## City Manager Performance Evaluation

City of	
Evaluation period:	to
Governing Body Member's Name  Each member of the governing body shoul	d complete this evaluation form, sign it in the
space below, and return it to	The
deadline for submitting this performance e	valuation is
Evaluations will be summarized and include	ed on the agenda for discussion at the work
session on	
	Mayor's Signature
	Date
	Governing Body Member's Signature
	Data Submitted

## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- **5 = Excellent** (almost always exceeds the performance standard)
- **4 = Above average** (generally exceeds the performance standard)
- **3 = Average** (generally meets the performance standard)
- **2 = Below average** (usually does not meet the performance standard)
- **1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

## PERFORMANCE CATEGORY SCORING

1.	INDIVIDUAL CHARACTERISTICS
	Diligent and thorough in the discharge of duties, "self-starter"
	Exercises good judgment
	Displays enthusiasm, cooperation, and will to adapt
	Mental and physical stamina appropriate for the position
	Exhibits composure, appearance and attitude appropriate for executive position
Add th	ne values from above and enter the subtotal ÷ 5 = score for this category
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2.	PROFESSIONAL SKILLS AND STATUS
	_ Maintains knowledge of current developments affecting the practice of local government
	management
	_ Demonstrates a capacity for innovation and creativity
	_ Anticipates and analyzes problems to develop effective approaches for solving them
	_ Willing to try new ideas proposed by governing body members and/or staff
	_ Sets a professional example by handling affairs of the public office in a fair and impartial
	manner
Add	the values from above and enter the subtotal ÷ 5 = score for this category
3.	RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY
	_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
	_ Sets meeting agendas that reflect the guidance of the governing body and avoids
	unnecessary involvement in administrative actions
	_ Disseminates complete and accurate information equally to all members in a timely
	manner
	_ Assists by facilitating decision making without usurping authority
	Responds well to requests, advice, and constructive criticism
Add	the values from above and enter the subtotal ÷ 5 = score for this category
4.	POLICY EXECUTION
	_ Implements governing body actions in accordance with the intent of council
	_ Supports the actions of the governing body after a decision has been reached, both
	inside and outside the organization
	Understands, supports, and enforces local government's laws, policies, and ordinances
	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
	Offers workable alternatives to the governing body for changes in law or policy when an
	existing policy or ordinance is no longer practical
Add	the values from above and enter the subtotal ÷ 5 = score for this category

5.	REPORTING
	Provides regular information and reports to the governing body concerning matters of
	importance to the local government, using the city charter as guide
	Responds in a timely manner to requests from the governing body for special reports
	_ Takes the initiative to provide information, advice, and recommendations to the
	governing body on matters that are non-routine and not administrative in nature
	_ Reports produced by the manager are accurate, comprehensive, concise and written to
	their intended audience
	Produces and handles reports in a way to convey the message that affairs of the
	organization are open to public scrutiny
Add t	he values from above and enter the subtotal ÷ 5 = score for this category
6.	CITIZEN RELATIONS
	_ Responsive to requests from citizens
	_ Demonstrates a dedication to service to the community and its citizens
	_ Maintains a nonpartisan approach in dealing with the news media
	_ Meets with and listens to members of the community to discuss their concerns and
	strives to understand their interests
	_ Gives an appropriate effort to maintain citizen satisfaction with city services
Add t	he values from above and enter the subtotal ÷ 5 = score for this category
7.	STAFFING
	Recruits and retains competent personnel for staff positions
	_ Applies an appropriate level of supervision to improve any areas of substandard
	performance
	_ Stays accurately informed and appropriately concerned about employee relations
	Professionally manages the compensation and benefits plan
	Promotes training and development opportunities for employees at all levels of the organization
Add	the values from above and enter the subtotal ÷ 5 = score for this category

8.	SUPERVISION
	Encourages heads of departments to make decisions within their jurisdictions with
	minimal city manager involvement, yet maintains general control of operations by
	providing the right amount of communication to the staff
	Instills confidence and promotes initiative in subordinates through supportive rather than
	restrictive controls for their programs while still monitoring operations at the department level
	Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
	Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
	Encourages teamwork, innovation, and effective problem-solving among the staff members
Add tl	he values from above and enter the subtotal ÷ 5 = score for this category
9.	FISCAL MANAGEMENT
	Prepares a balanced budget to provide services at a level directed by council
	Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
	Prepares a budget and budgetary recommendations in an intelligent and accessible format
	Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
	Appropriately monitors and manages fiscal activities of the organization
Add th	ne values from above and enter the subtotal ÷ 5 = score for this category

10.	COMMUNITY
	_ Shares responsibility for addressing the difficult issues facing the city
	_ Avoids unnecessary controversy
	_ Cooperates with neighboring communities and the county
	_ Helps the council address future needs and develop adequate plans to address long term trends
	_ Cooperates with other regional, state and federal government agencies
Add t	the values from above and enter the subtotal ÷ 5 = score for this category
	NARRATIVE EVALUATION
	would you identify as the manager's strength(s), expressed in terms of the principle ts achieved during the rating period?
What	performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance
performance?
What other comments do you have for the manager; e.g., priorities, expectations, goals or
objectives for the new rating period?