



EVALUATION OF CITY MANAGER

City Manager Name:

October 2022 - September 2023

Identify performance score by placing the performance level score in the box associated with the evaluated section.

1 = Unsatisfactory 2 = Improvement Needed 3 = Meets Expectations
4 = Exceeds Expectation 5 = Outstanding

Score

Professional Skills

Leadership : Represents the City on a professional manner; demonstrates courtesy, tact and skill in dealing with sensitive matters; maintains an overall warm and personable attitude.

Decision Making/Judgment: Makes timely decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. Is a proactive problem solver.

Coordination: Ability to work with others as a team and express individual viewpoint while learning from input of others. Cooperates and coordinates with the City Clerk on City projects.

Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents a timely annual budget which meets the requirement of the Charter and is well documented, organized and one which closely represents the goals of the City Council.

Financial Management: Accurately and precisely reports and projects financial condition; budgets realistically; implements management practices and policies to maintain or achieve a sound long-term financial condition; and plans for long-term maintenance and replacement of infrastructure.	
--	--

Financial Control: Controls operational and capital costs through adequate system controls, cost saving measures, reductions and the judicious and economical utilization of staff, material and equipment.	
--	--

Administrative Skills and Traits

Job Knowledge: Demonstrates knowledge of all aspects of municipal government and has working knowledge of state and federal government.	
--	--

Creativity: Proactively identifies effective, efficient and innovative solutions to problems and considers all available alternatives before making recommendations to the City Council.	
---	--

Planning and Organization: Establishes appropriate course of action for self and staff to accomplish goals; makes proper assignments of staff and appropriate use of resources; sets realistic objectives with appropriate time frames.	
--	--

Personnel Management: Establishes sound personnel selection and placement policies. Promotes and supports the "public service role" for city employees and emphasizes exemplary performance. Effectively evaluates employee performance and acts on the results.	
---	--

Motivation and Leadership: Motivates personnel 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.	
---	--

Initiative: Uses initiative to develop new programs to meet the needs of the City or resolve identified problems; implements or modifies procedures and programs necessary to improve organizational effectiveness and efficiency.	
---	--

Ethical Standards: Conforms to high standards of profession.	
---	--

Relationship with City Council

Planning and Organization: Works with the City Council developing and implementing long and short term goals and objectives; carries out the goals and policies and programs of the City Council; demonstrates ability to anticipate needs of the City and recommends options to appropriately respond to the needs; and sets realistic objectives with appropriate time frames.	
---	--

Follows Direction: Understands and follows the City Council direction. Presents the City Council policies and positions on issues to citizens, staff and organizations accurately, equitably and effectively. Responds in a timely manner to the requests of the City Council and citizens.	
--	--

Legislative: Advise the City Council on relevant concerns, legislation and developments in the area of public policy affecting the City of Edgewater.	
--	--

Access: Available to the City Council and others on official business either personally or through designated staff.	
---	--

Relationship with City Council: Develops and maintains and effective and professional dialogue with City Council on a formal and informal basis.	
---	--

Interactive Skills

Community Relations: Maintains professional relations with community groups, contractors and organizations; attends community functions; and effectively communicates the City Councils position to staff and public.	
--	--

Government Relations: Deals effectively with other governmental agencies in representing the City of Edgewater.	
--	--

Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable and in a timely and professional manner.	
--	--

Communication Skills

City Council: Openly communicates with the City Council, promptly and properly responds to requests, keeps the City Council informed of current issues about matters critical to the City Councils goals and policy-making role.	
---	--

Media: Maintains a constructive relationship with media outlets and others; communicates clearly and demonstrates effective listening, oral and written skills.	
--	--

Activities: Reports departmental and staff activities to the City Council in an appropriate and timely manner.	
---	--

Staff: Develops and maintains positive relations with staff; communicates clearly and demonstrates effective listening, oral and written skills.	
---	--

Residents, Businesses and General Public: Maintains constructive relations with the public; effectively utilizes tools such as newsletters, press releases, social media and public speaking opportunities to inform community about City Council action and policies.	
---	--

Managerial and Administrative Performance	
Accessible and maintains good rapport with elected officials, staff, and the public	
Makes tough decisions when necessary	
Ability to work with the press and media	
Implements City Council decisions loyally	

Personal Qualities	
Mature professional and personable	
Sense of humor	
Open/forthright	
Sensitive and considerate	
Self-confident	
Good personal appearance	
Enjoys people and is friendly	
Manages time well	
Accepts responsibility willingly	
Energetic	
Non-defensive	

Significant Accomplishments: What significant accomplishments have you achieved in the past year?

Personal Qualities

What 2 things would you like to achieve in your position for the coming year?

What 2 things the City Manager does now that the Council member would most like him/her to continue?

What 2 things the City Manager does **not** do now that the Council member would most like him/her to do

Evaluation Completed By:

Date:
