



# 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

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COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

- Joseph V. Domingo  
Mayor
- Maurice Barnes, Jr.  
Council Member
- Lenn Reid  
Council Member
- Garrett Brown  
Mayor Pro Tem
- William Wheaton  
Council Member
- Cheryl Krause  
Council Member
- Andrew French  
Council Member
- Sheryl L. Mitchell  
City Manager
- Bodwin Law Office
- Jill Domingo  
City Clerk

NOTICE FOR PERSONS  
WITH HEARING IMPAIR-  
MENTS WHO REQUIRE THE  
USE OF A PORTABLE LIS-  
TENING DEVICE: Please  
contact the City Clerk's  
office at (517) 629-5535  
and a listening device will  
be provided upon Notifi-  
cation. If you require a  
signer, please notify City  
Hall at least five (5) busi-  
ness days prior to the  
posted meeting time.

## AGENDA

**Monday, October 27, 2014**  
**6:30 P.M.**

### **PLEASE TURN OFF CELL PHONES DURING MEETING**

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. FY 2015 Budget-Overview
  - B. Goals and Objectives
  - C. Discussion-Distribution of Information to Council
- IV. ADJOURNMENT

# City of Albion – City Manager

## STRATEGIC GOALS – Sheryl Mitchell

### Personal Goals

- ❖ Helping the governing body develop and implement long-term vision for the community that provides a framework for organizational excellence, policy development, goal setting, and measurable results.
- ❖ Leadership role in preserving and promoting the City of Albion as a great place to live, play, and do business.
- ❖ Provide dynamic, innovative leadership that enriches the City of Albion’s organizational culture, provides strategic direction, supports transparency, and ensures integrity.
- ❖ Implement best practices that drive performance improvements and promote innovation that builds a sustainable future.
- ❖ Establish collaborative strategic partnerships.

### Core Objectives

- Oversight of administration, financial management, and compliance
- Lead, plan, and direct all activities of centralized staff
- Oversee financial and budgetary systems; establish transparent reporting
- Institute stability, restore confidence, and decrease audit findings
- Establish performance metrics related to compliance, staff productivity, procurement, payments and contracted relationships
- Support new/expanded growth strategies and grant funding

### 30 days

- Identify goals and objectives for City of Albion
  - Meet with Mayor, council members, local elected officials, department heads
  - Meet with business and community leaders
  - Meet with union, employees, and residents
- Develop budget to actual financial reports
- Identify and address issues related to: cost recovery, audit findings, imminent deadlines.
- Prepare and communicate policies, procedures, accountability, and performance standards
- Meet with major funders/grant makers – federal, state, regional, corporation, foundations
- Review existing purchasing agreements, intergovernmental agreements, and professional service contracts: performance compliance, renewal/deadlines, cost-saving opportunities
- Define departmental objectives and performance expectations
- Establish effective two-way communication channels with all stakeholders; including an online dashboard, e-newsletters, performance budgets, and annual report.

## 90 days

- Build capacity:
  - Identify and apply for grant/funding opportunities aligned with organizational goals
  - Ensure capacity for implementation: human resources; financial grant match; technology
  - Establish multi-organizational mission-focused collaborations for joint funding
- Pursue grant funding opportunities: law enforcement, economic development, roads and infrastructure, recreation, youth, and senior related
- Establish a Liaison/Advisory Group
  - input, feedback, impact, implementing, outcomes, continuous improvement
- [City Departments] Work with departments to develop a framework for upcoming budget and long-term financial plan:
  - Identify departmental strategic goals (to be supported by designated funding source)
  - Identify key activities, timeframes, and expected outcomes (short-term and long-term)
  - Identify resources and grant-match requirements: people, financial, infrastructure
  - Identify how the data will be collected and the performance measures
  - Identify, monitor, and address outcome performance and reporting requirements
- [Internal] Monitor operational performance, budgets, outcomes, reporting deadlines
  - Collect, monitor, analyze, and interpret data
  - Communicate findings on program progress, accomplishments, and insights
  - Incorporate continuous improvements
- Review opportunities to continue to reduce redundancies and improve performance

## 120 days

- All prior activities are ongoing
- Investigate opportunities for long-term cost savings for employee/retiree health care costs
- Work with elected/appointed officials to identify community needs and develop asset map
- Create “dashboard” on website to communicate to:

<b>Stakeholder Group</b>	<b>Strategic Intent</b>	<b>Relevant, Credible, and Useful Qualitative/Quantitative Performance Data</b>
<b>Grant Funders</b>	<ul style="list-style-type: none"> <li>• Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Where objectives achieved</li> <li>• Is program efficient/effective</li> </ul>
<b>Public Officials</b>	<ul style="list-style-type: none"> <li>• Utility and Feasibility</li> <li>• Ongoing commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Budget projections (3 year)</li> <li>• Capital Improvement Plan (5 yr)</li> <li>• Revenue/Expense analysis</li> </ul>
<b>Community Members</b>	<ul style="list-style-type: none"> <li>• Participation and Support</li> </ul>	<ul style="list-style-type: none"> <li>• Transparent and easily accessible information</li> <li>• Capacity building opportunities</li> </ul>

City of Albion  
City Manager Evaluation Form  
Revised April 2006

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

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
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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 [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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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.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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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.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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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?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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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?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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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.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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: MAY 2012 – APRIL 2013**

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

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Cite Examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_

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

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**9. COMMUNICATION TO THE COUNCIL**

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

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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\_\_\_\_\_ Council Member's Signature

\_\_\_\_\_ Date

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