

City Manager Review Summary

The City Manager's performance evaluation consists of an annual appraisal by the City Council, as provided in

Rating	
Exceeds	Exceeds your expectations
Meets	Meets your expectations
Needs Improvement	Needs Improvement

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

Exceeds	Meets	Needs Improvement	Criteria
	3		Stays current on management practices and techniques.
	3		Actively pursues ways to increase his value to the City.
Planning			
1	2		Participates with Council and staff in strategic planning.
1	2		Exhibits a forward-thinking approach, both in the short and long term.
	3		Utilizes effective project management techniques.
	3		Sets objectives for personal performance and manages toward those objectives.
	2	1	Completes projects agreed upon with Council within the given time frame.
Management Staff			
1	2		Able to delegate authority appropriately, granting proper authority at the proper times.
	3		Utilizes a positive approach to direct work efforts of staff.
	3		Addresses employee issues promptly and effectively, utilizing progressive discipline.
	3		Encourages and rewards initiative.
	3		Promotes cohesive teamwork with the City Senior Management Team.

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

Restructuring- Good Job- Planning.

His ability to jump into any problem.

His broad base of experience and historical knowledge to guide the Council in setting policy and budget for the City.

What areas would you like to see improvement in?

Needs to follow up on individual Council request/needs. Sometimes no communication for weeks.

Not every question posed to him requires an in depth answer.

Any additional Comments?

Overall a good job.

Under communication skills "concisely" was emphasized on one review.

He is doing a great job in all aspects of his job.

Goals 2016-2017