

CITY ADMINISTRATOR PERFORMANCE EVALUATION

This form shall be completed by each member of the Board to evaluate the City Administrator's performance in each of the areas noted below. Performance levels can be noted, based on the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below average (usually does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

Each member of the Board should sign the form and forward it to the Mayor, who will be responsible for compiling the comments.

EVALUATION PERIOD: September 2006 TO: June 30, 2015

1. **PERSONAL**

- 5_____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- 5_____ Composure, appearance, and attitude fitting for an individual in his executive position.

2. **PROFESSIONAL SKILLS AND STATUS**

- 4_____ Knowledgeable of current developments affecting the management field and affecting city governments.
- 4_____ Respected in management profession.
- 4_____ Has a capacity for and encourages innovation.
- 4_____ Anticipates problems and develops effective approaches for solving them.
- 5_____ Willing to try new ideas proposed by Board Members or staff.

3. **RELATIONS WITH MAYOR/BOARD OF ALDERMEN**

- 5_____ Carries out directives of the Board as a whole rather than those of any one Board member.
- 4_____ Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
- 5_____ Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
- 5_____ Responds to requests for information or assistance by the Board.
- 4_____ Informs the Board of administrative developments.
- 5_____ Receptive to constructive criticism and advice.

4. **POLICY EXECUTION**

- 4 _____ Implements Board action in accordance with the intent of the Board.
- 5 _____ Supports the actions of the Board after a decision has been reached.
- 5 _____ Enforces City policies.
- 5 _____ Understands City's laws and ordinances.
- n/a _____ Reviews enforcement procedures periodically to improve effectiveness.
- 4 _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **REPORTING**

- 5 _____ Provides the Board with reports concerning matters of importance to the City.
- 5 _____ Reports are accurate and comprehensive.
- n/a _____ Reports are generally produced through own initiative rather than when requested by the Board.
- 5 _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **CITIZEN RELATIONS**

- 5 _____ Responsive to complaints from citizens.
- 5 _____ Dedicated to the community and its citizens.
- 4 _____ Skillful with the news media, avoiding political positions and partisanship.
- 5 _____ Has the capacity to listen to others and to recognize their interests--works well with others.
- 5 _____ Willing to meet with members of the community to discuss their real concerns.
- 5 _____ Cooperates with neighboring communities.
- 5 _____ Cooperates with the County, State, and Federal governments.
- 5 _____ Cooperates with other organizations within the City, such as Chamber, School Districts, and Water District.

7. **STAFFING**

- 3 _____ Recruits and retains competent personnel for City positions.
- 3 _____ Aware of staff weaknesses and works to improve their performance.
- n/a _____ Accurately informed and concerned about employee relations.
- n/a _____ Professionally administers the merit system.

8. **SUPERVISION**

- n/a___ Encourages Department Heads to make decisions within their own jurisdictions without City Administrator approval, yet maintains general control of administrative operations.
- n/a___ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- 5___ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Administrator's office.
- n/a___ Evaluates personnel periodically, and points out management weaknesses and strengths.

9. **FISCAL MANAGEMENT**

- 5___ Prepares a balanced budget to provide services at a level directed by the Board.
- 5___ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- 5___ Prepared budget is in an intelligent but readable format.
- 5___ Possesses awareness of the importance of financial planning and control.

10. What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Administrator?

Janice, here are results from the past 5 years or so. I chose to expand my thoughts a bit b/c this is the first formal evaluation I have conducted. 1) Keeping Whirlpool in Cleveland. 2) Continually funding the Cleveland City Schools (\$.005 sales tax, the new gym via budget revisions on both sides of the ledger, using PW to help in certain projects, etc). 3) Making an industrial park happen by bringing CU into the funding mix. 4) Setting Storm Water off as its own budget line and revenue generator. 5) Balancing the LIC North and South projects. 6) Soliciting Larry Wallace to assist in righting the direction of the CPD. And 7) getting MPO monies and other grants to off-set costs of important city projects.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

12. Other comments?

Signature:

Will. E. E. J.

Date:

7.22.18