

City Manager Review 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 City Council has an opportunity to identify areas of satisfaction and items needing change or improvement.

Rating			
Exceeds		Exceeds your expectations	
Meets		Meets your expectations	
Needs Improvement		Needs Improvement	
Exceeds	Meets	Needs Improvement	Criteria
Interpersonal Skills- Building Relationships			
2	2	1	Ability to relate well to others and make people feel at ease, even in difficult situations.
1	4		Able to gain the trust and confidence of the public; encourages contact and cooperation among citizens and community organizations.
4	1		Understands and embraces the concept of inter-local cooperation when appropriate.
4	1		Fosters cooperative communication and working relationships with Council.
3	2		Has the ability to utilize appropriate media for communication - Internet, social media, TV, radio, newspaper, City Manager meetings, group interactions, individual meetings.
4	1		Skilled in negotiation techniques with City staff, Council, citizens and other government agencies.
1	3	1	Demonstrates sensitivity and empathy towards individuals or groups as appropriate.
3	2		Is forthright and honest in all relationships.
Communication Skills			
4	1		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.
4	1		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.
4	1		Presentation Skills - Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.
Leadership Ability			
4	1		Coaches, mentors and manages in accordance with City Values and Mission.
2	3		Uses sound judgment in decision making. Seeks out relevant and necessary data.
2	3		Makes decisions in a timely manner.
3	2		Directs utilization of city resources effectively.
0	5		Directs the City customer service goals and initiatives, both internally and externally.
5	0		Emergencies and crisis situations are handled in an effective, efficient and professional manner.
3	2		Stays current on management practices and techniques.
2	3		Actively pursues ways to increase his value to the City.

Exceeds	Meets	Needs Improvement	Criteria
Planning			
2	3		Participates with Council and staff in strategic planning.
4	1		Exhibits a forward-thinking approach, both in the short and long term.
1	4		Utilizes effective project management techniques.
2	3		Sets objectives for personal performance and manages toward those objectives.
1	4		Completes projects agreed upon with Council within the given time frame.
Management Staff			
3	2		Able to delegate authority appropriately, granting proper authority at proper times.
1	4		Utilizes a positive approach to direct work efforts of staff.
	5		Addresses employee issues promptly and effectively, utilizing progressive discipline.
2	3		Encourages and rewards initiative.
3	2		Promotes cohesive teamwork with the City Senior Management Team.
What pleases you with in the City Manager's performance?			
Our city manager is very knowledgeable of what is happening in our city and helps to keep us informed.			
As part of our conversations, Steve always comes up with solutions.			
Steve always includes me in the final decision-making process. I believe he listens to me and respects my opinion. Steve and I have very similar goals when it comes to planning the future of the city.			
Steve reacts to crisis situations better than any manager that I have ever worked with. He is always very calm and collected and does not over-react to any crisis the City might have to face. As a prime example, the several floods we have had in the past, Steve has managed our Emergency Management Team very well.			
A good majority of the time he has the answers readily available in his head or knows exactly where to go to get the answer to the question. Good leader and handles difficult situation smoothly. Prioritizing the work load. Keeping us in the loop on current issues & possibly future ones.			
His breadth of knowledge and experience to address our questions and concerns of residents			
What areas would you like to see improvement in?			
Communicate with the neighbors quickly when a need or complaint arises.			
As shown in the rating criteria, Steve meets or exceeds expectations in all areas.			
I consider a "meet expectation" rating as very good and Steve needs no improvements.			
I believe he is already doing a great job of community involvement and employee transparency but would like to emphasize to improve listening skills			
Any additional comments?			
It has been a good year and I do appreciate his support as we work at being the council.			
My relationship with Steve has been exceptional, we have faced the worst of times, and some of the best of times and have			
Goals 2017-2018			
To continue to be a city that emphasizes on being a city to live, work and play.			
To retire by November 2018.			