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City Council Member,

Attached is the Performance Evaluation tool for our City Manager. As you are aware we are responsible to perform an annual review of his performance. The information obtained through this process is very useful for both and the Council as we move forward with our duties for our community.

We are asking that each of you complete the evaluation and return this working document to Fran, John or Mark by our next City Council meeting. Please use the following rating method as is described in the tool.

RATING METHOD: 0 = Unacceptable 1 = Poor 2 = Acceptable 3 = Good 4 = Excellent
(Please explain ratings of 0, 1 and 4).

As you work through the evaluation we encourage you to consider how you perceive that performing within each area of responsibility and rate it accordingly. You may "split" the score, i.e.: 3.5 (better than a 3 but not quite a 4).

We are also again asking to complete a self review as the information obtained from this process provides a thorough overview from all involved.

Once we have collected the input we will again analyze the information and produce a working collective summary document that represents the Council view of the City Manager performance.

We look forward to your ratings and comments as we proceed with this process. If you have any questions or concerns please let us know.

Thank You, Fran, John and Mark

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**PERFORMANCE EVALUATION
OF
CITY MANAGER**

RATING METHOD: 0=Unacceptable 1= Poor 2= Acceptable 3 = Good 4 = Excellent
(Please explain ratings of 0, 1 and 4).

1. **PLANNING** - ability to anticipate and analyze problems; maps effective solutions.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

2. **ORGANIZING** - ability to arrange work and efficiently apply resources.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

3. **SUPERVISION** - builds and motivates a team, provides direction, monitors and
adjusts performance as necessary.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

4. **DELEGATION** - effectively assigns work to others and builds their skills.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

5. **TIMING, i.e. opportunist** - makes decisions when sufficient information is available,
implements action when conditions are ripe for success.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

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6. FINANCIAL MANAGEMENT - accurately and concisely reports (and projects) the financial condition; management practices and policies are designed to maintain (or achieve) a sound, long range financial condition - uses debt cautiously, plans for the long term replacement and maintenance of equipment and infrastructure.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

7. FORGES COMPROMISES - has the ability to resolve the numerous conflicts inherent in municipal government - is a good negotiator.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

8. ANALYTICAL - in making decisions considers the best available facts, projections and scientific evidence. To the extent that resources permit, insures that these tools are available.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

9. SENSITIVITY - listens and understands the positions and circumstances of others; communicates that understanding.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

10. COMMUNICATIONS WITH GOVERNING BODY - accurately interprets the direction given by the governing body; keeps you well informed with concise oral and written communication.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

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11. COMMUNICATIONS WITH THE PUBLIC - is open and available to the public, takes their concerns and problems seriously, recognizes the public's right and need to be well informed; is visible in the community.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

12. COMMUNICATIONS WITH EMPLOYEES - provides sufficient information to keep the employees productive, motivated and part of the team; understands their concerns.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

13. CREATIVITY - ability to reach for effective, and when necessary, inventive solutions.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

14. HONEST-FAIR - consistently open and straightforward; impartial.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

15. ADAPTABLE - responds positively to a changing world and changing local conditions; does not cling to the status quo for its own sake.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

16. RESILIENT - energy and motivation maintained in spite of constant demands; handles stress well.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

Comments: _____

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17. HUMOR - maintains and shares an appropriate sense of humor to lighten the load.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

18. HIRING - recognizes the value of excellent employees and uses all reasonable efforts to insure that the best available individuals are recruited and hired.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

19. RISK MANAGEMENT - implements effective programs to limit liability and loss.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

20. LEADERSHIP - guides effectively.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

21. ACCEPTS DIRECTION - aggressively responds to the direction of the majority of the governing body - not sidetracked by the minority but recognizes their concerns.
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

22. ETHICAL - conforms to the high standards of the profession; is a member of ICMA, knows, follows and promotes the "ICMA Code of Ethics".
0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

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23. JOB KNOWLEDGE - has a solid understanding of all phases of municipal government.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

24. PROFESSIONAL DEVELOPMENT - takes action to acquire new knowledge and skills - encourages employees to do the same.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

25. SUCCESSFUL - in spite of limited resources, makes it happen.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

26. QUALITY OF MUNICIPAL SERVICES - how well do the direct services provided meet the needs of the community?

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent

- 1. Street Maintenance _____
- 2. Police Protection Services _____
- 3. Fire Protection Services _____
- 4. Parks _____
- 5. Recreation _____
- 6. Water and Sewer _____
- 7. Land Use _____
- 8. Engineering _____
- 9. Construction _____
- 10. Code Enforcement _____

Total: _____

Total/Number of Items Scored = ()

Comments: _____

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27. OPERATIONAL EFFICIENCY -obtains the best possible end result for the money spent.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

28. CREDITS GOVERNING BODY - credits municipal accomplishments to the policy makers; does not feed a personal ego.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

29. COMPLETION OF PRIOR OBJECTIVES - considering the resources available, how well CEO implemented prior objectives.

0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent ()

Comments: _____

Final Overall Score: ()