

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			
1	4		Ability to relate well to others and make people feel at ease, even in difficult situations.
2	3		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.
2	2	1	Fosters cooperative communication and working relationships with Council.
1	4		Has the ability to utilize appropriate media for communication - Internet, social media, TV, radio, newspaper, City Manager meetings, group interactions, individual meetings.
3	2		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.
2	3		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.
3	2		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.
3	2		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			
2	3		Coaches, mentors and manages in accordance with City Values and Mission.
1	4		Uses sound judgment in decision making. Seeks out relevant and necessary data.
2	2	1	Makes decisions in a timely manner.
3	2		Directs utilization of city resources effectively.
2	3		Directs the City customer service goals and initiatives, both internally and externally.
4	1		Emergencies and crisis situations are handled in an effective, efficient and professional manner.
4	1		Stays current on management practices and techniques.
3	2		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.
3	2		Exhibits a forward-thinking approach, both in the short and long term.
3	2		Utilizes effective project management techniques.
1	4		Sets objectives for personal performance and manages toward those objectives.
2	2	1	Completes projects agreed upon with Council within the given time frame.
Management Staff			
2	3		Able to delegate authority appropriately, granting proper authority at proper times.
1	4		Utilizes a positive approach to direct work efforts of staff.
2	3		Addresses employee issues promptly and effectively, utilizing progressive discipline.
2	3		Encourages and rewards initiative.
1	4		Promotes cohesive teamwork with the City Senior Management Team.
What pleases you with in the City Manager's performance?			
How well he works with the Council, other elected officials and staff from our city and other jurisdictions.			
Steve always puts Sparks first - even though he is a regional leader.			
Depth of knowledge and experience.			
His understanding and knowledge of the big picture accompanied with his attention to small details.			
What areas would you like to see improvement in?			
Continue doing what you do. The City is going in the right direction.			
Follow-up on requests from Council and Citizens can sometimes take a long time.			
I think when he leads he can do it without reminding people of his title. He is a very capable, talented, and professional human being. When he reminds his staff of his position I think it misrepresents his intentions. I truly have a respect for our City Manager and appreciate his care and concern for our staff and city at large.			
Any additional comments?			
It is an honor working with our City Manager.			
I see the City Manager as a leader that understands his responsibility, and truly cares.			
The City Manager is doing well.			
Goals 2017-2018			
I hope to encourage the City Manager to find ways to over-communicate with our citizens. We are growing and there is much change coming to our area. When there is change people get fearful and sometimes a bit cranky. The more we can communicate what is coming the better we will on be on the same page. I am aware that some people are difficult and some seem to not care no matter what is said or done. Their response does not change our responsibility as leaders to lead well and to me this means communicate well.			