

July 13, 2001

Barbara McIntyre
Mayor
2051 Union Place
Columbia, Tennessee 38401

Dear Honorable Mayor McIntyre:

As was discussed at your Council meeting last night, please find enclosed a performance evaluation for Bob Elliott. This exercise is meant to provide insight into the way the City Manager's skills are perceived by you, the Council. Please complete the attached work sheet and return it to me in the self-addressed stamped envelope by Friday, July 20.

Please take your time with the assessment and be honest and objective. I need to know your feelings concerning the City Manager's performance and leadership abilities. On the attached work sheet, please use the following rating scale:

- E = Exceeds Expectations (performance has been above reasonable expectations)
- M = Meets Expectations (performance has attained a level of reasonable expectations)
- B = Below Expectations (performance has been below reasonable expectations)

To allow further fine-tuning of these assessments, each of the three categories can be indicated with a plus (+) or minus (-) symbol. This creates nine categories ranging from B-, which indicates the lowest rating to E+, which indicates truly exemplary performance.

However, please do not feel constrained by the work sheet; your written comments about a particular subject or topic of interest not addressed on the work sheet are most welcome. Please attach those comments to the work sheet.

Thanks for your time. I appreciate your insight. We will discuss the cumulative results of the evaluation at a council work session and talk about any specific areas of improvement you think are needed in addition to setting goals and objectives for the upcoming year(s).

Sincerely,

Margaret Norris
Municipal Management Consultant

Enclosures

COLUMBIA CITY MANAGER EVALUATION 2001

Work Sheet

Rating

	1. Appropriately handles responses to public requests, complaints, or areas of concern.
	2. Plans, organizes, and supervises implementation of Council-approved programs.
	3. Maintains an image of the City to the community that represents service, vitality and professionalism.
	4. Plans, organizes, and administers the adopted budget.
	5. Anticipates future needs and problems.
	6. Is aware of developments and plans in other cities that may relate to or affect Columbia.
	7. Demonstrates imaginative leadership initiatives.
	8. Maintains effective communication, both verbal and written, with Council.
	9. Reports to Council on current plans and activities of the staff.
	10. Carries out policies adopted by the Council and developed by staff.
	11. Provides Council with up-to-date financial reports.
	12. Provides training of employees in contact with the public.
	13. Ability to build cohesiveness in staff.
	14. Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.
	15. Directs work involved in researching Council suggestions and reports findings.
	16. Maintains communication with governmental jurisdictions with which Columbia is involved or interacts.

E = Exceeds Expectations

M = Meets Expectations

B = Below Expectations

Please feel free to attach to this form any additional comments.