

City Manager Evaluation
City of Fair Oaks Ranch
Appraisal Period: September 20XX – August 20XX

Employee's Name: (Insert Name)

Date: (Date Complete)

Title: City Manager

Department: Administrative

Purpose: Evaluations are a tool to communicate what we are doing well, identify areas for improvement and to assess performance related to identified goals for the rating period. The overall objective is to continue to improve the operations of the City of Fair Oaks Ranch. The City Manager is the chief administrator of the City and is responsible to City Council for the proper and efficient management of the affairs and day-to-day operations of the City. City Council's evaluation of the City Manager is not just to review his/her personal attributes but should also consider the quality of essential services provided to residents and the accomplishment of long-term goals for the future of our City.

Part 1: Leadership: This section of the evaluation will review the personal aspects of the City Manager and how he accomplished his responsibilities. These are leadership skills and reflect a wide range of interpersonal and other relationship factors which should be demonstrated in the performance of daily duties. This portion is not limited to the areas for consideration provided. ICMA Practices for Effective Local Government Core Competencies (*Leadership*) should be considered in the evaluation of this section.

Part 2: Service Delivery Management: This section of the evaluation will review how the City Manager provided management of the day-to-day activities of the City, implemented, and executed the policies established by the elected City Council. ICMA Practices for Effective Local Government Core Competencies (*Management*) should be considered in the evaluation of this section.

Part 3: Strategic Plan Objectives: This section of the evaluation will measure the progress on defined agreed upon annual objectives aligned to the City's Strategic Action Plan. This is an assessment on the tactical completion of objectives defined at the beginning of the rating period to what was completed at the end of the rating period. Areas evaluated in this section will align with the Pillars of the Strategic Action Plan.

Part 4: Performance Objectives: This section of the evaluation will measure the City Manager's progress on Performance Objectives identified for the current evaluation period and will identify the Performance Objectives for the next rating period.

Part 5: Council Signatures: This section includes the signatures of all Council Members acknowledging that they have reviewed this performance evaluation with the City Manager, and he/she has had an opportunity to discuss the specifics of this evaluation with Council. This section will also include proposed changes to City Manager Employment Agreement.

Part 6: City Manager Signature and Comments: This section includes the signature of the City Manager acknowledging the receipt of the evaluation and that he/she have been given the opportunity to discuss it with the City Council. This section will also include City Manager comments.

Part 1: Leadership Evaluation

This section of the evaluation will review the personal aspects of the City Manager and how he accomplished his responsibilities. These are leadership skills and reflect a wide range of interpersonal and other relationship factors which should be demonstrated in the performance of daily duties. This portion is not limited to the areas for consideration provided.

ICMA Core Competencies (*Leadership*) for Consideration for Each Relationship Area

- | | | | |
|---|---|-------------------------|---|
| 1. Personal and Professional Integrity | 2. Community Engagement | 3. Equity and Inclusion | 4. Staff Effectiveness |
| 5. Personal Resiliency and Development | 6. Strategic Leadership | 7. Strategic Planning | 8. Policy Facilitation & Implementation |
| 9. Community and Resident Service | 10. Service Delivery | 11. Technology Literacy | 12. Financial Management & Budgeting |
| 13. Human Resources Management & Workforce Engagement | 14. Communication & Information Sharing | | |

Relationship and Interaction with City Council, Boards and Commissions

- ☐ Exceeds Expectations ☐ Met Expectations ☐ Partially Met Expectations ☐ Did not meet Expectations

Relationship and Interaction with City Staff and Contracted Third Parties

- ☐ Exceeds Expectations ☐ Met Expectations ☐ Partially Met Expectations ☐ Did not meet Expectations

Relationship and Interaction with City Residents

- ☐ Exceeds Expectations ☐ Met Expectations ☐ Partially Met Expectations ☐ Did not meet Expectations

Relationship and Interaction with Intergovernmental or Agencies outside the City

- ☐ Exceeds Expectations ☐ Met Expectations ☐ Partially Met Expectations ☐ Did not meet Expectations

Comments on Leadership Qualities: (The standard rating is "Met Expectations", any other selection above requires justification here)

Part 2: Service Delivery Management Evaluation

This section of the evaluation will review how the City Manager provided management of the day-to-day activities of the City, implemented, and executed the policies established by the elected City Council to meet City Resident expectations.

ICMA Core Competencies (*Management*) for Consideration for Each Service Delivery Area

- | | | | |
|---|---|-------------------------|---|
| 1. Personal and Professional Integrity | 2. Community Engagement | 3. Equity and Inclusion | 4. Staff Effectiveness |
| 5. Personal Resiliency and Development | 6. Strategic Leadership | 7. Strategic Planning | 8. Policy Facilitation & Implementation |
| 9. Community and Resident Service | 10. Service Delivery | 11. Technology Literacy | 12. Financial Management & Budgeting |
| 13. Human Resources Management & Workforce Engagement | 14. Communication & Information Sharing | | |

	Exceeded Expectations	Met Expectations	Partially Met Expectations	Did Not Meet Expectations
1. Public Safety (Police, Fire, EMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Growth Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water and Wastewater Mgmt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Management of City Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stormwater Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Municipal Court Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Service Delivery: (The standard rating is "Met Expectations", any other selection above requires justification in this block)

Part 3: Strategic Plan Objectives Evaluation

This section of the evaluation will measure the progress on defined agreed upon annual objectives aligned to the City's Strategic Action Plan. This is an assessment on the tactical completion of objectives defined at the beginning of the rating period to what was completed at the end of the rating period. Areas evaluated in this section will align with the Pillars of the Strategic Action Plan.

- a. Financial Integrity:** Securing Fair Oaks Ranch's future involves strengthening the city's financial condition by implementing strong management strategies within the organization. This priority also involves risk mitigation and identifying funding strategies to support City goals and initiatives.

Priorities:

- 1.1 Develop and Maintain a Budget Process that Links with the Strategic Action Plan
- 1.2 Develop a 5-Year Forecast
- 1.3 Develop a Risk Inventory and Mitigation Strategies
- 1.4 Develop a Sustainable Financing Strategies Aligned with Service Delivery Expectations
- 1.5 Ensure Continuity and Excellence of Financial Reporting Reliability

Objectives/Goals

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

- ☐ Exceeds Expectations ☐ Met Expectations ☐ Partially Met Expectations ☐ Did not meet Expectations

Comments:

b. Responsible Growth Management: Based on the Comprehensive Plan, the City will be experiencing significant growth over the next several years. The City and its leadership need to be active participants in addressing regional issues and planning efforts. The City also needs to be represented and visible at all legislative levels.

Priorities:

- 2.1 Manage the Physical Development of the City in Accordance with the Comprehensive Plan
- 2.2 Implement and Update Infrastructure Master Plan
- 2.3 Enhance Local Mobility and Multimodal Connectivity
- 2.4 Alignment of Proactive Place Making Strategies with the MDD
- 2.5 Develop Implement and Update Environmental Sustainability Program

Objectives/Goals

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

☐

Exceeds Expectations

☐

Met Expectations

☐

Partially Met Expectations

☐

Did not meet Expectations

Comments:

c. Reliable and Sustainable Infrastructure: Based on projected residential growth and local demand for resilient streets and utilities, the construction and maintenance of a high-quality public infrastructure is priority.

Priorities:

- 3.1 Enhance and Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations
- 3.2 Enhance and Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligations
- 3.3 Enhance and Ensure Continuity of Reliable Drainage Improvement Initiatives
- 3.4 Enhance and Ensure Continuity of Reliable Roadway Improvement Initiatives
- 3.5 Enhance and Ensure Continuity of Reliable City Facilities

Objectives/Goals

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

☐

Exceeds Expectations

☐

Met Expectations

☐

Partially Met Expectations

☐

Did not meet Expectations

Comments:

d. Public Health, Safety and Welfare: Ensuring the safety of the public continues to be among our highest priorities; this means hiring and training quality first responders and working to ensure continuity of 3rd party provided services.

Priorities:

- 4.1 Enhance and Ensure Continuity of Police Services
- 4.2 Develop a Long-Term Strategy for Continuity of Fire Services
- 4.3 Develop a Long-Term Strategy for Emergency Medical Services
- 4.4 Enhance and Maintain Public Safety Community Outreach Initiatives

Objectives/Goals

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

☐

Exceeds Expectations

☐

Met Expectations

☐

Partially Met Expectations

☐

Did not meet Expectations

Comments:

e. Operational Excellence: Government must have an awareness of citizens' needs while striving to provide the level of services that citizens desire. This can be achieved by managing the price of government, introducing innovative business practices, hiring quality employees, and leveraging partnerships to save resources

Priorities:

- 5.1 Evaluate and Implement Key HR Programs that Promote Organizational Design and Development
- 5.2 Develop and Implement a Proactive Communication Strategy
- 5.3 Evaluate and update Service Delivery Expectations and Best Practices
- 5.4 Develop, Implement and Sustain an IT Master Plan – Hardware
- 5.5 Develop, Implement and Sustain an IT Master Plan – Software
- 5.6 Develop, Implement and Sustain an IT Master Plan - Security

Objectives/Goals

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

☐

Exceeds Expectations

☐

Met Expectations

☐

Partially Met Expectations

☐

Did not meet Expectations

Comments:

Part 4: Performance Objectives Evaluation

This section of the evaluation will measure the City Manager's progress on Performance Objectives identified for the current evaluation period and will identify Performance Objectives for the next rating period.

Performance Objectives Identified by Council for This Rating Period

Q2 Review

Comments:

Q3 Review

Comments:

Final Evaluation

☐

Exceeds Expectations

☐

Met Expectations

☐

Partially Met Expectations

☐

Did not meet Expectations

Comments:

DRAFT

Part 5: City Council Signatures

We have reviewed this performance evaluation with the City Manager, and he has had an opportunity to discuss the specifics of this evaluation with us.

(Name)
Mayor

Date

(Name)
Council Member Place 1

Date

(Name)
Council Member Place 2

Date

(Name)
Council Member Place 3

Date

(Name)
Council Member Place 4

Date

(Name)
Council Member Place 5

Date

(Name)
Council Member Place 6

Date

Proposed Changes to City Manager Employment Agreement:

Part 6: City Manager Signature and Comments

I acknowledge receipt of my evaluation and have been given the opportunity to discuss it with the City Council.

(Name)

City Manager

Date

City Manager Comments: