

SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|---|--|-------------------|--------------------|----------------------|
| A. Providing Information | | | | |
| The City Manager provides information which is: | | | | |
| | Detailed and reliable | | | |
| | Explained in a thorough manner and includes alternatives or recommendations | | | |
| | Timely | | | |
| | Helpful in preventing trivial administrative matters from being reviewed by the Council | | | |
| | Helpful and adequate to assist City Council in making sound decisions | | | |
| The City Manager: | | | | |
| | Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy | | | |
| | Keeps City Council informed, in a timely manner, of the things Council wants to know | | | |
| | Keeps City Council well informed with concise written and oral communications | | | |
| | Provides City Council members with information on an equal basis | | | |
| | Informs the City Council of administrative developments | | | |
| | Follows up in a timely manner on City Council requests for information or action | | | |
| B. Providing Advice | | | | |
| The City Manager: | | | | |
| | Has adequate knowledge of municipal affairs, including the City's laws and ordinances | | | |
| | Considers alternatives before making recommendations | | | |
| | Plans ahead, anticipates needs and recognizes potential problems | | | |
| | Has a good sense of timing in bringing issues to the Council for action | | | |
| Comments: | | | | |
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SECTION II: INTERNAL ADMINISTRATION

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|---|--|-------------------|--------------------|----------------------|
| A. Implementation of Council Policies | | | | |
| The City Manager is effective in the following areas: | | | | |
| | Carrying out Council directives | | | |
| | Assigning work so that it is performed efficiently and effectively | | | |
| | Paying sufficient attention to detail to avoid error or things “slipping through the cracks” | | | |
| | Analyzing problems or issues and identify causes, reasons, and implications | | | |
| | Accurately interpreting the direction given by Council | | | |
| | Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority | | | |
| | Supporting the actions of the City Council after a decision is made | | | |
| | Assuming responsibility for staff performance | | | |
| | Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation | | | |
| | Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations | | | |

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| B. Financial Management | | | | |
| Are you satisfied with the City Manager’s: | | | | |
| | Approach to budget preparation and review | | | |
| | Use of standard financial management procedures to meet Council’s policy guidelines | | | |
| | Implementation of Council’s policy regarding the expenditure of budgeted funds | | | |
| | Cost control through economical use of labor, materials and equipment | | | |
| | Information on the financial status of City government | | | |
| | Use of available funds and his ability to operate the City efficiently and effectively | | | |
| | Knowledge of financial matters | | | |
| | Information pertaining to long or short-term financing for capital projects or equipment purchases | | | |
| | Information on opportunities for federal and state grant funding | | | |

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|--------------------------------|--|-------------------|--------------------|----------------------|
| C. Personnel Management | | | | |
| The City Manager is: | | | | |
| | Successful in guiding people as a team toward common objectives | | | |
| | Effective in selecting qualified and highly competent staff members | | | |
| | Effective in maintaining professional relationships with Department Directors | | | |
| | Effective in assuring that staff members make a positive impression on citizens | | | |
| The City Manager: | | | | |
| | Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner | | | |
| | Develops and motivates employees so that they are increasingly effective | | | |
| | Addresses disciplinary problems and takes action when warranted | | | |
| | Monitors performance of employees and initiates corrective action as needed | | | |
| Comments: | | | | |
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SECTION III: EXTERNAL RELATIONS

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|-----------------------------|---|-------------------|--------------------|----------------------|
| A. Citizen Relations | | | | |
| The City Manager: | | | | |
| | Makes a positive impression on citizens and is he respected in the City of Oviedo | | | |
| | Has appropriate visibility or identity in the community | | | |
| | Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action | | | |
| | Is willing to meet with members of the community and discuss issues of concern | | | |
| | Is skillful with the news media, avoiding political positions and partisanship | | | |
| | Provides information to the public in a timely fashion on matters which will cause public reaction | | | |
| | Represents Council positions and policies accurately and effectively | | | |
| | Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important | | | |
| | Responds completely and in a timely manner to citizen complaints | | | |

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| B. Intergovernmental Relations | | | | |
| The City Manager is: | | | | |
| | Effective representing the City's interests in dealing with other agencies | | | |
| | Participative in enough intergovernmental activity to have an impact on behalf of the City | | | |
| | Cooperative with the county, state and federal governments | | | |
| Comments: | | | | |
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SECTION IV: PERSONAL ACCOMPLISHMENTS

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|---|--|-------------------|--------------------|----------------------|
| A. Communications | | | | |
| With regard to communications, the City Manager is: | | | | |
| | Easy to talk to and a good listener | | | |
| | Thoughtful, clear and to the point | | | |
| | Sensitive to the concerns of others | | | |
| | Candid and forthright in discussing City business matters with members of City Council | | | |

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| B. Management Style | | | | |
| The City Manager | | | | |
| | Demonstrates interest and enthusiasm in performing his duties | | | |
| | Commands respect and good performance from staff | | | |
| | Shows initiative and creativity in dealing with issues, problems and unusual situations | | | |
| | Is open to new ideas and suggestions for change | | | |
| | Works well under pressure | | | |
| | Consistently puts aside personal views and implements Council policy and direction | | | |
| | Displays the ability to resolve the numerous conflicts inherent in municipal government | | | |
| | Responds well to a changing world and local conditions; is adaptive | | | |
| | Is accessible to City Council members | | | |
| | Conforms to the high standards of the profession; follows the "ICMA Code of Ethics | | | |
| | Exhibits a commitment to continuing education in order to encourage his professional development | | | |
| | Is receptive to constructive criticism and advice | | | |

| | | Needs Improvement | Meets Expectations | Exceeds Expectations |
|-----------------------------|--|-------------------|--------------------|----------------------|
| C. Job Effectiveness | | | | |
| The City Manager: | | | | |
| | Demonstrates interest and enthusiasm about the Council's Vision for the City | | | |
| | Gives his staff the tools necessary to provide efficient, responsive City services | | | |
| | Coordinates the implementation of City goals and objectives | | | |
| | Supports policies that will promote annexation and growth in the City of Oviedo | | | |
| | Creates a positive atmosphere for successful economic development in the City | | | |
| | Supports responsible infrastructure expansion and maintenance | | | |
| | Emphasizes the need for employee training and technological improvements | | | |
| Comments: | | | | |
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SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:

- What were the Manager's most notable accomplishments during the past year?

- Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?

PERFORMANCE OBJECTIVES FOR COMING YEAR:

- What does the Manager do that you would like him to continue?

- Is there anything that the Manager does that you would like him to do differently?

- In what areas should the Manager focus his attention in this coming year?

- Do you have any other general comments to share with the City Manager?

Rater's Signature

Date