



## City Manager Annual Performance Evaluation City Council Summary Results

### Rating Criteria

For each performance criteria, please use the following rating scale:

<b>E</b>	Exceeds your expectations
<b>M</b>	Meets your expectations
<b>NI</b>	Needs Improvement or attention

<b>Communication Skills</b>	
E, E, M, M, M	<p><b>Verbal Communication Skills</b> 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.</p>
E, M, M, M, NI	<p><b>Written Communication Skills</b> 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.</p>
E, E, M, M, M	<p><b>Presentation Skills</b> Able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.</p>
<b>Interpersonal Skills/Relationships</b>	
E, E, E, M, M	Ability to relate well to others; makes people feel at ease, even in difficult situations.
E, E, E, M, M	Able to gain the trust and confidence of the public; fosters contact and cooperation among citizens and community organizations.
E, E, M, M, M	Understands and embraces the concept of inter-local cooperation when appropriate.
E, E, E, M, M	Fosters cooperative communication and working relationships with Council.
M, M, M, M, NI	Has the ability to utilize appropriate media for communication – TV, radio, newspaper, group interaction, individual meetings.
E, M, M, M, M	Skilled in negotiation techniques in a variety of scenarios – employee, Council, public, interagency.
E, E, M, M, M	Demonstrates sensitivity to individuals/groups as appropriate
E, E, E, M, M	Is forthright and honest in all relationships.

<b>Leadership</b>	
E, E, M, M, M	Supports and manages in accordance with identified City Values and Mission.
E, E, E, M, NI	Provides City staff with direction and management according to the high performance government model.
E, E, E, E, M	Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.
E, E, E, M, M	Directs utilization of City resources effectively.
M, M, M, M, M	Directs the City Customer Service initiatives, both internally and externally.
E, E, E, M, M	Crises and/or emergencies are handled in an effective, efficient, and professional manner.
E, E, M, M, M	Stays current on management practices and techniques
E, E, E, M, M	Actively pursues ways to increase his value to the City.
E, E, E, E, M	Consistently supports re-engineering efforts citywide.
<b>Planning</b>	
E, E, E, M, M	Participates with Council and staff in strategic planning.
E, E, M, M, M	Exhibits a forward-thinking approach, both in the short/long term.
E, M, M, M, M	Utilizes effective project management techniques.
E, M, M, M, M	Sets objectives for performance and manages toward those objectives.
E, E, M, M, M	Completes projects agreed upon with Council within the given time frame.
<b>Management/Staff</b>	
E, E, M, M, M	Able to delegate authority, granting proper authority at the proper times; good judge of when and when not to delegate.
M, M, M, M, M	Utilizes a positive approach to direct work efforts of staff.
M, M, M, M	Addresses employee issues promptly and effectively, utilizing progressive discipline.
E, M, M, M	Encourages and rewards initiative.
E, M, M, M, M	Promotes cohesive teamwork with the City Senior Management Team.

**Comments:**

In a brief narrative, please describe:

**What are you most pleased with in the City Manager’s performance?**

- Shaun keeps us ahead of the curve on budget decisions which has kept the City stable in unstable times.
- He balances long-term thinking with immediate needs.
- I’m pleased with his communication to me.
- Shaun continues to manage Sparks to our high expectations – Great Job.
- Delivering the same amount of City services on a reduced budget.
- Keeping the City Council updated on City issues in a timely manner.

- Trying to improve our day-to-day relationships with local businesses.
- Shaun is an all-around good manager. Thinks things through and makes good recommendations. Good skills.

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

Provide specific suggestions on how the City Manager may improve areas of concern.

- Help Council stay focused on most important priorities and governance.
- Like to see him hold staff accountable to treat citizens and business owners as “customers”. This is the area that doesn’t seem to make any headway.
- Let’s talk about finances. It is fine to be conservative in our projections but we need to be more precise with our end of year totals. Examples: predicting and EFB of 8 percent and ending up with 2 percent or more above. (More than 2 years in a row). Working on the budget for 5 hours, cutting here, slashing there, to find \$300k for the COPS grant, then being told we don’t have to pay for them until next year and finding out the \$300k was already absorbed somewhere else.
- Even though the City Council is out and about talking with businesses and trying to make it easier to do business here, I am still hearing that the City is the hardest to work with in planning than WC and Reno. In fact, a developer put in his paperwork in Sparks first and then put in the paperwork in Reno on a similar project two weeks later. The project in Reno will be finished by January, the project in Sparks is still with the planning department.
- All Good.

### Goals for 2013-2014

1. Lead completion of EMS reorganization.
2. More from short-term to medium-term vision for City. Pull away from crisis thinking.
3. Make a shift in expectations of all employees to be customer friendly.
4. Let’s shoot for EFB around 6.3% next budget cycle.
5. Get the planning department on the same page as the City Council; (I’m tired of bitching about this one.)
6. Get out of Victorian Square (sell property).
7. Continue with REMSA contract. Restructure.
8. Move Legends forward.
9. Finish Capital Improvement plan for downtown.