LEADERSHIP

Rate the ability of the city manager to inspire, encourage and facilitate the activities of subordinates and peers to achieve City goals. Consider the degree of ingenuity demonstrated in seeking proactive solutions and assuming responsibility for outcomes as well as creativity, resourcefulness, and communicating in a manner that inspires confidence or builds support.

	Rating				
Descriptive Statements	NI	FME	EE	NA	General Comments
Takes a proactive approach to issues					
Motivates and inspires council, staff,					
and the public					
Offers new ideas, processes and					
procedures to council, staff and the					
public					
Provides mentoring and coaching to					
key staff					
Understands his staff's strengths and					
shapes programs around those					
List notes or comments that support the	overa	ll rating	g on l	eaders	ship
NI = Needs Improvement, FME = Full	y Mee	ets Exp	ectati	ons,	EE = Exceeds Expectations, NA = No observation or too early to tell

FISCAL MANAGEMENT AND BUDGETING

Rate the city manager's ability to prepare an operating and a capital budget, be responsible for (or delegate) purchasing, ensure the collection of revenues, administer the financial affairs of the city, and prepare reports to council to keep members abreast of the city's financial condition, per the city's charter.

	Rating				
Descriptive Statements	NI	FME	ĒΕ	NA	General Comments
Ensures purchasing policies are					
followed and informs council when					
revisions are needed					
Prepares realistic and understandable					
budget documents					
Operates the city's finances in					
compliance with generally accepted					
accounting principles					
Maximizes all efforts to collect taxes					
and other revenues and seeks new					
revenue sources					
Manages the budget within the					
confines of what the council adopted					
Makes the best use of available funds,					
conscious of the need to operate the					
city efficiently and effectively					
List notes or comments that support the	overa	all rating	g on f	iscal r	nanagement and budgeting
NI = Needs Improvement, FME = Fully	y Me	ets Exp	ectati	ons,	EE = Exceeds Expectations, NA = No observation or too early to tell

SERVICE DELIVERY AND ADMINISTRATION

Rate the ability of the city manager to supervise the administrative affairs of the city to include staffing, the management of the departments, and the provision of city services. Basically, the ability to run the city.

	Rating							
Descriptive Statements	NI	FME	EE	NA	General Comments			
Ensures the public receives city								
services efficiently and effectively								
Enforces laws and policies adopted by								
the council and the state								
Makes sure staff has the resources it								
needs to do its job								
Responds appropriately to citizen and								
employee complaints and/or concerns								
Performs duties within given time								
frames								
List notes or comments that support the	overa	ll rating	g on s	service	e delivery and administration			
NI = Needs Improvement, FME = Fully	y Me	ets Exp	ectati	ons,	EE = Exceeds Expectations, NA = No observation or too early to tell			

CITIZEN AND COMMUNITY RELATIONS

Rate the effectiveness of the city manager in dealing with the citizens, the public, intergovernmental agencies, businesses and nonprofits. Is fair, responsive, professional, polite, open, skillful with the media, cooperative, and listens.

	Rating								
Descriptive Statements	NI	FME	EE	NA	General Comments				
Asks for and gives attention to									
concerns and opinions of all									
community groups and individuals									
Uses sensitivity, diplomacy, and									
empathy when dealing with the public									
Interacts effectively with federal, state									
and other local government									
representatives to achieve potential									
benefit for the city									
Demonstrates openness, receptiveness,									
and approachability in both formal and									
informal situations									
Deals effectively with the media									
List notes or comments that support the overall rating on citizen and community relations									
NI = Needs Improvement, FME = Fully	y Me	ets Exp	ectati	ons,	EE = Exceeds Expectations, NA = No observation or too early to tell				

PERSONAL AND PROFESSIONAL QUALITIES

Evaluate the character of the city manager, his integrity, his ethics, his fairness and equity in dealing with employees, the council and the public, his dedication to professional development, time management, problem solving and decision making skills.

	Rating				
Descriptive Statements	NI	FME	EE	NA	General Comments
Projects a positive and professional					
image					
Has complete personal and					
professional integrity					
Demonstrates continuous professional					
development					
Adheres to the ICMA code of ethics					
Works toward gaining and maintaining					
the respect and support of staff					
List notes or comments that support the	overa	ll rating	g on p	person	al and professional qualities
NI = Needs Improvement, FME = Fully	v Me	ets Exp	ectati	ons,	EE = Exceeds Expectations, $NA = No observation or too early to tell$

CITY COUNCIL RELATIONS

Rate the effectiveness of the city manager in dealing with council members including prompt, thorough and complete information provided equally to all council members; the lack of surprises on behalf of council members; availability; tact; responsiveness; and how well he successfully interprets the direction and intent of council.

	Rating				
Descriptive Statements	NI	FME	EE	NA	General Comments
Assists by facilitating decision making					
without usurping authority					
Disseminates complete and accurate					
information equally to all members in					
a timely manner					
Responds well to requests, advice, and					
constructive criticism					
Presents multiple options for council to					
consider					
Keeps the council informed of					
administrative developments					
List notes or comments that support the	overa	ll rating	g on c	ity co	uncil relations
NI = Needs Improvement, FME = Fully	y Me	ets Exp	ectati	ons,	EE = Exceeds Expectations, NA = No observation or too early to tell

ADDITIONAL NARRATIVE – LOOKING AHEAD

What would you identify	y as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?
What performance area(s) would you identify as most critical for improvement?
What constructive sugge	estions or assistance can you offer the city manager to enhance performance?
What other comments do	o you have for the manager, e.g. priorities, expectations, goals or objectives for the new rating period?
Please provide recomme expiration date of Augus	endations and comments on a possible change in compensation and a contract extension beyond the current st 8, 2013.