

Memo

DATE: March 15, 2011
TO: City Council
FROM: Lisa Petorak
SUBJECT: City Manager Evaluation Form

Attached you will find the new and improved City Manager Evaluation Form. Per the new contract, Council will be performing a minimum of two performance evaluations during the year. If you have any questions about the formatting, please feel free to contact me (253)460-2515 or lpetorak@cityofup.com. Thank you.

City Manager Evaluation
March 28, 2011
City Council Meeting



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

Council Member Name: _____

Council Member Signature: _____

Evaluation Completed On (Date): _____

INSTRUCTIONS: This evaluation form contains ten categories of evaluation criteria. Please check the appropriate box rating for each statement: **exceptional performance, exceeds performance standards, meets performance standards, improvement needed, or unacceptable performance.** Any item left blank will be interpreted as "meets performance standards." This evaluation form also contains a space following each category to list any comments you believe are appropriate for the rating period.

Please type or write legibly. Leave all pages of this evaluation form attached. Sign each page. All evaluations presented prior to the evaluation deadline will be summarized into a performance evaluation to be presented by the governing body to the City Manager as part of the agenda for the meeting indicated on the cover page.

<u>Exceptional Performance</u>	<u>Exceeds Performance Standards</u>	<u>Meets Performance Standards</u>	<u>Improvement Needed</u>	<u>Unacceptable Performance</u>
Truly excellent. A solid leader and role model, and takes ownership of the issue. Seeks opportunities to make improvements, anticipates needs, and handles them seamlessly. No direction is needed.	Highly effective, but could be fine tuned. Often carries out all or most criterion of projects. Demonstrates enthusiasm, pride, and a positive attitude. Little specific direction is needed.	Performance is good. Regularly carries out essential aspects of the criterion. Demonstrates dependability, but may need guidance or specific direction.	Not consistent or fully developed in some essential aspects. May demonstrate a lack of dependability. Guidance and specific direction are regularly needed.	Undeveloped in most essential aspects. Performance is at an unacceptable level in this area, and improvement is required.

I. Communication

Does the City Manager:

1. Present self in a positive manner, and provide simple, logical explanations to complicated issues when speaking to individuals or before groups?
2. Draw others in conversations and elicit feedback?
3. Provide open, honest, and believable responses?
4. Express ideas in a concise, factual, and sequential manner that is easy to follow and understand?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

Does the City Manager:

1. Provide direct contact with each Councilmember?
2. Assure Council Members receive important information from the City Manager in a timely manner?
3. Provide Council with accurate and reasonable access to information?
4. Understand Council/Manager processes and protocols?
5. Clearly communicate Council policy direction to City staff to ensure effective implementation?
6. Seek to know and understand concerns of stakeholders before making recommendations to Council?
7. Listen to Council concerns and issues?
8. Provide timely and effective responses to Council requests for information and services?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

III. Community Relations

Does the City Manager:

1. Make an effort to know and understand general community concerns?
2. Seek public input, collaboration, and builds consensus?
3. Project a positive City image?
4. Effectively handle citizen complaints, inquiries, and contact?
5. Develop and maintained different ways to keep the public informed of City issues?
6. Work proactively with various media outlets?
7. Work effectively with the local school district, other municipalities, and all other government and public service organizations?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

Does the City Manager:

1. Provide effective long-range financial planning?
2. Implement and maintain adequate financial controls?
3. Provide accurate and timely financial reports for Council review?
4. Rigorously monitor and forecast revenues and expenditures?
5. Initiate and encourage innovation and cost reductions without compromising service delivery?
6. Provide sound financial advice to Council?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

V. Organizational Management

Does the City Manager:

1. Manage day to day operations and service delivery effectively?
2. Effectively delegate responsibility and accountability?
3. Identify organizational problems and takes action when and where necessary?
4. Build effective working teams that resolve issues, and provide high quality work product within financial parameters?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

VI. Special/Capital Projects

Does the City Manager:

1. Anticipate problems regarding special/capital projects and is pro-active in seeking solutions?
2. Involves Council, community, and staff in the planning process?
3. Develop capital projects with adequate public and Council input?
4. Identify and plan for infrastructure growth and maintenance needs?
5. Maintain projects within timeline and budget restraints?
6. Keep Council and community informed of any changes regarding special/capital projects?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

VII. Personal and Professional Qualities

Does the City Manager:

1. Demonstrate integrity, fairness and impartiality when making decisions or working with Council and staff?
2. Show poise under pressure?
3. Maintain perspective and humor in difficult situations?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

Is the City Manager making progress implementing goals created by Council?

2011 Council Goals

1. Enhance Economic Stability
2. Identify funding sources for service levels based on public input and priorities
3. Improve Communications
4. Increase community involvement
5. Continue "Green" sustainability
6. Encourage vibrant places & events community-wide
7. Increase intergovernmental outreach

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional Performance	Exceeds Performance Standards	Meets Performance Standards	Improvement Needed	Unacceptable Performance

IX. Goals Met/Achievements

Please list three major achievements or goals that were met by the City Manager since his previous evaluation.

1.

2.

3.

X. Future Development

Please list three objectives that you would like the City Manager to target for his next evaluation.

1.

2.

3.

City Manager

Please provide your feedback for this evaluation. What you felt went well, what you would like to see improved, and what you would like to focus on in the next few months.

Additional Council Comments