



**ANNUAL**  
**CITY MANAGER**  
**PERFORMANCE**  
**EVALUATION**  
**2015**

### **Evaluation Instructions**

This evaluation is an annual critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Council and the City Manager; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re establish the goals and objectives for the City of Durand. It should be a positive exchange and learning process for both parties.

### **Responsibilities**

To provide an accurate evaluation, all City Council members should keep personal notations on a minimum of a monthly basis so as to be able to refresh individual memories at the time the annual evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

### **Forms and Process**

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A ten-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting will be closed session at the request of the City Manager. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation. The City Manager's self-evaluation will be returned at the time of the evaluation meeting.

The Mayor will provide a Tabulation Summary Page to the City Manager and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also on this page will be the City Manager's self evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive and effective attempt to move forward the needs of the City of Durand.

# CITY OF DURAND CITY MANAGER EVALUATION

**RATING:**

1. Unsatisfactory
2. Needs strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

**COMPILED RATE:  
MANAGER SELF RATE:**

<b>Organizational Management</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Provides that the organization does not violate agreement or appropriate established board procedures.					
2. Plans and organizes ongoing programs and services to the City Council.					
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Council or responses to public requests.					
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.					
<b>COMMENTS/SUGGESTIONS:</b>					
<b>Fiscal Management</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Includes the Mayor and City Council in preparations of the annual budget.					
2. Plans and prepares the annual budget with the input of the Mayor and the City Council with documentation and full explanation of the annual budget.					
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.					
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.					
6. Plans and provides for necessary information for the City Council which requires bonding or borrowing of funds for long term projects.					

7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.									
8. Plans and provides for future economical growth in relationship to projected revenues and expenditures.									
<b>COMMENTS/SUGGESTIONS:</b>									
<b>Intermediate and Long Range Planning</b>					<b>RATING</b>				
					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Plans and organizes a process of program planning in anticipating the future of the City.									
2. Plans and organizes maximum utilization and maintenance of City owned equipment									
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.									
4. Has a vision of the future for the City of Durand and shares that vision with the City Council and the public.									
5. Keeps the Mayor and City Council aware of new or impending legislation, potential grants and developments in the public policy, which may have an impact on the city.									
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.									
7. Carries out intermediate and long range planning concerns approved by the City Council.									
<b>COMMENTS/SUGGESTIONS:</b>									

<b>Intergovernmental Relationships</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.					
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs					
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.					
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.					
5. Willingness to participate with other governmental entities in sharing resources or equipment.					
<b>COMMENTS/SUGGESTIONS:</b>					
<b>Relationship with the Public</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					
2. Establishes and maintains an image of the City of Durand to the community that represents service, enthusiasm and professionalism.					
3. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.					
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.					
<b>COMMENTS/SUGGESTIONS:</b>					

<b>Management of Employees and Relationship</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains regular staff meetings.					
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					
4. Ability to appropriately motivate and discipline employees for peak performance.					
5. Equitably handles problem of grievances among subordinate employees.					
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					
7. Provides for annual evaluation of all employees.					
<b>COMMENTS/SUGGESTIONS:</b>					

<b>Relationship with City Council</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Maintains effective communication, both verbal and written with the City Council.					
2. Maintains availability to the City Council.					
3. Provides information needed for City Council action in a timely manner.					
4. Establishes a system of reporting to the City Council the current plans and activities of the City.					
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.					
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.					
7. Always prepared to answer questions of the City Council.					
<b>COMMENTS/SUGGESTIONS:</b>					

<b>Professional Development</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Is the City Manager viewed with respect as compared to others in Public Administration?					
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?					
3. Does the City Manager deal effectively with other governmental managers?					
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?					
<b>COMMENTS/SUGGESTIONS:</b>					

<b>Personal Characteristics</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Imagination: Does the City Manager show originality in approaching problems? Is she able to visualize the implications of various approaches?					
2. Objectivity: Is the City Manager unemotional and unbiased? Does she take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?					
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?					
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?					
<b>COMMENTS/SUGGESTIONS:</b>					

**OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date