

**SUMMARY REPORT
CITY OF MERCED
CITY MANAGER PERFORMANCE EVALUATION**

Date: _____

POINT ASSIGNMENTS & CONSENSUS/MAJORITY EVALUATION

NOTE: To be completed by Mayor. This summary will not reflect the identity of any Councilmember. Comments are aggregated and attached.

PART I

Instructions: Transfer the point value (i.e., 1-7) for each performance expectation question from each Councilmembers evaluation to the corresponding question on this summary report. To complete the calculations for the Consensus/Majority, total the points for each question and divide by the number of numerical responses, excluding zeros and blanks (i.e., if points are given for four questions and one question was left blank divide by four). Then add all the Consensus/Majority Evaluation points in the last column to obtain an overall total score (the maximum score possible is 308; the minimum is 44). Divide the total score by 44 to obtain an overall rating on a scale of 1-7.

I. RELATIONS WITH THE CITY COUNCIL	COUNCILMEMBER							TOTAL POINTS (Add #1 - #7)	CONSENSUS/ MAJORITY EVALUATION
	#1	#2	#3	#4	#5	#6	#7		
A. Does the City Manager maintain effective and open lines of communication with the Council as a body and with individual members?									
B. Is the Council kept apprised of all ongoing and current situations involving City business?									
C. Does the City Manager exercise sound judgment when advising the Council?									
II. PLANNING									
A. Does the City Manager anticipate needs and recognize potential problems?									
B. Does the City Manager propose effective solutions and provide alternatives to identified problems?									
C. In making decisions, does the City Manager obtain the facts and consider the long-term implications?									
D. Does the City Manager provide Council with all information necessary to make decisions?									
III. ORGANIZATION SKILLS									
A. Does the City Manager exhibit the ability to arrange work and efficiently apply resources?									
B. Does the City Manager make decisions when sufficient information is available and implement action when conditions are ripe for success?									
C. Does the City Manager exhibit the ability to reach for effective and, when necessary, creative solutions?									
D. Does the City Manager obtain the best possible end result for the money spent?									
E. Do the departments run smoothly, and is there adequate internal communication among staff and between staff and the City Manager?									

CITY MANAGER EVALUATION - SUMMARY REPORT									
IV. BUDGET/FINANCE	COUNCILMEMBER							TOTAL POINTS (Add #1 - #7)	CONSENSUS/ MAJORITY
	#1	#2	#3	#4	#5	#6	#7		
A. Does the City Manager adequately and accurately report and project the financial condition of the City in a timely manner?									
B. Are management practices and policies designed to maintain a sound long-range financial position?									
C. Are plans for the long-term replacement and maintenance of equipment updated regularly?									
D. Does the City Manager implement effective programs to limit liability and loss?									
E. Are there short and long-term goals for asset management?									
F. Does the City Manager suggest and pursue creative solutions to financial issues?									
V. COMMUNITY RELATIONS									
A. Is the City Manager approachable, available and visible to the public?									
B. Does the City Manager take the public's concerns and problems seriously and recognize their right and need to be well informed?									
C. Does the City Manager communicate openly, clearly and honestly with the public?									
D. Does the City Manager project an image of the City to the community that represents service, integrity, sensitivity to public needs and professionalism?									
E. Does the City Manager foster positive relationships with community organizations as a means of enhancing communication and involvement?									
VI. PERSONNEL RELATIONS									
A. Does the City Manager build and motivate a team?									
B. Does the City Manager earn the cooperation and respect of subordinates?									
C. Does the City Manager encourage employees to update their skills and training?									

CITY MANAGER EVALUATION - SUMMARY REPORT									
VI. PERSONNEL RELATIONS (cont.)	COUNCILMEMBER							TOTAL POINTS (Add #1 - #7)	CONSENSUS/ MAJORITY EVALUATION
	#1	#2	#3	#4	#5	#6	#7		
D. Does the City Manager promote team work and cooperation among the Managers?									
E. How do you rate the City Manager's overall management style in dealing with employees?									
F. Does the City Manager recognize the value of excellence in employees and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the City?									
G. Does the City Manager ensure annual evaluations for all employees?									
VII. MANAGEMENT SKILLS									
A. Does the City Manager have the ability to resolve the conflicts inherent in a public agency?									
B. Is the City Manager a good negotiator?									
C. Does the City Manager listen to and understand the positions and circumstances of others and communicate that understanding?									
D. Does the City Manager handle stress well?									
E. Does the City Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?									
F. Does the City Manager follow through in a timely manner on commitments and requests?									
G. Is the City Manager proactive in recognizing issues and initiating action?									
H. Does the City Manager handle people well in difficult situations?									
VIII. LEADERSHIP									
A. Does the City Manager inspire a shared vision and enlist staff and Council support?									
B. Does the City Manager seek opportunities to improve the organization and pursue them?									
C. Does the City Manager enable others to act by creating an atmosphere of trust and collaboration?									
D. Does the City Manager create standards of excellence and model the behavior?									

CITY MANAGER EVALUATION - SUMMARY REPORT									
VIII. LEADERSHIP (cont.)	COUNCILMEMBER							TOTAL POINTS (Add #1 - #7)	CONSENSUS/ MAJORITY EVALUATION
	#1	#2	#3	#4	#5	#6	#7		
E. Does the City Manager conform to the high ethical standards of the profession?									
F. Has the City Manager met the goals established by the City Council during this evaluation period?									
OVERALL TOTAL SCORE (Total the numbers in last column and divide by 44 to obtain Consensus/Majority Evaluation Ranking):									
<p>PART I (cont.)</p> <p>List on a separate sheet all comments corresponding to categories I through VIII of the Evaluation (i.e. Relations with the City Council; Planning; Organization Skills; Budget/Finance; Community Relations, Personnel Relations; Management Skills; Leadership).</p> <p>PART II</p> <p>List on a separate sheet all comments corresponding to Part II of the evaluation (City Council observations).</p> <p>PART III</p> <p>List on a separate sheet, grouped by order of priorities, all goals corresponding to Part III of the Evaluation.</p>									
<p>Final Summary Report Dated:</p> <p>_____</p> <p>Signed: _____</p> <p>_____</p> <p>Mayor</p>									<p>Receipt Acknowledged:</p> <p>_____</p> <p>_____</p> <p>City Manager</p>