

## Summary

The City Manager’s performance evaluation consists of an annual appraisal by the City Council, as provided in the City Manager’s employment agreement. The purpose of the evaluation process is to maintain a strong Council/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, the Council has an opportunity to identify areas of satisfaction and items needing change or improvement.

Rating	
<b>Exceeds</b>	<b>Exceeds your expectations</b>
<b>Meets</b>	<b>Meets your expectations</b>
<b>Needs Improvement</b>	<b>Needs Improvement</b>

Exceeds	Meets	Needs Improvement	Criteria
<b>Interpersonal Skills- Building Relationships</b>			
1	3		Ability to relate well to others and make people feel at ease, even in difficult situations.
	4		Able to gain the trust and confidence of the public; encourages contact and cooperation among citizens and community organizations.
1	3		Understands and embraces the concept of inter-local cooperation when appropriate.
1	3		Fosters cooperative communication and working relationships with Council.
1	3		Has the ability to utilize appropriate media for communication - Internet, social media, TV, radio, newspaper, City Manager meetings, group interactions, individual meetings.
2	2		Skilled in negotiation techniques with City staff, Council, citizens and other government agencies.
	4		Demonstrates sensitivity and empathy towards individuals or groups as appropriate.
1	3		Is forthright and honest in all relationships.

Exceeds	Meets	Needs Improvement	Criteria
<b>Communication Skills</b>			
	4		Verbal Communication Skills - Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.
1	3		Written Communication Skills - Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media.
1	3		Presentation Skills - Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.
<b>Leadership Ability</b>			
	4		Coaches, mentors and manages in accordance with City Values and Mission.
	4		Uses sound judgment in decision making; seeks out all relevant and necessary data.
1	2	1	Makes decisions in a timely manner.
2	2		Directs utilization of City resources effectively.
	4		Directs the City customer service goals and initiatives, both internally and externally.
1	3		Emergencies and crisis situations are handled in an effective, efficient and professional manner.
1	3		Stays current on management practices and techniques.
	3		Actively pursues ways to increase his value to the City.
<b>Planning</b>			
	4		Participates with Council and staff in strategic planning.
1	3		Exhibits a forward-thinking approach, both in the short and long term.
	4		Utilizes effective project management techniques.
	4		Sets objectives for personal performance and manages toward those objectives.
1	3		Completes projects agreed upon with Council within the given time frame.
<b>Management Staff</b>			
2	2		Able to delegate authority appropriately, granting proper authority at the proper times.
	4		Utilizes a positive approach to direct work efforts of staff.
1	3		Addresses employee issues promptly and effectively, utilizing progressive discipline.
	4		Encourages and rewards initiative.
	4		Promotes cohesive teamwork with the City Senior Management Team.

**What are you pleased with in the City Manager's Performance?**

Prompt reply to questions and requests. Providing information needed to help the Council make good decisions.

Exceeds	Meets	Needs Improvement	Criteria
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Steve did not miss a beat when assumed his role as City Manager. He had made some changes that I believe were necessary and have enabled city staff to be prepared for what is coming with Telsa. He did not over-react but his decisions were well thought out. He allows his staff to manage. Keeping him in the loop. No major issues since he became City Manager.

**What areas would you like to see improvement in?**

He hears, but not always sure he is really listening  
Nothing at this time.

I have had no issue with the City Manager. Keep up the good work.

**Any additional Comments?**

I appreciate his years of experience with the City and his broad base of knowledge. This has been most valuable as I learn how the City operates and the role of the Council. He is thorough, efficient and honest, which I appreciate. Steve is professional and enjoyable to work with.

**Goals 2015-2016**

Get downtown rolling.

Continue to work to ensure we are not forced to consolidate fire with other entities. Continue efforts to enhance the possibilities of adding additional staff as needed.

Budget- Start this year by addressing out OPEB obligations.