

**CITY OF MANSFIELD, TEXAS
CITY COUNCIL FORM - CITY MANAGER EVALUATION**

PART ONE

*The response to the questions on this form should be completed and provided to the Mayor **no later than one week prior to the City Council's evaluation of the City Manager**. Additional pages may be added as needed. Each member of the City Council should complete the form, sign, and forward it to the Mayor who will be responsible for compiling the comments. The completed forms and accompanying summary shall then be presented to the City Manager when the City Manager Evaluation takes place, and thereafter become a part of the City Manager's permanent file.*

QUESTIONS

1. Accomplishments: Has the City Manager accomplished or worked toward accomplishing the goals established by the City Council? Please explain.

What has been the City Manager's most important accomplishments this year?

2. Strengths: Based upon your evaluation, what areas would you list as the City Manager's strong points as a City Manager?

3. Improvements: Based upon your evaluation, in what specific areas or situations can you offer constructive, yet positive ideas, to the City Manager to work on to improve their skills to be more effective in their performance.

~~What impressed you the most about the City Manager's performance this year? In what areas has the City Manager shown exceptional improvement?~~

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5. Goals for the next year: What are the major goals and priorities on which the City Manager needs to focus in the coming year?

6. Concerns: What is your major area of concern regarding the City Manager's performance this last year?

7. Comments: Do you have any additional comments regarding your City Manager that have a bearing on the evaluation?

PART TWO

Please use following scale in your evaluation of the City Manager:

- 1 - Does Not Meet Expectations
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Outstanding
- N/A- Not enough information to evaluate

A. Personal

- _____ Invests sufficient efforts toward being diligent and thorough in the discharge of duties;
- _____ Composure, appearance, and attitude fitting for an individual in their executive position;
- _____ Treats public and staff with professional courtesy;
- _____ Has a vision for the city;
- _____ Maintains a strong commitment to master plans that will accomplish the most positive vision;
- _____ Exhibits personal initiative in improving the organization and services;
- _____ Exhibits a skill in motivating employees to accomplish high level results;
- _____ Takes an active role in the development of goals for the organization;
- _____ Has a high regard for integrity and service excellence; and
- _____ Is committed to the principles of public services.

Comments: _____

B. Professional Skills & Status

- _____ Knowledgeable of current developments affecting the management field;
- _____ Has a capacity for innovation and new ideas;
- _____ Anticipates problems and develops effective approaches for solving them in a proactive fashion;
- _____ Willing to consider new ideas proposed by council members or staff;
- _____ Maintains a long-term strategic plan;
- _____ Has the ability to motivate employees to accomplish results;
- _____ Exhibits financial expertise in coordinating funding with strategic plans; and
- _____ Exhibits a skill in managing and maintaining a positive credit rating.

Comments: _____

C. Relations with City Council

- _____ Carries out directives of the City Council as a whole rather than those of any one councilmember;
- _____ Assists the City Council in resolving problems at the administrative level to avoid unnecessary City Council action;
- _____ Assists the City Council in establishing policy while acknowledging the ultimate authority of the City Council;
- _____ Responds to the requests for information or assistance by the City Council;
- _____ Informs the City Council of administrative decisions;
- _____ Receptive to constructive criticism and advice; and
- _____ Assists the City Council in the development of priorities.

Comments: _____

D. Policy Execution

- _____ Implements City Council action in accordance with the intent of the City Council;
- _____ Supports the actions of the City Council after a decision has been reached
- _____ Enforces city policies;
- _____ Understands city's laws and ordinances;

- _____ Reviews enforcement procedures periodically to improve effectiveness; and
- _____ Offers workable alternatives to the City Council for changes in the law when an ordinance or policy proves impractical in actual administration.

Comments: _____

E. Reporting

- _____ Provides the City Council with reports concerning matters of importance to the City;
- _____ Reports are accurate and comprehensive, and timely;
- _____ Reports are generally produced through own initiative rather than when requested by the City Council;
- _____ Reports are responsive to specific requests made by City Council; and
- _____ Prepares a sound agenda, which prevents trivial, administrative matters from being reviewed by the City Council.

Comments: _____

F. Communication

- _____ Conducts regular meetings with staff decision makers to communicate and identify priority needs and solutions;
- _____ Provides direction and facilitates understanding of policies and direction of management;
- _____ Communicates with state agencies' concerns and impacts of proposed legislation; and
- _____ Supports a communication network; Website and other social media to market city and events.

Comments: _____

G. Citizen Relations

- _____ Accommodates complaints from citizens;
- _____ Dedicated to the community and to its citizens;
- _____ Skillful with the news media - avoiding political positions and partnership;

- _____ Has the capacity to listen to others and to recognize their interest - works well with others;
- _____ Willing to meet with citizens and members of the community and discuss their concerns;
- _____ Cooperates with neighboring communities;
- _____ Cooperates with the county, state, and federal governments;
- _____ Cooperates with the governmental units within the city such as city boards, commissions, and the school board; and
- _____ Responds to customer issues in a timely manner.

Comments: _____

H. Staffing

- _____ Recruits and retains competent personnel for city positions;
- _____ Aware of weak or inefficient administrative personnel and works to improve their performance;
- _____ Accurately informed and concerned about employee compensation, benefits, promotions, and pensions;
- _____ Impartially administers the merit system; and
- _____ Takes an active role in the training and development of staff.

Comments: _____

I. Supervision

- _____ Encourages department heads to make decisions within their own jurisdiction without City Manager approval, yet maintains general control of administrative operations;
- _____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs;
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Manager's office;
- _____ Evaluates and works to develop employees; and
- _____ Delegates authorities and responsibilities as necessary for completion of projects.

Comments: _____

J. Fiscal Management

- _____ Prepares a balanced budget to provide services at a level intended by the City Council;
- _____ Makes the most efficient use of available funds, conscious of the need to operate the city efficiently and effectively;
- _____ Prepared budget in an intelligible form;
- _____ Works with Council to develop a capital improvement plan;
- _____ Prepares a comprehensive annual financial report;
- _____ Maintains and accommodates "Strong Audit Program";
- _____ Maintains investment training requirement and strategy;
- _____ Maintains strong investment oversight;
- _____ Maintains understanding of Local, State, and Federal economies that could affect well-being; and
- _____ Monitors risk exposure and works closely with legal staff to avoid undue liabilities

Comments: _____

K. Technology

- _____ Supports development of new technologies that will lower cost and improve services;
- _____ Retains competent personnel to develop and direct technology services;
- _____ Supports and encourages progress to maintain a secure network within the city for all vital programs;
- _____ Timely technology advancements are being made;
- _____ Improvements adequately accomplish objective of advancement; and
- _____ Advancement being made to improve experience our citizens have when in contact with the City.

Comments: _____

Name: _____

Date: _____