



CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

AGENDA

STUDY SESSION

**Albion City Hall
Council Chambers
112 West Cass Street
Albion, MI 49224**

**Monday, July 24, 2017
7:00 p.m.**

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three(3) minutes. Proper decorum is required.)
- IV. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Evaluation Process-Review/Amend Evaluation Form
- V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- VI. ADJOURN

City of Albion
City Manager Evaluation Form
Revised September 2015

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and his staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action. Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

| | | | |
|----------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |

City Manager Annual Evaluation Form

1. LEADERSHIP

a. Provides strong leadership, effective management and direction to program efforts.

| | | | | | |
|----------|----------|----------|----------|----------|-----------|
| 1 | 2 | 3 | 4 | 5 | UE |
| [] | [] | [] | [] | [] | [] |

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

| | | | | | |
|----------|----------|----------|----------|----------|-----------|
| 1 | 2 | 3 | 4 | 5 | UE |
| [] | [] | [] | [] | [] | [] |

Cite examples to support your evaluation: _____

2. MANAGEMENT SKILLS:

a. Anticipates problems and develops effective approaches for solving them.

| | | | | | |
|----------|----------|----------|----------|----------|-----------|
| 1 | 2 | 3 | 4 | 5 | UE |
| [] | [] | [] | [] | [] | [] |

b. Is willing to try new ideas on approaches when proposed by council members or staff.

| | | | | | |
|----------|----------|----------|----------|----------|-----------|
| 1 | 2 | 3 | 4 | 5 | UE |
| [] | [] | [] | [] | [] | [] |

Cite examples to support your evaluation: _____

| | | | |
|-----------------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |

3. CITY CHARTER

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

- b. Compile the annual budget proposal of the City and administer the annual budget?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

4. MEDIA AND COMMUNITY RELATIONS

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

| | | | |
|----------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |

c. Maintains good relations with the news media.

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

5. JUDGMENT AND DECISION-MAKING

a. Does the City Manager follow established policies and procedures and use proper discretion?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

6. FINANCIAL MANAGEMENT AND BUDGETING

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

| | | | |
|----------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |

7. PERSONNEL MANAGEMENT

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

- b. The City Manager sets a good example and provides proper motivation to other City employees.

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

CITY MANAGER GOALS: SEPTEMBER 2014-SEPTEMBER 2015

1. Balance Budget/Maintain Jobs.
2. Jobs/Economic Development/Redevelopment
3. Website Enhancement
4. Relationships with Community and other governmental organizations
5. Development Plan
6. Rental Certification Program
7. Dalrymple and Other Building Demolition

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite Examples to support your evaluation: _____

| | | | |
|----------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |

9. COMMUNICATION TO THE COUNCIL

a. Does the City Manager have good communication with the Council as a whole?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

b. As to the individual?

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 1 [] | 2 [] | 3 [] | 4 [] | 5 [] | UE [] |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Cite examples to support your evaluation: _____

_____ Council Member's Signature

_____ Date

| | | | |
|----------|-----------------------|------------------|-------------------------|
| Ratings: | Unacceptable – 1 | Satisfactory – 3 | Exceptional – 5 |
| | Needs Improvement – 2 | Very Good – 4 | Unable to Evaluate - UE |