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## CITY COUNCIL WORKSHOP ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

December 15, 2022

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AGENDA TOPIC:      Development of the City Manager's Evaluation Form

DATE:                December 15, 2022

DEPARTMENT:      City Council

PRESENTED BY:     Gregory C. Maxton, Mayor

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### **INTRODUCTION/BACKGROUND:**

In the past, City Council used a form titled "Exempt Performance Evaluation" to conduct a yearly evaluation of the City Manager. This form allowed for the rating of the City Manager in multiple areas which were mainly concentrated on personal attributes of performance.

After research, there is no standard process or form that is utilized by city governments for the evaluation of City Managers. There are many examples of evaluation forms that can be found, many are very simple and mainly focus on City Council's interaction with the City Manager.

The evaluation should contain performance goals, objectives and targets that are linked to the elected body's established strategic plans, goals and priorities and it should focus on the City Manager's degree of progress towards their accomplishment.

The key to the evaluation process is communications. In a relationship of trust and support, Council Members and the City Manager should have an honest dialogue about what is being accomplished, where the gaps may be, and how to maintain or improve operations of the organization.

The included evaluation form to this agenda item includes a way for reviewing the personal leadership qualities of the City Manager while also taking into account the quality of services provided by the City and the accomplishment of goals and objectives tied to the Strategic Action Plan.

The included form is provided as a starting point for Council's discussion.

The purpose of this agenda item is to decide on what the City Council wants included as part of the City Manager's Evaluation Form.

- a. Are the primary areas (Parts 1-6) the right areas needed as part of an evaluation?
- b. With any adjustments to the primary areas, what should be included in each part?

We will meet the goal of this agenda item if we conclude tonight's workshop with a 95% solution of what should be included on the evaluation form. Adjustments from this evening's discussion will be made and final form will be brought back to council for review and approval.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Regular performance evaluations ensure quality services for the city and the ability to pivot direction as needed.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

No motion required on this workshop item.