

**Summary of Proposed/Consensus City Manager Goals**  
**Compiled from September 3, 2008 Workshop**

1. Maintain effective communication, both verbal and written, with the City Council by remaining open and accessible to all members of the Council equally, responding to requests promptly and completely, and keeping the Council informed on problems and issues.
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 CM monthly report.**
3. Update the Council on changes made within the organizational structure that increase efficiency and effectiveness, **with cost savings estimates provided.**
4. Handles emergencies and crises effectively.
5. **Establish general performance measures in such areas as energy usage, payroll, communication expense, postage and overtime control and create a page in the CM Monthly report that posts the results of these measures of cost effectiveness. ~~Cost-effective measures should be persistently pursued.~~**
6.
  - A) **Prior to preparing the budget, request from the Council Body any direction as to elements of the services that must be maintained.**
  - B) **Then, provide a budget that meets the financial limitations of the Tax Cap.**
  - C) **Along with the 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. (The evaluation criteria of this ‘measurable’ shall be limited to the dollars proposed. No departmental eliminations, reductions or expansions shall be reason for criticism, since the Body of the Council will set such preference parameters prior to the budget’s preparation.)**
7. 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 the Operating Budget and Revenue Accounts.
8. Establish Department Head goals and deliver to the City Council, along with, or prior to delivering of the FY 2010 budget.
9. Hold two budget summary hearings **that allow for public comment, limited to three minutes per person per item** for the public by May 15, 2008.

10. Host quarterly public information sessions. Topics **may** include roads & sidewalks, parking/traffic/crosswalks along with other pertinent topics that may arise during the course of the year.

11. 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.

12. Complete the Energy Audit and present findings to the City Council during a Workshop.

13. Rebuild/upgrade channel 22 broadcast equipment and expand offerings **with**in available resources.

14. Complete the consolidation of clerk/tax collector services and the moving of offices within City Hall **presuming the support of the City Council with the approval of Furniture and Construction costs requested by the City Manager within the budgetary limits.**

15. Complete the implementation of updated financial software **or identify to the Council any un-anticipated reasons for delays. If additional costs are to be born, these should be brought to the Council's attention as soon as practical.**

16. 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 possible synergy with neighboring municipalities, such as Somersworth and Rollinsford.**

17. Major Projects Status Reports

The CM shall provide a monthly report\* on all major projects\*\*.

\*Report can be in the form of a table and shall include 1. Original planned start date, 2. original planned completion date, 3. Actual start date, 4. Updated planned completion date, 5, percentage of completion, 6. Original Estimated Cost, 7, Actual Cost to Date, 8. Estimated Completion Cost, 9, Short narrative that provides information about causes and corrective action for delays, legal actions/activities, beneficial or detrimental activities beyond the City control, and any other **pertinent** information.

\*\*Projects shall include all Capitol Improvements Projects, all Environmental Projects, projects that have an estimated cost of \$25,000.00 or more, work orders/projects generated as a result of resident complaints, and any projects identified by the City Council for inclusion in the report.

Examples of such project, but not inclusive of all are:

Willand Pond

Tolland Land Fill

Crosswalk Plan  
Henry Law Avenue  
Waterfront Development  
Tax Collector/City Clerk Combining Project  
Financial Software Implementation  
Energy audit and report  
Channel 22 Expansions  
Road Paving & Sidewalk Master Plan

18. Email Accessibility

~~Implementation of an email system to accommodate the use of Outlook on remote user computers.~~

Take steps to work with all quasi-judicial volunteers to establish city emails for use regarding City Business.

19. Website Quality

Repair all non-working hyperlinks, create user friendly access to documentation and information, keep information up-to-date, and divorce the system from the dependence of Windows Explorer.

20. Budget/CIP Submittal

Provide a balanced, fair, and equitable City Operations Budget that doesn't eliminate any direct personal services or programs to the residents, and do so without any increase in taxes. ~~S~~ and submit this budget 30 days before the CIP.

Show specific reductions planned for the following Departments:

Executive  
Finance  
Planning  
Community Service and Public Works  
Human Services  
Capital Improvements

Consensus scoring system would be on a 1-5 scale.

If any Councilor's evaluation is considered inappropriate, on a vote of 2/3 of the Council it may be eliminated from the final calculation.

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)

?? 300 word written summary by Councilors that focuses on the City Manager's attitude/cooperation, accessibility, management style, communication, responsiveness.