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City Council Member,

Attached is the Performance Evaluation tool for our City Manager as you are aware we are responsible to perform an annual review of his performance. The information obtained through this process is very useful for both and the Council as we move forward with our duties for our community.

We are asking that each of you complete the evaluation and return this working document to Fran, John or Mark by our next City Council meeting. Please use the following rating method as is described in the tool.

RATING METHOD: 0 = Unacceptable 1 = Poor 2 = Acceptable 3 = Good 4 = Excellent (Please explain ratings of 0, 1 and 4).

As you work through the evaluation we encourage you to consider how you perceive that performing within each area of responsibility and rate it accordingly. You may "split" the score, i.e.: 3.5 (better than a 3 but not quite a 4).

We are also again asking to complete a self review as the information obtained from this process provides a thorough overview from all involved.

Once we have collected the input we will again analyze the information and produce a working collective summary document that represents the Council view of the City Manager performance.

We look forward to your ratings and comments as we proceed with this process. If you have any questions or concerns please let us know.

Thank You, Fran, John and Mark
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PERFORMANCE EVALUATION
OF
CITY MANAGER

RATING METHOD: 0 = Unacceptable 1 = Poor 2 = Acceptable 3 = Good 4 = Excellent
(Please explain ratings of 0, 1 and 4).

1. PLANNING - ability to anticipate and analyze problems; maps effective solutions.
   0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent
   Comments:

2. ORGANIZING - ability to arrange work and efficiently apply resources.
   0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent
   Comments:

3. SUPERVISION - builds and motivates a team, provides direction, monitors and
   adjusts performance as necessary.
   0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent
   Comments:

4. DELEGATION - effectively assigns work to others and builds their skills.
   0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent
   Comments:

5. TIMING, i.e. opportunist - makes decisions when sufficient information is available,
   implements action when conditions are ripe for success.
   0 = unacceptable 1 = poor 2 = acceptable 3 = good 4 = excellent
   Comments:
6. FINANCIAL MANAGEMENT - accurately and concisely reports (and projects) the financial condition; management practices and policies are designed to maintain (or achieve) a sound, long range financial condition - uses debt cautiously, plans for the long term replacement and maintenance of equipment and infrastructure.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   
   Comments:
   

7. FORGES COMPROMISES - has the ability to resolve the numerous conflicts inherent in municipal government - is a good negotiator.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   
   Comments:
   

8. ANALYTICAL - in making decisions considers the best available facts, projections and scientific evidence. To the extent that resources permit, insures that these tools are available.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   
   Comments:
   

9. SENSITIVITY - listens and understands the positions and circumstances of others; communicates that understanding.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   
   Comments:
   

10. COMMUNICATIONS WITH GOVERNING BODY - accurately interprets the direction given by the governing body; keeps you well informed with concise oral and written communication.
    0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
    
    Comments:
11. COMMUNICATIONS WITH THE PUBLIC - is open and available to the public, takes their concerns and problems seriously, recognizes the public’s right and need to be well informed; is visible in the community.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________

12. COMMUNICATIONS WITH EMPLOYEES - provides sufficient information to keep the employees productive, motivated and part of the team; understands their concerns.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________

13. CREATIVITY - ability to reach for effective, and when necessary, inventive solutions.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________

14. HONEST-FAIR - consistently open and straightforward; impartial.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________

15. ADAPTABLE - responds positively to a changing world and changing local conditions; does not cling to the status quo for its own sake.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________

16. RESILIENT - energy and motivation maintained in spite of constant demands; handles stress well.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  
   Comments:__________________________
17. HUMOR - maintains and shares an appropriate sense of humor to lighten the load.  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

18. HIRING - recognizes the value of excellent employees and uses all reasonable efforts to insure that the best available individuals are recruited and hired.  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

19. RISK MANAGEMENT - implements effective programs to limit liability and loss.  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

20. LEADERSHIP - guides effectively.  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

21. ACCEPTS DIRECTION - aggressively responds to the direction of the majority of the governing body - not sidetracked by the minority but recognizes their concerns.  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

22. ETHICAL - conforms to the high standards of the profession; is a member of ICMA, knows, follows and promotes the "ICMA Code of Ethics".  
0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  

Comments: 

4
23. JOB KNOWLEDGE - has a solid understanding of all phases of municipal government.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (____)

Comments:________________________________________

24. PROFESSIONAL DEVELOPMENT - takes action to acquire new knowledge and skills - encourages employees to do the same.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (____)

Comments:________________________________________

25. SUCCESSFUL - in spite of limited resources, makes it happen.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (____)

Comments:________________________________________

26. QUALITY OF MUNICIPAL SERVICES - how well do the direct services provided meet the needs of the community?
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent

1. Street Maintenance
2. Police Protection Services
3. Fire Protection Services
4. Parks
5. Recreation
6. Water and Sewer
7. Land Use
8. Engineering
9. Construction
10. Code Enforcement

Total:  ______

Total/Number of Items Scored =  (____)

Comments:________________________________________
27. OPERATIONAL EFFICIENCY - obtains the best possible end result for the money spent.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (___)

Comments: _____________________________________________________________

_____________________________________________________________________

28. CREDITS GOVERNING BODY - credits municipal accomplishments to the policy makers; does not feed a personal ego.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (___)

Comments: _____________________________________________________________

_____________________________________________________________________

29. COMPLETION OF PRIOR OBJECTIVES - considering the resources available, how well CEO implemented prior objectives.
   0 = unacceptable  1 = poor  2 = acceptable  3 = good  4 = excellent  (___)

Comments: _____________________________________________________________

_____________________________________________________________________

Final Overall Score:  (_____)