

## City Manager Performance Evaluation – Hybrid Outline

### Purpose

The City Manager evaluation process is intended to:

- Provide constructive feedback on performance, strengths, and areas for improvement.
- Align performance expectations with Council priorities and the ICMA Practices for Effective Local Government Leadership.
- Support accountability, transparency, and professional growth.

### Section 1: City Manager Self-Evaluation

*(Completed by the City Manager and provided to Council in advance)*

#### Short Answer Reflection

- What accomplishments this year best demonstrate leadership and progress toward City goals?
- What challenges did you face, and how did you address them?
- Where do you see opportunities for growth or improvement in your leadership?
- What support, resources, or feedback from Council would strengthen your ability to serve?
- What professional development or training would you like to pursue in the next year?

### Section 2: Councilmember Evaluation

*(Completed individually by each Councilmember)*

For each category, rate on a 1-3-5 scale:

1 = Needs Improvement | 3 = Meets Expectations | 5 = Exceeds Expectations

#### Performance Categories

1. Individual Characteristics
  - Integrity, judgment, adaptability, professionalism, and demeanor.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
2. Professional Skills & Leadership
  - Knowledge of local government management, creativity, problem-solving, and innovation.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
3. Council Relations
  - Accessibility, responsiveness, provision of accurate/timely information, support of Council decisions.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
4. Policy Execution & Strategic Direction
  - Implements Council policy effectively, advances strategic plan goals, offers alternatives when needed.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
5. Communication & Reporting
  - Clear, accurate, and proactive reports; keeps Council and public informed; demonstrates transparency.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
6. Community Relations & Engagement

- Responsiveness to citizens, representation of the City, building partnerships, positive media/public engagement.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
- 7. Organizational Management & Culture
  - Promotes teamwork, inclusion, recognition, staff development, and succession planning.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_
- 8. Fiscal Stewardship
  - Budget preparation and management, responsible resource use, long-term financial planning.  
Score: \_\_\_\_ | Comments: \_\_\_\_\_

### Section 3: Narrative Feedback

*(Completed by each Councilmember)*

- Strengths: What key strengths or results stand out from this year?
- Areas for Growth: What areas are most critical for improvement?
- Suggestions: What constructive feedback would help enhance performance?
- Council Priorities: What priorities or expectations should guide the City Manager in the next review period?

### Section 4: Compilation & Discussion

*(Tabulated and summarized by HR; reviewed in executive session with the City Manager)*

- Composite scores and comments from Councilmembers will be summarized.
- Council and the City Manager will discuss results, clarifying expectations and setting forward goals.
- The evaluation will conclude with a shared understanding of priorities for the next year.

### Section 5: Goal Setting

*(Completed jointly by Council and the City Manager)*

- Review progress on prior year's goals.
- Identify goals and priorities for the next evaluation period.
- Outline a professional development plan (next 1–3 years).

### Acknowledgment

By signing, participants confirm that the evaluation process and discussion have occurred.

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Council Signatures (or Attestation): \_\_\_\_\_ Date: \_\_\_\_\_