

**City Manager Performance Evaluation**

**City Manager’s Name:** **Rodney Lucas**

**Commissioner’s Name:** \_\_\_\_\_

**Evaluation Period:** **April 12, 2022 to December 31, 2022 (8-month period)**

**Evaluation Date:** \_\_\_\_\_

**Evaluation Instructions:**

This form shall be completed by each member of the Commission to evaluate the City Manager’s performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

**Timeline:**

<b>First regularly scheduled meeting in February:</b>	<ul style="list-style-type: none"><li>• <b>Mayor distributes the City Manager’s performance evaluation form</b></li></ul>
<b>First regularly scheduled meeting in March:</b>	<ul style="list-style-type: none"><li>• <b>Deadline for completion of the performance evaluation form</b></li><li>• <b>Commissioners are encouraged to meet with the manager to individually discuss their evaluation</b></li></ul>
<b>First regularly scheduled meeting in April:</b>	<ul style="list-style-type: none"><li>• <b>The compilation of the manager’s evaluation presented to the Commission and public; merit percentage/bonus increase is considered</b></li></ul>

## City Manager Performance Evaluation

Presented for ratification by the Commission

### Performance Dimensions:

<b>1. Professional Skills and Expertise</b>	<b>Rating:</b>
<b>a.</b> Is knowledgeable of current developments affecting the management field and affecting local governments.	_____ of 5
<b>b.</b> Regularly provides accurate, updates/reports concerning matters of importance to the City.	_____ of 5
<b>c.</b> Anticipates problems and develops effective approaches for solving them.	_____ of 5
<b>d.</b> Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	_____ of 5
<b>e.</b> Sets a professional example by handling the affairs of the City in a fair and impartial manner.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

<b>2. Commission Relations</b>	<b>Rating</b>
<b>a.</b> Carries out directives of the Commission as a whole rather than those of any one Commission member.	_____ of 5
<b>b.</b> In responding to the requests for information, provides complete, accurate, and timely information equally to all Commission members.	_____ of 5
<b>c.</b> Assists the Commission by resolving problems at the administrative level to avoid unnecessary Commission action.	_____ of 5
<b>d.</b> Assists the Commission in establishing policy while acknowledging the ultimate authority of the Commission.	_____ of 5
<b>a.</b> Is willing to try new ideas proposed by the Commission members.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

**City Manager Performance Evaluation**

<b>3. Citizen and Public Relations</b>	<b>Rating</b>
<b>a.</b> Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____ of 5
<b>b.</b> Is willing to meet with members of the community and is responsive to their concerns.	_____ of 5
<b>c.</b> Demonstrates a dedication to service to the community and its citizens	_____ of 5
<b>d.</b> Expresses information orally in a clear and concise manner when making public presentations.	_____ of 5
<b>e.</b> Is skillful with the news media, proactively providing information that is important to the public.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

<b>4. Policy Execution</b>	<b>Rating</b>
<b>a.</b> Understands, supports, and enforces the city’s ordinances, policies, and procedures.	_____ of 5
<b>b.</b> Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	_____ of 5
<b>c.</b> Implements Commission actions in accordance with the intent of the Commission.	_____ of 5
<b>d.</b> Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	_____ of 5
<b>e.</b> Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

**City Manager Performance Evaluation**

<b>5. Intergovernmental Relations</b>	<b>Ratings:</b>
<b>a.</b> Promotes a positive working relationship with other governmental entities.	_____ of 5
<b>b.</b> Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ of 5
<b>c.</b> Positively and effectively represents the City and its interest when working with other governmental agencies.	_____ of 5
<b>d.</b> Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ of 5
<b>e.</b> Is willing to share resources or information with other governmental agencies as appropriate.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

<b>6. Staffing and Management</b>	<b>Rating:</b>
<b>a.</b> Recruits and retains competent personnel for City positions.	_____ of 5
<b>b.</b> Is aware of staff weaknesses and works to improve their performance.	_____ of 5
<b>c.</b> Promotes training and development opportunities for employees at all levels of the organization.	_____ of 5
<b>d.</b> Stays accurately informed and concerned about employee relations.	_____ of 5
<b>e.</b> Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

**City Manager Performance Evaluation**

<b>7. Fiscal Management</b>	<b>Ratings:</b>
<b>a.</b> Prepares a balance budget to provide services at a level directed by the commission.	_____ of 5
<b>b.</b> Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	_____ of 5
<b>c.</b> Prepares the budget in an intelligent but readable format.	_____ of 5
<b>d.</b> Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ of 5
<b>e.</b> Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

<b>8. Planning and Organizational Development</b>	<b>Ratings:</b>
<b>a.</b> Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	_____ of 5
<b>b.</b> Effectively prioritizes goals and objectives in order to ensure that the organization is doing “first thing first” in support of its strategic plan.	_____ of 5
<b>c.</b> Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city’s resources.	_____ of 5
<b>d.</b> Has a capacity for and encourages innovation.	_____ of 5
<b>e.</b> Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

**City Manager Performance Evaluation**

<b>9. Leadership and Decision-Making</b>	<b>Ratings:</b>
<b>a.</b> Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ of 5
<b>b.</b> Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ of 5
<b>c.</b> Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ of 5
<b>d.</b> Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ of 5
<b>e.</b> Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

<b>10. Individual Characteristics</b>	<b>Ratings:</b>
<b>a.</b> Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ of 5
<b>b.</b> Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ of 5
<b>c.</b> Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ of 5
<b>d.</b> Has the capacity to listen to others and to recognize their interest.	_____ of 5
<b>e.</b> Avoids political positions, partisanship, and unnecessary controversy	_____ of 5
<b>Total Rating for this Performance Dimension:</b>	_____ of 25
<b>Comments:</b>	

## City Manager Performance Evaluation

---

**Summary:**

<b>Performance Dimension:</b>	<b>Overall Rating:</b>	
1. Professional Skills and Expertise	_____	of 25
2. Commission Relations	_____	of 25
3. Citizen and Public Relations	_____	of 25
4. Policy Execution	_____	of 25
5. Intergovernmental Relations	_____	of 25
6. Staffing and Management	_____	of 25
7. Fiscal Management	_____	of 25
8. Planning and Organizational Development	_____	of 25
9. Leadership and Decision-Making	_____	of 25
10. Individual Characteristics	_____	of 25

Total Score: \_\_\_\_\_ of 250

Divide by 50 (total number of metrics)

**Total Average Rating: \_\_\_\_\_ of 5**

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_