

# City of Marshall, MI

## City Manager Evaluation

*Marshall*

**Name:**

**Performance Period: 2014-Feb 2015**

**Expectation Setting Date:**

**Mid-Cycle Review Date:**

**End-of-Cycle Review Date:**

**Summary of Annual Performance**

**Accomplishments:**

**Strengths:**

**Ways to Be More Effective:**

**2015 Goals:**

**Overall Assessment:**

Results			Competencies		
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>
Achieved some expectations, but not all	Consistently met and occasionally exceeded expectations	Expectations consistently exceeded	Demonstrated some, but not all Competencies	Consistently demonstrated Competencies	Consistently demonstrated Competencies in a professional manner, acted as a role model for others

**#1 - Fiscal Responsibility – budget presentation, financial reporting, fiscal management**

Financial Management / Budget	Fiscal Management/Expense Reductions	Measurement
Does the city manager ensure the budget is prepared and executed in a manner acceptable, and approved by the city council? Does the city manager demonstrate a solid understanding of the budget, to a level of detail sufficient to assist the council in planning and budget development?	Does the city manager ensure the city's monies are managed properly? Are all areas within the city confines reviewed for cost-saving reductions?	<p>Effective use of Overtime</p> <p>Monitor Insurance costs, non-union</p> <p>Negotiation of collective bargaining agreements in accordance with council recommendations, parameters</p> <p>Revenues and Expenses within approved budget</p>

Financial Management/Budget:
Fiscal Management/Expense Reductions:

**#2 - Knowledge of City Operations**

Knowledge of City Operations	Staff Knowledge of City Operations	Measurement
<p>Rectors for their expertise. Does the city manager understand all significant components surrounding city operations?</p> <p>Does city manager aggressively challenge status quo, i.e. it's always been done like that?</p> <p>Does city manager take every opportunity to increase knowledge base regarding city operations, i.e. training, educational opportunities offered from outside entities?</p>	<p>Does city manager effectively match skill sets of staff with areas of responsibility?</p> <p>In an on-going basis, does city manager analyze performance levels of directors?</p> <p>Does city manager encourage additional and on-going training and cross-training opportunities for staff members?</p>	<p>Council observation/feedback</p> <p>City Manager feedback/updates</p> <p>Employee Surveys, feedback</p>

Knowledge of City Operations:
Staff Knowledge of City Operations:

**#3 - Council goals – Process, Accomplishment**

Council Goals – City Manager	Council Goals – City Staff	Measurement
Does city manager assist with setting goals, and implement the goals set as policy?	Do the actions taken by staff Directors, day to day, match the policies set by Council; and, do the major decisions of the city manager as he speaks for the City match those same policies.	Council satisfaction with the meshing of Council goals and desires to the actual activity of the City government
Does city manager communicate and support the goals of council?	Do the directors assist with setting goals, and implement the goals set as policy?	
Is accurate and timely feedback provided to council as goals are implemented by staff?	Do directors communicate and support the goals of council?	
Does city manager seek the advice of council before budget preparations, labor negotiations or other similar activities begin?		

Council Goals – City Manager:
Council Goals – City Staff:

**#4 - Communication – with Council, with the Community, with the Staff**

Intergovernmental Relations	City Council Relations	Staff Relations	Measurement
Does the city manager cooperate cordially with neighboring communities and citizens while looking after the best interests of Marshall?	Does the city manager work well with the city council in making sure there is adequate and accurate information available prior to meetings? Is the city manager willing to meet with council members in a timely manner to deal with individual questions and concerns?	Does the city manager utilize his/her skills to effectively manage staff? Does the city manager create an environment that welcomes creative thinking regarding cost savings measures, efficiency gains, etc.?  Does the city manager effectively handle administrative responsibilities?	Staff surveys  Council observation and feedback, including citizen feedback to council members  Implementation of recommendations  Ethically Responsible  Effective, efficient staff  Does the city manager inspire others to succeed?

Intergovernmental Relations:
City Council Relations:
Staff Relations:

