



City Manager Evaluation Form

Please rate the City Manager's performance over the previous year using the following scale:

Unacceptable - Performance does not meet your expectations.

Needs Improvement-Performance indicates marginal fulfillment of your expectations, but needs improvement.

Satisfactory- Performance meets your expectations. For the most part, no improvement is expected.

Above Average- Performance exceeds your expectations. This represents a thorough and efficient effort

Outstanding--Performance far exceeds your expectations. No improvement is necessary and this represents a commitment to excellence.

- A. **Supervision and Staffing**- Does the manager recruit and retain competent personnel for staff positions, apply an appropriate amount of supervision over staff work, keep compensation and benefits within established policies and promote training and development opportunities for staff?

Comments: _____

- B. **Leadership and professional skills**- Does the manager maintain a knowledge of current developments surrounding local government operations, demonstrate innovation and creativity in operation of organization, anticipate and develop strategies for solving problems/issues affecting City, sets a professional, fair and impartial example, promote efficient government and ensure that organization is responsive to citizen and council issues/concerns?

Comments: _____

C. **Individual Characteristics**- Does the manager exercise good judgement, is diligent in the discharge of duties, maintain composure and poise under pressure, exhibit maturity for the executive position, display care and enthusiasm for the City and follow through on the ideals of public service?

Comments: _____

D. **Execution of Policy/Strategic Plans**- Does the manager understand and enforce the City's laws and policies, offer appropriate policies or ordinances for Council consideration, support the decisions of the Council, maintains a practice of fair implementation of City's laws and policies and plans for the future development and growth of the City?

Comments: _____

E. **Reporting/Communication**-Does the manager provide regular reports to the Council regarding matters of importance, does the manager respond to inquires in a timely manner, produce accurate, comprehensive and concise information, operate in a transparent manner that is open to public review, is responsive to citizen inquiries, meets with citizens as needed?

Comments: _____

F. **Community Relations**-Does the manager maintain appropriate working relationships with other local governments, school district, community organizations, media, businesses, citizens, demonstrates a dedication to service to the community, work to promote local events and business activities?

Comments: _____

G. **Fiscal Management**- Does the manager prepare a balanced budget that provides the services required by the City's operations, makes smart uses of available funding, provides opportunity for Council input on preparation of budget, provide Council with information related to accountability through reports and audits, provides for appropriate money safety and financial management of City funds?

Comments: _____

H. What would you identify as the most important tasks or work undertaken by the City Manager over the previous year?

Comments: _____

I. What do you think are the most important tasks or work for the City Manager to undertake over the next year?

Comments: _____

J. What areas do you believe that the City Manager needs to work on improving over the next year?

Comments: _____

