

# CITY OF YAKIMA

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## City Manager Performance Evaluation

City Manager's Name: \_\_\_\_\_

Council Member's Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

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### Evaluation Instructions:

This form shall be completed by each member of the Council to evaluate the City Manager's performance in each of the areas noted below. Each member of the Council shall sign at the end of the form and forward it to Cally Price, Assistant to the City Manager. Performance levels can be noted based on the following scale:

- |                            |  |
|----------------------------|--|
| <b>5 – EXCELLENT:</b>      | The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.  |
| <b>4 – SUPERIOR:</b>       | The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.       |
| <b>3 – SATISFACTORY:</b>   | The incumbent consistently meets reasonable <sup>4</sup> performance expectations. The individual demonstrates an acceptable degree of competence and performance.             |
| <b>2 – FAIR:</b>           | The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance. |
| <b>1 – UNSATISFACTORY:</b> | The incumbent frequently fails to meet minimum performance expectations.   |

### Evaluation Timeline:

- The Mayor, Assistant Mayor and one rotating Council member will conduct bi-monthly reviews with the City Manager. Council members who have concerns regarding the City Manager's performance should submit their concerns in writing to the Mayor, Assistant Mayor, and Executive Assistant no later than one week prior to the scheduled meeting date. The full list of concerns will be reviewed with the City Manager and thorough documentation of the conversation will be kept by participating members. Upon conclusion of the bi-monthly review, the Mayor, Assistant Mayor and participating Council member will provide a report to the full Council. All documentation will become a permanent record of the City Manager's personnel file.

- The full Council will complete an evaluation on an annual basis consistent with the City Manager's contract.
- City staff will develop and maintain an annual schedule for all evaluation-related activities.

# CITY OF YAKIMA

## City Manager Performance Evaluation

1. Professional Skills and Expertise	Overall Rating: _____ of 5
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- a. Is knowledgeable of current developments affecting the management field and affecting local governments. \_\_\_\_\_
- b. Regularly provides accurate, comprehensive reports concerning matters of importance to the City. \_\_\_\_\_
- c. Anticipates problems and develops effective approaches for solving them. \_\_\_\_\_
- d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical. \_\_\_\_\_
- e. Sets a professional example by handling the affairs of the City in a fair and impartial manner. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_

2. Council Relations	Overall Rating: _____ of 5
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- a. Carries out directives of the Council as a whole rather than those of any one Council member. \_\_\_\_\_
- b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Council members. \_\_\_\_\_
- c. Assists the Council by resolving problems at the administrative level to avoid unnecessary Council action. \_\_\_\_\_
- d. Assists the Council in establishing policy while acknowledging the ultimate authority of the Council. \_\_\_\_\_
- e. Is willing to try new ideas proposed by Council members. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

3. Citizen and Public Relations	Overall Rating: _____ of 5
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- a. Effectively conveys to the public that the City delivers services in a cost-effective manner without sacrificing quality and customer focus. \_\_\_\_\_
- b. Is willing to meet with members of the community and is responsive to their concerns. \_\_\_\_\_
- c. Demonstrates a dedication to service to the community and its citizens. \_\_\_\_\_
- d. Expresses information orally in a clear and concise manner when making public presentations. \_\_\_\_\_
- e. Is skillful with the news media, proactively providing information that is important to the public. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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4. Policy Execution	Overall Rating: _____ of 5
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- a. Understands, supports, and enforces the City's ordinances, policies and procedures. \_\_\_\_\_
- b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Council. \_\_\_\_\_
- c. Implements Council actions in accordance with the intent of the Council. \_\_\_\_\_
- d. Supports the actions of the Council after a decision has been reached, both inside and outside the organization. \_\_\_\_\_
- e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Council policies. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

5. Intergovernmental Relations	Overall Rating: _____ of 5
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- a. Promotes a positive working relationship with other governmental entities. \_\_\_\_\_
- b. Engages with other local, regional, state and federal agencies to accomplish local initiatives. \_\_\_\_\_
- c. Positively and effectively represents the City and its interests when working with other governmental agencies. \_\_\_\_\_
- d. Maintains awareness of laws and other issues affective other governmental agencies which may affect the City. \_\_\_\_\_
- e. Is willing to share resources or information with other governmental agencies as appropriate. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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6. Staffing and Management	Overall Rating: _____ of 5
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- a. Recruits and retains competent personnel for City positions. \_\_\_\_\_
- b. Is aware of staff weaknesses and works to improve their performance. \_\_\_\_\_
- c. Promotes training and development opportunities for employees at all levels of the City. \_\_\_\_\_
- d. Stays accurately informed and concerned about employee relations. \_\_\_\_\_
- e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

7. Fiscal Management	Overall Rating: ____ of 5
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- a. Prepares a balanced budget to provide services at a level directed by the Council. \_\_\_\_\_
- b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds. \_\_\_\_\_
- c. Prepares the budget in an intelligent but readable format. \_\_\_\_\_
- d. Submits the proposed budget in a timely manner that allows for an appropriate review period. \_\_\_\_\_
- e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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8. Planning and Organizational Development	Overall Rating: ____ of 5
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- a. Works with the Council, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the City. \_\_\_\_\_
- b. Effectively priorities goals and objectives in order to ensure that the organization is doing “first things first” in support of its strategic plan. \_\_\_\_\_
- c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the City’s resources. \_\_\_\_\_
- d. Has a capacity for and encourages innovation. \_\_\_\_\_
- e. Reviews ordinances, policies, and procedures periodically to suggest improvements. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

9. Leadership and Decision-Making	Overall Rating: _____ of 5
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- a. Leads the organization by example in adhering to its established policies, rules and procedures and ensures that subordinates do the same.\_\_\_\_
- b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.\_\_\_\_
- c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.\_\_\_\_
- d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.\_\_\_\_
- e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.\_\_\_\_\_

COMMENTS: \_\_\_\_\_

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10. Individual Characteristics	Overall Rating: _____ of 5
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- a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.\_\_\_\_\_
- b. Ensures that all business conducted by the City is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.\_
- c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.\_\_\_\_
- d. Has the capacity to listen to others and to recognize their interests.\_\_\_\_\_
- e. Avoids political positions, partisanship, and unnecessary controversy.\_\_\_\_\_

COMMENTS: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

### SUMMARY:

Performance Dimension:

Overall Rating:

1. Professional Skills and Expertise	_____ of 5
2. Council Relations	_____ of 5
3. Citizen and Public Relations	_____ of 5
4. Policy Execution	_____ of 5
5. Intergovernmental Relations	_____ of 5
6. Staffing and Management	_____ of 5
7. Fiscal Management	_____ of 5
8. Planning and Organizational Development	_____ of 5
9. Leadership and Decision-Making	_____ of 5
10. Individual Characteristics	_____ of 5

Total Score: \_\_\_\_\_ of 50

Divide by 10 (total number of metrics)

**TOTAL AVERAGE RATING:** \_\_\_\_\_ **of 5**

**Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# CITY OF YAKIMA

## City Manager Performance Evaluation

### Additional Narrative Evaluation:

1. In your opinion, what are the manager's top successes or achievements during the evaluation period?

RESPONSE: \_\_\_\_\_

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2. What strengths has the manager demonstrated that have been most helpful to you as a Council member during the evaluation period? (Feel free to be general or include specific issues or projects which benefitted from the manager's leadership.)

RESPONSE: \_\_\_\_\_

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3. What performance areas would you identify as needing improvement? Why?

RESPONSE: \_\_\_\_\_

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# CITY OF YAKIMA

## City Manager Performance Evaluation

4. What constructive, positive ideas can you offer the manager to enhance performance?

RESPONSE: \_\_\_\_\_

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5. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

RESPONSE: \_\_\_\_\_

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