

CITY OF DOVER

## CITY OF DOVER - RESOLUTION

Agenda Item#:  
12B1

Resolution Number: **R – 2008.10.08-157 -**  
Resolution Re: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY  
MAYOR AND CITY COUNCIL FOR CITY MANAGER

WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and

WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and,

WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meeting the increasingly complex and diverse needs of the Dover citizens; and,

WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing year.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers

Approved as to Legal Form: Allan B. Krans, Sr.  
City Attorney

Recorded by: Karen Lavertu  
City Clerk



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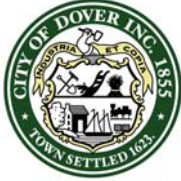
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### DOCUMENT HISTORY:

First Reading Date: 2008.10.08	Public Hearing Date:
Approved Date: 2008.10.08	Effective Date: 2008.10.08

**DOCUMENT ACTIONS:** moved up on agenda to immediately following Mayors Report. Motion by Trefethen seconded by Scott. Amendment by Scott to add language reflected in item #14 seconded by Trefethen passed 7/2 with DeDe and McCusker opposed. Resolution passed as amended 8/1 on a roll call vote with McCusker opposed

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Scott Myers	x	
Deputy Mayor Dean Trefethen, Ward 4	x	
Councilor Robert Carrier, Ward 1	x	
Councilor Douglas DeDe, Ward 2	x	
Councilor David Scott, Ward 3	x	
Councilor Catherine Cheney, Ward 5	x	
Councilor Richard Callaghan, Ward 6	x	
Councilor Sstei, At Large		
Councilor Karen Weston		
Total Votes:		
Resolution does pass.		



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### RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager through FY2009 to be evaluated during the City Manager's annual performance evaluation.

Compiled from 10/1 Workshop

1. Maintain effective communications, both verbal and written, with the City Council by remaining open and accessible to all members of the Council equally, responding to requests and completely, and keeping the council informed on problems and issues. The City Manager shall provide the Council with information regarding ongoing negotiations with Organized Labor.
2. The City Manager should be responsive to requests and suggestions made by the City Council and members of the public, including actions taken in the City Manager's report.
3. Update the Council on changes made within the organizational structure that increases efficiency and effectiveness, with cost savings estimates provided.
4. Handles emergencies and crises effectively
5. Along with the City Manager submitted budget, offer a summary of items/programs/services that would be available options to the City Council in either adding to or removing from the proposed budget. A dollar figure shall be included with each item in the summary. This will include a list of new expenditures, items of significant increase or decrease, and items removed from previous budget.
6. Provide a 20-30 page budget summary as a separate booklet for the FY 2010 budget. This budget summary shall be an easy-read booklet with emphasis on major funds (General fund, Enterprise funds, and McConnell Center).
7. Establish Department Head goals and deliver to the City Council, along with, or prior to delivering of the FY 2010 budget.
8. Hold a budget specific public forum allowing for public comment by May 15, 2008.
9. Host quarterly public information sessions. Topics may include roads and sidewalks, parking/traffic/crosswalks along with other pertinent topics that may arise during the course of the year.
10. Review Codes/Ordinances to assure that they are updated and enforceable and present proposed changes to the City Council as they become available through the City Council meeting agenda.
11. Rebuild/upgrade channel 22 broadcast equipment and expand offerings with available resources.
12. Complete the consolidation of Clerk/Tax Collector services and the moving of offices with the City hall within the approved budgetary limits.
13. Advise the City Council on cost savings opportunities in either outsourcing (including areas that may have been previously reviewed and deemed at the time to not be cost effective or efficient) or any regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities.
14. Provide recommended policy changes to City Council to meet challenges of the new economy and banking environment. City Manager should present ideas on meeting these challenges.



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Consensus scoring system to be used during the FY09 City Manager evaluation will be on a 1-5 scale

1. Below expectations (well below reasonable expectations)
2. needs Improvement (performance has been marginally below expectations)
3. Meets expectations
4. Above Standard (performance has been above standard which is commendable)
5. Exceeds Expectations (performance has been above reasonable expectations)

In completing the evaluation of the City Manager, brief comments by each numeric goal are to be provided. In addition, up to 300 word written summary that focuses on City Manger's attitude, cooperation, accessibility, management style, communication, responsiveness should be provided by each Councilor..