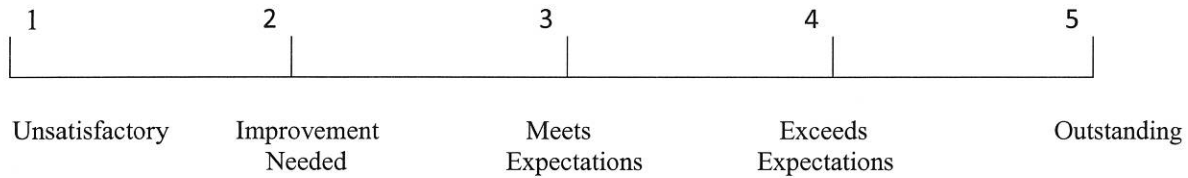


CITY OF LOS FRESNOS

**CITY MANAGER
EVALUATION FORM**

**EVALUATION OF CITY MANAGER
CITY OF LOS FRESNOS**



Rate the following categories using the chart above.

SECTION 1.

A. Relating with Governing Body – Providing Information

1. Keeps the City Council informed in an appropriate and timely manner about matters critical to the Council’s policy-making role. _____
2. Anticipates and follows up promptly on Council requests for information or action without having to be reminded. _____
3. Available to the Council on official business either personally or through designated subordinates. _____
4. Reports departmental and staff activities to the Council in an appropriate and timely manner. _____
5. Advises the Council on relevant legislation and developments in the area of public policy affecting the City of Los Fresnos. _____
6. Considers all available alternatives before making recommendations to the Council. _____
7. Plans and organizes work that carries out the policies of the Council. _____
8. Effectively communicates the Council’s position to staff and the public. _____
9. Plans and organizes a process of program planning in anticipation of future needs and concerns. _____
10. Non-political, but understands and works effectively in the political arena. _____

Comments on Relating with Governing Body

B. Organizational Relations

1. Fiscal Management

- a. Develops and administers a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision making role. _____
- b. Controls operational and capital costs through adequate budgetary controls, cost saving measures, opportunities for budget reductions and the judicious/economical utilization of manpower, material, and equipment. _____
- c. Provides the Council with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Council. _____

Comments on Fiscal Management

2. Personnel Management

- a. Effectuate sound personnel selection and placement policies. _____
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public. _____
- c. Promotes and supports the “public service role” for City employees and emphasizes exemplary performance.

Comments on Personnel Management

C. Managing the Organization

- 1. Executes the policies adopted by the Council in a timely and appropriate fashion. _____
- 2. Plans and executes organizational priorities in a manner reflective of the City's stated mission and goals, and satisfactory to the Council. _____
- 3. Analyzes organizational problems or issues and identify causes, reasons, implications, and solutions employing available technologies, systems, and methods. _____
- 4. Communicates effectively, clearly, easily and to the point. _____
- 5. Demonstrates sensitivity to the opinions and concerns of others in and outside the organization. _____
- 6. Emphasizes the importance of teamwork and leadership in his/her relationship with the organization, and provides a role model for personnel. _____
- 7. Accepts new ideas and suggestions for change. _____
- 8. Adapt to and deal effectively with unanticipated conditions and situations. _____

Comments on Managing the Organization

D. Relations with the Public

- 1. Handles disputes or complaints involving citizens in an effective, equitable, and timely manner. _____
- 2. Makes himself/herself available and visible to the citizens of Los Fresnos in an appropriate manner. _____
- 3. Presents Council policies and positions on issues to the citizens and City organizations accurately, equitably, and effectively. _____

Comments on Relations with the Public

E. Relations with Other Governments

1. Deals effectively with other governmental agencies in representing the City of Los Fresnos. _____
2. Develops and administers an effective program of grantsmanship. _____

Comments on Relations with Other Governments.

F. List any goals, achievements, objectives

**SECTION II.
Council Member Observations**

- A. Two things that the manager does now that this Council member would most like him/her to continue.

- B. Two things the manager does that this Council member would like him/her to discontinue and/or modify.

- C. Two things that the manager does not do now that this Council member would like to see him/her do.

Overall Rating

(Consider all items above)

Additional Comments

Evaluation Completed By: _____

Date: _____

Self Evaluation – Statement of Accomplishments