



City of South Haven
CITY MANAGER PERFORMANCE APPRAISAL

City Manager: Brian Dissette

Date of Review: 12/1/2014

Evaluation Definitions

The purpose of an evaluation should **not be** to end up with a “grade”. Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- a) Have good communication which can help in an individual’s development, and
- b) Provide input to the preparation of the plans and goals for the year ahead.

The performance rating definitions are outlined below.

1. Fails to Meet Expectations

Significantly fails to perform in a satisfactory manner. Overall performance is lacking, requiring concentrated effort to improve within the year.

2. Inconsistent in Meeting Expectations

Meets most requirements in this category but falls short of fully satisfactory performance in meeting expectations.

3. Consistently Meets Expectations

Performs all duties and responsibilities in this category in a fully satisfactory and consistent manner. Performs competently.

4. Exceeds Expectations

Performs in a manner which typically exceeds the performance level one would expect for this position. Brings something “extra” to the job in the way of ideas, judgment, initiative, etc.

5. Consistently Exceeds Expectations

Truly exceptional. Exceeds expectations in every respect. Performs in a manner which one would anticipate is significantly better than peers in similar positions.

NOTE: #3 Meets expectations is the performance level one would expect from a person filling this position. One also would expect that many, if not most, incumbents would “need improvement” in one or more categories, depending on their experience level, the results obtained in a given year, or the expectations (including changing expectations) of Council members.

Performance Appraisal Criteria	Performance Rating Factors				
	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Falls to Meet Expectations
Primary Duties					
Communication with Council	(5)				
<p>Manager maintains timely and effective written, oral and electronic communication with Council keeping them well informed of administrative matters. Manager communicates policy related information completely and accurately and works with Council to implement goals and strategic planning as a whole rather than promotes individual members personal desires or initiatives.</p>					
Professionalism	(5)				
<p>Manager demonstrates and models the organizations values, mission statement, goals and objectives. Manager is an effective communicator and uses personal skills (judgment, diplomacy, and imagination) to implement City projects and programs. Manager respects the views of others and accepts feedback. Manager is professional and controls emotions in conflicts and interactions demonstrating integrity in relationships with staff and the public.</p>					
Management	(5)				
<p>Manager fosters good will within the organization and is adept at conflict resolution. Manager recruits and hires effective staff and evaluates staff regularly with formal evaluations annually. Manager demonstrates a commitment to deal with non-performers and hold staff accountable for results. Manager reviews human resource policies annually to ensure compliance with City Charter and State Law.</p>					
Financial Planning and Budget	(5)				
<p>Manager prepares annual budget in a timely manner. Presents a budget that assesses the fiscal condition of the organization in an organized and easy to understand format to assist Council with decisions. Manager ensures throughout the year that effective administrative budget controls are in place.</p>					

Performance Appraisal Criteria	Performance Rating Factors				
	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Fails to Meet Expectations
Primary Duties		(4)			
Delivery of City Services Manager ensures services meet the changing needs of the City of South Haven and that services are delivered efficiently and effectively. Manager is open to suggestions from Council, Staff and the public on improvements to City services.		(4)			
Intergovernmental Relations Manager maintains effective communications and participates with local, regional, state and federal government agencies. Manager actively pursues financial resources such as grants from other organizations. Lobbies effectively with legislators and state agencies regarding City programs and projects.		(4)			
Overall Performance	(5)				
Overall evaluation based on established performance standards.					

WHAT DUTIES DOES THE CITY MANAGER DO WELL?

- Communicate with council and the city – full disclosure, both proactively and in response to requests
- Allow team members to perform their functions and roles
- Fiscal responsibility and obtaining outside funding

WHAT AREAS COULD THE CITY MANAGER IMPROVE UPON?

- Stop making other city managers in the area look bad

SUGGESTED GOALS FOR NEXT EVALUATION PERIOD

- Consistent application of regulations across all City owned properties used by non-profits
- Improved scoring for grants for parks
- Complete purchase of beach front land on Monroe Blvd
- Sale of old Bohm property

Clark Gruber
City Council Member Printed Name