

**CITY MANAGER**

**PERFORMANCE EVALUATION**

**ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE**

	<u>Weak</u>		<u>Strong</u>		
<b>A. Providing Information</b>					
1. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?	1	2	3	4	5
2. Do you feel that you receive information on an equal basis with other Councilmembers?	1	2	3	4	5
3. Do reports provide adequate information and analysis to help you make sound decisions?	1	2	3	4	5
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	1	2	3	4	5
5. Does the City Manager regularly consult with the Mayor before setting the agenda to determine appropriate topics and timing?	1	2	3	4	5
6. Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?	1	2	3	4	5
7. Are Council packets relatively free of errors and omissions?	1	2	3	4	5

Comments \_\_\_\_\_  
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<b>B. Providing Advice</b>	<u>Weak</u>		<u>Strong</u>		
1. Does the City Manager have adequate knowledge of municipal affairs?	1	2	3	4	5
2. Does he exercise good judgment?	1	2	3	4	5
3. Do you feel that the City Manager considers alternatives before making recommendations?	1	2	3	4	5
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems?	1	2	3	4	5
5. How do you feel about the quality of analysis that accompanies recommendations?	1	2	3	4	5
6. Does he have a good sense of timing in bringing issues to the Council for action?	1	2	3	4	5

Comments \_\_\_\_\_

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**INTERNAL ADMINISTRATION**

<b>A. Financial Management</b>	<u>Weak</u>		<u>Strong</u>		
1. Are you comfortable with the City Manager's approach to budget preparation and review?	1	2	3	4	5
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials and equipment?	1	2	3	4	5
3. Does the City Manager have sufficient knowledge of financial matters?	1	2	3	4	5
4. Does the City Manager provide you with sufficient information on the financial status of the City government?	1	2	3	4	5
5. Is the budget submitted on time?	1	2	3	4	5

Comments \_\_\_\_\_  
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	<u>Weak</u>		<u>Strong</u>		
<b>B. Personnel Management</b>					
1. Is the City Manager successful in guiding people so that they work together as a team toward common objectives?	1	2	3	4	5
2. Is the City Manager effective in selecting and placing personnel?	1	2	3	4	5
3. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?	1	2	3	4	5
4. Is the City Manager willing to face up to disciplinary problems and take action when warranted?	1	2	3	4	5
5. Is the City Manager effective in promoting positive employer-employee relations?	1	2	3	4	5
6. Does the City Manager respond to Council suggestions on employee training, work priorities and productivity? Are the decisions explained to Council?	1	2	3	4	5
7. Is the City Manager effective on assuring that staff makes a positive impression on citizens?	1	2	3	4	5
8. Does the City Manager ensure that every City employee receives a written annual performance review?	1	2	3	4	5

Comments \_\_\_\_\_  
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	<u>Weak</u>		<u>Strong</u>		
<b>C. Getting the Job Done</b>					
1. Do you have the feeling that things the Council decides or directs get done?	1	2	3	4	5
2. Does the City Manager organize or assign work so that it is performed efficiently and effectively?	1	2	3	4	5
3. Does the City Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks"?	1	2	3	4	5
4. Does the City Manager put in sufficient time and effort to perform to your expectations?	1	2	3	4	5
5. Does the City Manager have a good sense of priorities in the way he spends his time on the job?	1	2	3	4	5
6. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?	1	2	3	4	5
7. Does the City Manager develop and carry out short and long-term action plans?	1	2	3	4	5

Comments \_\_\_\_\_  
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**EXTERNAL RELATIONS**

	<u>Weak</u>		<u>Strong</u>		
<b>A. Citizen Relations</b>					
1. Does the City Manager generally make a positive impression on citizens and is he respected in Hogansville?	1	2	3	4	5
2. Is he effective in handling disputes or complaints involving citizens?	1	2	3	4	5

	<u>Weak</u>		<u>Strong</u>		
3. Does the City Manager have appropriate visibility or identity in the community?	1	2	3	4	5
4. Does the City Manager represent Council positions and policies accurately and effectively?	1	2	3	4	5
5. Does the City Manager give sufficient credit to Council?	1	2	3	4	5
6. Does the City Manager think and act in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are key?	1	2	3	4	5

Comments \_\_\_\_\_  
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	<u>Weak</u>		<u>Strong</u>		
<b>B. Intergovernmental Relations</b>					
1. Is the City Manager effective representing the City's interests in dealing with other agencies?	1	2	3	4	5
2. Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?	1	2	3	4	5

Comments \_\_\_\_\_  
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**PERSONAL CHARACTERISTICS**

	<u>Weak</u>		<u>Strong</u>		
<b>A. Personality</b>					
1. Is the City Manager's personality suited to effective performance of his duties?	1	2	3	4	5

**B. Communications**

Weak                      Strong

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|--|---|---|---|---|---|
| 1. Is the City Manager easy to talk to?                              | 1 | 2 | 3 | 4 | 5 |
| 2. Do you feel he is a good listener?                                | 1 | 2 | 3 | 4 | 5 |
| 3. Are communications thoughtful, clear and to the point?            | 1 | 2 | 3 | 4 | 5 |
| 4. Does the City Manager show sensitivity to the concerns of others? | 1 | 2 | 3 | 4 | 5 |

Comments \_\_\_\_\_  
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**C. Management Style**

Weak                      Strong

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|--|---|---|---|---|---|
| 1. Does the City Manager demonstrate interest and enthusiasm in performing his duties?                           | 1 | 2 | 3 | 4 | 5 |
| 2. Does he have sufficient leadership characteristics to command respect and good performance from employees?    | 1 | 2 | 3 | 4 | 5 |
| 3. Does the City Manager show initiative and creativity in dealing with issues, problems and unusual situations? | 1 | 2 | 3 | 4 | 5 |
| 4. Is the City Manager open to new ideas and suggestions for change?   | 1 | 2 | 3 | 4 | 5 |
| 5. Does the City Manager create an atmosphere in which employees can enjoy working for the City?                 | 1 | 2 | 3 | 4 | 5 |
| 6. Is the City Manager honest and ethical?   | 1 | 2 | 3 | 4 | 5 |
| 7. Does the City Manager work well under pressure?   | 1 | 2 | 3 | 4 | 5 |

	<u>Weak</u>		<u>Strong</u>		
8. Is the City Manager able to change his approach to fit new situations?	1	2	3	4	5
9. Can the City Manager consistently put aside personal views and implement Council policy and direction?	1	2	3	4	5

**ACHIEVEMENTS**

List the top three achievements or strong points of the City Manager for the past twelve (12) months.

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**FUTURE DEVELOPMENT**

List three performance objectives for the City Manager that you feel are the most important targets for this year.

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	<u>Weak</u>		<u>Strong</u>		
<b><u>OVERALL RATING</u></b>	1	2	3	4	5

Councilmember \_\_\_\_\_

Date \_\_\_\_\_