

# City of Mansfield, Texas

## City Manager Evaluation

### PURPOSE

In order to establish and maintain effective City Council and City Manager relations, it is essential that the City Council establish an ongoing evaluation process that offers an opportunity to review the performance of the City Manager. This evaluation should focus on how effectively the City Manager is accomplishing the goals/objective/priorities established by the City Council and how the responsibilities in key performance areas are being carried out.

Specifically, the evaluation should serve the following needs:

1. ~~Allow the City Manager and the City Council to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.~~ Provide an opportunity for the City Council and City Manager to establish clear expectations with regard to the City Council's goals, objectives, and priorities. More specifically, this is an opportunity for the City Council to identify their expectations of the City Manager during the upcoming fiscal year.
2. ~~Allow discussion of the City Manager's strengths and opportunity areas as demonstrated by past performance with the objective of increasing the City Manager's effectiveness; that is, give the City Council the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the City Manager could become more effective through improved performance.~~ Provide an opportunity for the City Council and City Manager to discuss ways in which the City Manager has met or exceeded the City Council's expectations and ways in which the City Manager may improve their performance or could have been more effective during the previous twelve (12) months.
3. Allow the City Council and City Manager to establish new Strategic Initiatives and evaluate whether or not previously established Strategic Initiatives are still priorities of the City Council.

### PROCESS

#### Annual City Manager Evaluation

At the first scheduled meeting in October each year, the City Council and City Manager will meet to review the performance of the City Manager for the immediately preceding twelve (12) month period and to discuss goals/objectives/priorities for the upcoming twelve (12) month period.

1. The City Manager shall complete the City Manager Self-Evaluation one month prior to the Annual City Manager Evaluation. City Council encourages the City Manager to conduct an Annual City Employee Survey each Summer and to include information from such survey that the City Manager deems appropriate in the City Manager Self-Evaluation Form.
2. At least three weeks prior to the City Council conducting the Annual City Manager Evaluation, each City Council Member and the Mayor will be provided with a completed copy of the City Manager Self-Evaluation Form and a blank City Council Form – City Manager Evaluation.
3. At least one week prior to the City Council conducting the Annual City Manager Evaluation, each City Council Member and the Mayor, shall complete and return the City Council Form-City Manager Evaluation to the Mayor for compilation of results and preparation of a Summary of the City Council Form – City Manager Evaluation.
4. The Annual City Manager Evaluation shall be held in Executive Session at which time each City Council Member, the Mayor, and the City Manager will be provided a summary of the evaluations completed by the Mayor and each City Council Member.
5. The Mayor and City Council will meet at the beginning of the Executive Session to establish the operating ground rules for the Annual City Manager Evaluation.
6. The Mayor and City Council shall then meet with the City Manager in Executive Session to jointly review and discuss the evaluations in order to complete the Annual City Manager Evaluation.
7. Once the Annual City Manager Evaluation is completed, the Mayor shall consolidate the agreed upon results of the City Manager Evaluation, along with any defined goals/objectives/priorities into an Executive Summary of the City Manager Evaluation, which shall be available to the City Council, for review and comparison purposes by the City Council for the Annual City Manager

Evaluation in the future year(s). For ratification purposes, such Executive Summary of the City Manager Evaluation, shall be provided to each City Council Member in advance of the next City Council meeting, at which time the Mayor and City Council will review and sign the Executive Summary of the City Manager Evaluation, which shall become a permanent part of the Executive Session Agenda, by attaching it thereto.

8. The Annual City Manager Evaluation shall occur in October of each year, except that the City Council may require an additional evaluation at any time during the year.<sup>1</sup>

~~Additionally, City Council and City Manager shall have further review as set forth below:~~

#### ~~**First Quarter Progress Report**~~

~~The City Council and City Manager will meet at the first scheduled meeting in January for a progress report of the City Manager's performance and update of his/her work on the previously established goals/objectives/priorities.~~

#### ~~**Mid-Year City Manager Review**~~

~~The City Council and City Manager will meet at the first scheduled meeting in April for a mid-year review of the City Manager's performance and update on the previously established goals/objectives/priorities.~~

#### ~~**Third Quarter Progress Report**~~

~~The City Council and City Manager will meet at the first scheduled meeting in July for a Progress Report of the City Manager's performance and update on the previously established goals/objectives/priorities.~~

Additionally, the City Council and City Manager shall meet quarterly to discuss the status of previously established Strategic Initiatives and/or new Strategic Initiatives as identified by the City Council or City Manager. Such quarterly meetings shall take place as set forth below:

#### **First Regularly Scheduled City Council Meeting in January**

#### **First Regularly Scheduled City Council Meeting in April**

#### **First Regularly Scheduled City Council Meeting in July**

#### **Attachments:**

- 1) City Council Form; and
- 2) City Manager Self-Evaluation Form

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<sup>1</sup> ~~For 2018-2019, the City Manager's Evaluation will take place in February 2019.~~