

## City Manager Performance Evaluation

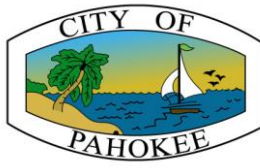
Evaluation period: \_\_\_\_\_

\_\_\_\_\_  
Commission Member's Name

Each Commissioner should complete this evaluation form, sign in the space below, and return it to the Human Resources Department. The deadline for submitting this performance evaluation is \_\_\_\_\_. Evaluations will be summarized by Human Resources Manager and provided to the Mayor and Commission in hardcopy and electronic format. Please be reminded any recommendations pertaining to performance or changes to goal-setting should be conducted with the City Manager in a one-on-one discussion.

\_\_\_\_\_  
Commission Member's Signature

\_\_\_\_\_  
Date Submitted



## INSTRUCTIONS

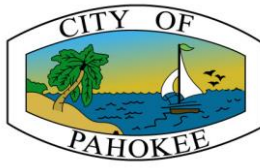
This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Commission Members and will be used as a basis for City Manager's overall performance.

*Score sheet.* Each of the categories contains multiple statements that describe a behavior standard in that category. For each statement, rate the City Manager's performance along the following scale.

- 5 = excellent (almost always exceeds the performance standard)
- 4 = above average (generally exceeds the performance standard)
- 3 = average (generally meets the performance standard)
- 2 = below average (usually does not meet the performance standard)
- 1 = poor (rarely meets the performance standard)

If you do not have enough information to rate the City Manager on a particular characteristic, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that characteristic will be recorded.

Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached. Sign and date the cover page. All evaluations submitted prior to the deadline will be included in the summary.



## **PERFORMANCE CATEGORY SCORING**

### **1. INDIVIDUAL CHARACTERISTICS**

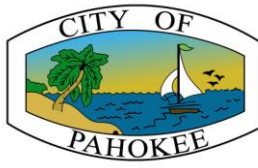
- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment and exudes constant professionalism in the industry
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt to changing environments
- \_\_\_\_\_ Strides to continue professional development and training
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the executive position

### **2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management by participating in professional development, conferences, seminars, forums, public speaking, and training opportunities.
- \_\_\_\_\_ Demonstrates a capacity for innovation, creativity, and is forward thinker
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Presents a professional demeanor publicly. Represents the city in an official capacity
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

### **3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally.
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism
- \_\_\_\_\_ Effectively communicate with Commissioners, verbally and written
- \_\_\_\_\_ Ensure proper documents are enclosed to support agenda items



#### **4. POLICY EXECUTION**

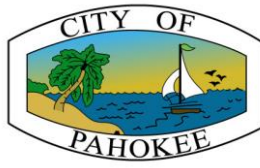
- \_\_\_\_\_ Implements governing body actions in accordance with the intent of Commission
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance requires revisions or recommendations

#### **5. REPORTING**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization is transparent

#### **6. CITIZEN/PUBLIC SERVICES**

- \_\_\_\_\_ Provides an open-door policy by appointment for community
- \_\_\_\_\_ Demonstrates a dedication to service to the community and promotes city-wide community programs
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_\_\_ Listens to or entertains thoughts and ideas from members of the community and strives to understand their interests as residents. Provides an open-door policy for a discussion (Footnote: town hall)
- \_\_\_\_\_ Maintains public services with highest of satisfaction. i.e. solid waste/garbage, utilities, stormwater, public works, and streets/roads



## **7. STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Ensures professional management of the compensation and benefits plan
- \_\_\_\_\_ Provides annual training and development opportunities at all levels of the organization

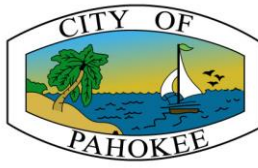
## **8. SUPERVISION**

- \_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- \_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the City Manager's office
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among staff members

## **9. FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by Commission
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization (i.e. contracts, audits)

**Initials** \_\_\_\_\_

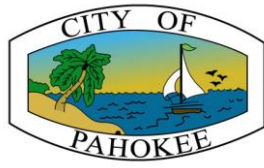


#### **10. LEGISLATIVE DEVELOPMENT/OUTREACH**

- \_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the City
- \_\_\_\_\_ Manages conflict and develops responsive plans or recommendations to mitigate issues.
- \_\_\_\_\_ Creates partnerships with Palm Beach County and other regional, state, and federal government agencies for economic development and redevelopment of the city, secures funds from county, creates inter-local agreements
- \_\_\_\_\_ Successfully address future priorities and develop adequate plans to address infrastructure and capital improvements plans. i.e. streets, roads, utilities, and stormwater
- \_\_\_\_\_ Increases City's ability to leverage funding from with other regional, state, and federal government agencies
- \_\_\_\_\_ Execute grant expenditures appropriately and timely

#### **11. INNOVATION AND TECHNOLOGY**

- \_\_\_\_\_ Competence in integrating technology to improve city operations
- \_\_\_\_\_ Success in implementing Smart City Initiatives



## **NARRATIVE EVALUATION**

What would you identify as the City Manager's strengths, expressed in terms of the principal results achieved during the rating period?

---

---

---

---

---

What suggestions or assistance can you offer the City Manager? i.e., priorities, expectations, or specific objectives for upcoming year

---

---

---

---

---

Accomplishment of goals

---

---

---

---

---