of the City Manager.

SECTION 2. DUTIES OF THE CITY MANAGER TO BE CONSIDERED IN THE EVALUATION:

- a. The City Manager is the chief administrative officer for the City and is responsible to the Mayor and City Council for the proper administration of all City business.
- b. The City Manager assists the Mayor and City Council in the development of City policies, and then carries out policies established by ordinances or resolutions.
- c. The City Manager is assigned the functions and duties listed in City Charter Section 34(d) and as listed herein:
 - i. Attend all council meetings unless excused by the mayor or council;
 - ii. Make reports and recommendations to the mayor and council about the needs of the city;

- iii. Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
- iv. Appoint, supervise and remove City employees;
- v. Organize City departments and administrative structure;
- vi. Prepare and administer the annual City budget;
- vii. Administer City utilities and property;
- viii. Encourage and support regional and intergovernmental cooperation;
- ix. Promote cooperation among the council, staff and citizens in developing City policies, and building a sense of community;
- x. Perform other duties as directed by the council;
- xi. Delegate duties, but remain responsible for acts of all subordinates.

SECTION 3. THE CITY COUNCIL ADOPTS THE FOLLOWING CRITERIA AND POLICY DIRECTIVES IN EVALUATING THE CITY MANAGER:

The City Manager is evaluated in the below categories. The general job performance shall measure whether or not the City Manager is following the policy directives set out by the City Council. Thus, the categories shall provide the Criteria and Policy Directives by which the City Manager's job evaluation will be performed. The categories are as follows:

- a. Administrative Management – knowledge of municipal organization and structure.
- b. Fiscal Management – knowledge of public finance and Oregon budget law; ability to prepare City budget; knowledge of federal, state, and nonprofit foundation grants and other funding sources.
- c. Employee Relations – knowledge of principles of personnel administration, including labor law and recruitment – termination best management practices.
- d. City Council Relations – ability to keep City Council informed and present all sides of an issue for Council deliberation; ability to accept and support all Council decisions.
- e. Community Relations – ability to communicate positively to citizenry and develop constructive relationship with business community; desire to become involved in community activities.
- f. Intergovernmental Relations – ability to work on behalf of community with other jurisdictions, the County Board of Commissioners and staff, Council of Governments staff, and other federal and state agencies; knowledge of resources available from these organizations.
- g. Communications (oral and written) – public speaking ability; ability to prepare correspondence and reports as necessary.
- h. Planning – familiarity with Oregon land use planning law.

- i. Leadership – ability to project impeccable image that inspires trust from employees, City Council members and the citizenry.

SECTION 4. This resolution will be effective immediately upon adoption by the City Council.

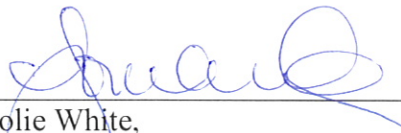
ADOPTED this 29th day of September, 2008.

In Favor of Adoption: Blackburn, Dickson, Evers, Hensley, Webb, White

Opposed to Adoption: None

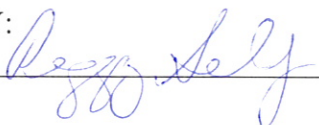
Abstentions: None

Absences: None



Jolie White,
Mayor

9/15/2008
Date of Signing

ATTESTED BY: 

Peggy Selberg,
City Recorder

9/29/2008
Date of Enactment

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