



Seward City Council

Work Session Packet

*Discuss the evaluation forms, procedures and policies for the
City Attorney, City Manager and City Clerk*

*January 10, 2017
5:00 p.m.
City Council Chambers*





Seward City Council

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Discuss the evaluation forms, procedures and policies for the City Attorney, City Clerk and City Manager

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**Clerk's Note: these forms were created by Council Members Squires, Casagrande and McClure for consideration.*

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**CITY OF SEWARD
EVALUATION PROCEDURES
FOR CITY ATTORNEY, CITY
CLERK, AND CITY MANAGER**

1. STATEMENT OF CITY COUNCIL'S RESPONSIBILITIES

Evaluating the performance of the City Manager, the City Clerk, and the City Attorney is a significant responsibility of the City Council. Conducting an effective evaluation is hard work, but it does not have to be a bad experience. With a clear procedure and open lines of communications, chances are good that the experience will result in a more productive working relationship.

2. PURPOSES OF EVALUATION

The purpose of providing periodical evaluations of the City Manager, the City Clerk, and the City Attorney are:

- a. To give the employee timely feedback on his/her performance and to identify areas in which he/she are doing well along with areas in which improvement may be needed. Evaluation should lead to positive action.
- b. To clarify and strengthen communication between the employee and the Council as it relates to their respective expectations for their positions.
- c. To serve as a method for gathering data relevant to subsequent personnel decisions.

3. ACCESS TO EVALUATION DOCUMENTS

Information concerning the performance of an individual being evaluated under these procedures is not a public record and is not subject to disclosure under AS 40.25. However, the individual who is the subject of the evaluation is entitled to a copy of the information and may waive the confidentiality provisions of this section concerning the information.

4. FREQUENCY AND TIMING OF EVALUATIONS

Evaluation is an ongoing process. To be most beneficial it is suggested that evaluation sessions be held periodically.

Adoption of Evaluation Form. Initially this meeting to go over expectations and explain the process should take place soon after the adoption of this evaluation procedure and thereafter within sixty days of the date of new hire of any future city manager, city clerk or city attorney.

Special Performance Evaluation Session. This meeting may be scheduled at the will of the Council to provide feedback and address any areas needing improvement.

Final Annual Evaluation Session. This meeting should be scheduled within approximately 30 days of the employee's anniversary date of hire. It also marks the beginning of the next evaluation cycle.

Nothing in these evaluation procedures precludes the Council from exercising its authority to appoint or terminate the services of the City Manager or the City Clerk; or to exercise its authority as set forth in any employment contract with said employees.

5. OVERVIEW OF STEPS INVOLVED IN EVALUATION PROCESS

- a. Adoption of Evaluation Form. Initially this meeting to go over expectations and explain the process should take place soon after the adoption of this evaluation procedure and thereafter within sixty days of the date of new hire of any future city manager, city clerk or city attorney.
- b. Special Performance Evaluation Session. This meeting may be scheduled at the will of the Council to provide feedback and address any areas needing improvement.
- c. Annual Evaluation Session. This meeting should be scheduled in accordance with the City Council Rules of Procedure. It also marks the beginning of the next evaluation cycle.

1. Prior to the annual evaluation session, the employee will be invited to complete a self-evaluation using his/her respective Evaluation Form as a guide. He/she may write comments rather than use the rating

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EVALUATION PROCEDURES
FOR CITY ATTORNEY, CITY CLERK,
AND CITY MANAGER**

system if he/she so chooses. These self-evaluation reports should be made available to council members prior to the actual Annual Evaluation Session.

2. Individual council members should each go through and fill out the evaluation form for the employee prior to meeting for the Annual Evaluation Session.
3. The time scheduled for the Evaluation Session should be sufficient to do the job in a professional manner. The employee meets with the Council in an executive session. If he/she is excluded from the executive session or any portion thereof, he/she may exercise his/her right to ask for a public meeting, in accordance with appropriate statutes.

"Round Robin" comments by Council members are permitted.

The tabulation of the council members' scoring and comments will be assigned to two appointed council members.

4. After completing the Evaluation Report Forms, copies of the tabulations should be made available for Council members. A meeting should take place with the employee. The appointed council members who compiled the Evaluation Report will represent the Council. At this meeting they will go through the "sign off" procedure.
5. The final step will be the personnel decisions, assessment of evaluation process and the next evaluation cycle begins.
6. Status of Evaluation Forms. Individual rating forms and self evaluation forms are to be destroyed after executive session. Tabulation forms and job description/time requirements forms are public record.

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City of Seward

Appendix A-1

City Attorney Evaluation Job Description and Time Requirements

There are many components to the City Attorney job. For the City of Seward, these primary areas of responsibility include:

1. **Acts as Chief legal consultant**
 - a. Advises City Council, City Manager and City Clerk on all matters of law.
 - b. Drafts and assists in the drafting of ordinances, resolutions, contracts and agreements to be made or entered into by the City.
 - c. Approves the form of ordinances, resolutions, contracts and agreements.
 - d. Prosecutes violation of City Codes.
 - e. Represents the City in all action of law, unless otherwise deemed necessary.
 - f. Attends meetings as required.
 - g. Keeps the City advised of developments in municipal law and actions in other communities and jurisdictions that may have an impact on the City's activities.
2. **Maintains good relationship with City Council**
 - a. Responsive to direct requests from Council in a timely manner.
 - b. Directly responds to individual requests of a Council member.
 - c. Well prepared and knowledgeable about Council agenda items for which an attorney review was requested.
 - d. Ensures legal advice is properly understood.
3. **Works well with Administration, staff and Council**
 - a. Provides legal counsel for all levels of the City when approved.
 - b. Adept at cost control.
 - c. Acts as mediator when requested.
 - d. Provides solutions and/or alternatives to legal problems and issues.
 - e. Provides training on various matters, such as open meetings act, contracts, ordinance and resolution forms, etc.
 - f. Consistent with maintaining the attorney-client privilege.

**Public Record to be maintained with Overall Evaluation Worksheet*

Last Revised: *per Res/Ord/CCRoP/Code*

City of Seward

Appendix A-2

City Attorney SELF Evaluation Job Description and Time Requirements

There are many components to the city attorney job. For the City of Seward, these primary areas of responsibility include:

1. Acts as Chief legal consultant

- a. Advises City Council, City Manager and City Clerk on all matters of law.
.....A B C D F N/R
- b. Drafts and assists in the drafting of ordinances, resolutions, contracts and agreements to be made or entered into by the City.A B C D F N/R
- c. Approves the form of ordinances, resolutions, contracts and agreements.
.....A B C D F N/R
- d. Prosecutes violation of City Codes.A B C D F N/R
- e. Represents the City in all action of law, unless otherwise deemed necessary.
.....A B C D F N/R
- f. Attends meetings as required.A B C D F N/R
- g. Keeps the City advised of developments in municipal law and actions in other communities and jurisdictions that may have an impact on the City's activities.
.....A B C D F N/R

Comments:

City of Seward

2. Maintains good relationship with City Council

- a. Responsive to direct requests from Council in a timely manner.A B C D F N/R
- b. Directly responds to individual requests of a Council member.A B C D F N/R
- c. Well prepared and knowledgeable about Council agenda items for which an attorney review was requested.A B C D F N/R
- d. Ensures legal advice is properly understood.A B C D F N/R

Comments:

3. Works well with Administration, staff and Council

- a. Provides legal counsel for all levels of the City when approved.A B C D F N/R
- b. Adept at cost control.A B C D F N/R
- c. Acts as mediator when requested.A B C D F N/R
- d. Provides solutions and/or alternatives to legal problems and issues....A B C D F N/R
- e. Provides training on various matters, such as open meetings act, contracts, ordinance and resolution forms, etc.A B C D F N/R
- f. Consistent with maintaining the attorney-client privilege.A B C D F N/R

Comments:

City of Seward
City Attorney Evaluation Overall Tabulation

Qualities/Techniques/Character Grade: _____

Accomplishments Grade: _____

Overall Evaluation Grade (average of the scores above): _____

Comments:

Jean Bardarson, Mayor

Will Earnhart, City Attorney

Date

Date

**Public Record to be maintained with Appendix A-1: Job Description and Time Requirements*

City of Seward

Appendix A-1

City Clerk Evaluation

Job Description and Time Requirements

There are many components to the city clerk job. For the City of Seward, these primary areas of responsibility include:

1. **Oversee the day-to-day operation of the clerk's office**
 - a. Keep and maintain appropriate files and records of the City.
 - b. Keeps informed of matters which may require Council action.
 - c. Keep all ordinances, resolutions, agreements and contracts {where appropriate} of the City and authenticates such records as necessary.
 - d. Manages requests for public information and sets reply timelines for affected departments.
 - e. Ensure staff members are properly trained in procedures of the office.
 - f. Shall attest the signature of the City Manager on all contracts, except as otherwise provided by code, as approved by Council.
 - g. Prepares travel documents and arrangements for Council members traveling on City business.

2. **Maintains a good working relationship with the City Council**
 - a. Shall be the clerk of the Council and shall attend all meetings of the Council and shall keep a record of its proceedings.
 - b. Nurture a rapport that facilitates trust and coordination with Council.
 - c. Disseminates complete accurate information equally to all members in a timely manner.
 - d. Coordinates information, concerns, complaints from the public to Council members.
 - e. Provides equipment and training, if necessary, to Council members.
 - f. Acts as the PIO during severe emergency operations and is the focal point for Council during emergency events.
 - g. Acts as the parliamentary advisor to the Council during Council meetings.
 - h. Coordinates and administers city elections, absentee voting, worker training and canvass boards effectively.
 - i. Administers all oaths of office and attests to the signature of the Mayor.
 - j. Ensures the public broadcast of Council meetings and maintains the audio record of those meetings.

3. **Oversees annual and special project budgets**
 - a. Develops an annual budget for Council review that identifies operational needs.
 - b. Prepares a special project plan, implementation and budget for Council approval.
 - c. Maintains Council's annual budget.
 - d. Advises Council of needs for council chambers to provide adequate area for public meetings.

4. **Maintain a positive relationship with the public**
 - a. Is the primary point of contact for public information requests and responsible for the timely return of the requests.

**Public Record to be maintained with Overall Evaluation Worksheet*

Last Revised:

per Res/Ord/CCRoP/Code

City of Seward

- b. Provides information on public meetings and events.
- c. Is courteous and receptive to public concerns, complaints and documents them for the affected department and Council review.

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**Public Record to be maintained with Overall Evaluation Worksheet*

Last Revised: *per Res/Ord/CCRoP/Code*

City of Seward

Appendix A-2

City Clerk SELF Evaluation Job Description and Time Requirements

There are many components to the city clerk job. For the City of Seward, these primary areas of responsibility include:

1. **Oversee the day-to-day operation of the clerk's office**
 - a. Keep and maintain appropriate files and records of the City.A B C D F N/R
 - b. Keeps informed of matters which may require Council action.A B C D F N/R
 - c. Keep all ordinances, resolutions, agreements and contracts {where appropriate} of the City and authenticate such records as necessary.....A B C D F N/R
 - d. Manages requests for public information and sets reply timelines for affected departments.A B C D F N/R
 - e. Ensure staff members are properly trained in procedures of the office.
.....A B C D F N/R
 - f. Shall attest the signature of the City Manager on all contracts, except as otherwise provided by code, as approved by Council.A B C D F N/R
 - g. Prepares travel documents and arrangements for Council members traveling on City business.A B C D F N/R

Comments:

2. **Maintains a good working relationship with the City Council**
 - a. Shall be the clerk of the Council and shall attend all meetings of the Council and shall keep a record of its proceedings.A B C D F N/R
 - b. Nurture a rapport that facilitates trust and coordination with Council. A B C D F N/R
 - c. Disseminates complete accurate information equally to all members in a timely manner.A B C D F N/R
 - d. Coordinates information, concerns, complaints from the public to Council members.
.....A B C D F N/R
 - e. Provides equipment and training, if necessary, to Council members. .A B C D F N/R
 - f. Acts as the PIO during severe emergency operations and is the focal point for Council during emergency events.A B C D F N/R

City of Seward

- g. Acts as the parliamentary advisor to the Council during Council meetings.
.....A B C D F N/R
- h. Coordinates and administers city elections, absentee voting, worker training and canvass boards effectively.A B C D F N/R
- i. Administers all oaths of office and attests to the signature of the Mayor.
.....A B C D F N/R
- j. Ensures the public broadcast of Council meetings and maintains the audio record of those meetings.A B C D F N/R

Comments:

3. Oversees annual and special project budgets

- a. Develops an annual budget for Council review that identifies operational needs.
.....A B C D F N/R
- b. Prepares a special project plan, implementation and budget for Council approval.
.....A B C D F N/R
- c. Maintains Council's annual budget.A B C D F N/R
- d. Advises Council of needs for council chambers to provide adequate area for public meetings.A B C D F N/R

Comments:

4. Maintain a positive relationship with the public

- a. Is the primary point of contact for public information requests and responsible for the timely return of the requests.A B C D F N/R
- b. Provides information on public meetings and events.A B C D F N/R
- c. Is courteous and receptive to public concerns, complaints and documents them for the affected department and Council review.A B C D F N/R

Comments:

City of Seward

Appendix B

City Clerk Evaluation

Qualities/Techniques/Character

I. COUNCIL LIAISON, AGENDA AND MINUTES

A. Liaison for Council:

- 1) Maintains consistent availability to Council.....A B C D F N/R
2) Works with Council Members to facilitate their thoughts and ideas into cohesive policy development.....A B C D F N/R
3) Possesses the ability to recognize Council direction, and works to see this is achieved while adhering to statutes, codes, charter language, and past legal precedence.....A B C D F N/R
4) Ensures Council Members are thoroughly informed in a timely manner regarding changes, needs, or other developments within the Clerk's office.....A B C D F N/R
5) Follows up promptly on Council requests for information or action without having to be reminded.....A B C D F N/R
6) Ensures that all Council Members receive information on an equal basis.....A B C D F N/R
7) Regularly attends meetings.....A B C D F N/R
8) Acts as parliamentary advisor to Council during meetings.....A B C D F N/R

Council Liaison Comments:

Horizontal lines for writing comments.

B. Agenda/Minutes Development:

- 1) Effectively facilitates development of the Council meeting agenda.....A B C D F N/R
2) Agenda items and supporting documents are appropriate and brought to Council in sufficient time for deliberationsA B C D F N/R
3) Council agendas are relatively free of errors/omissions.....A B C D F N/R
4) Minutes are transcribed accurately and relatively free of errors/omissionsA B C D F N/R

Agenda/Minutes Development Comments:

Horizontal lines for writing comments.

Last Revised:

To be destroyed after _____ per Res/Ord/CCR/P/Code

City of Seward

Appendix B
City Clerk Evaluation

Five horizontal lines for notes or additional information.

*SECTION I AVERAGE: TOTAL SCORES DIVIDED BY 12 =

II. ORGANIZATIONAL MANAGEMENT of CLERK'S OFFICE

A. Leadership with Employees:

- 1) Effectively motivates and gains employees' confidence and respect through demonstrated performance and decision making.....A B C D F N/R
2) Mentors employees to assist in further developing or maintaining their performance standardsA B C D F N/R
3) Guides staff so they work together as a team toward common objectives.....A B C D F N/R
4) Delegates responsibilities and directs employees to effectively reach goals.....A B C D F N/R

Leadership with Employees Comments:

Five horizontal lines for comments under Leadership with Employees.

B. Personnel:

- 1) Effectively selects and places personnel.....A B C D F N/R
2) Assures that every employee receives a written annual performance review.....A B C D F N/R
3) Effectively manages personnel to maintain high staff morale.....A B C D F N/R
4) Normally maintains appropriate work/life balance; encourages same from staff.....A B C D F N/R

Personnel Comments:

Five horizontal lines for comments under Personnel.

Last Revised:

To be destroyed after _____ per Res/Ord/CCR0P/Code

City of Seward

Appendix B
City Clerk Evaluation

C. Duties (custodian of City records/legal documents, City Public Information Officer, and supervisor of City elections):

- 1) Accurately maintains/publishes official City records, legal documents, and audio files.....A B C D F N/R
- 2) Oversees on-going programs for continued effectiveness/legal complianceA B C D F N/R
- 3) Ensures implementation of new programs adopted by the City CouncilA B C D F N/R
- 4) Coordinates information, concerns, and complaints from the public to Council members.....A B C D F N/R
- 5) Ensures information is disseminated to the media and public as needed...A B C D F N/R
- 6) Calls for and supervises City elections in an organized and timely manner.....A B C D F N/R
- 7) Strives to guarantee fair and impartial electionsA B C D F N/R
- 8) Provides equipment and training, if necessary, to Council.....A B C D F N/R
- 9) Acts as the Public Information Officer during severe emergency operations for Council.....A B C D F N/R

Duties Comments:

D. Annual/Special Contract Budgets:

- 1) Develops an annual budget for Council review that identifies operational needs.....A B C D F N/R
- 2) Prepares a special project plan, implementation and budget for Council approval.....A B C D F N/R
- 3) Maintains Council’s annual budget.....A B C D F N/R
- 4) Advises Council of needs for council chambers to provide adequate area for public meetings
.....A B C D F N/R

Annual/Special Contract Budget Comments:

Last Revised:

To be destroyed after _____ per Res/Ord/CCR/P/Code

City of Seward

Appendix B
City Clerk Evaluation

*SECTION II AVERAGE

TOTAL SCORES DIVIDED BY 21 =

III. KNOWLEDGE AND ADVICE, COMMUNITY RELATIONS

- 1) Possesses adequate knowledge of municipal affairs... A B C D F N/R
2) High quality analysis normally accompanies recommendations... A B C D F N/R
3) Plans ahead, anticipates needs, and recognizes potential problems... A B C D F N/R
4) Is respected within the City and makes a positive overall impression by conveying professionalism through courtesy and sensitivity to the public... A B C D F N/R
5) Thinks and behaves in a manner reflecting an attitude that client (Council or citizen) perceptions and satisfactions are key ... A B C D F N/R
6) Provides an effective level of responsiveness and customer service ... A B C D F N/R
7) Skillfully and favorably represents the City to the media ... A B C D F N/R

Knowledge and Advice, Community Relations Comments:

Blank lines for handwritten comments.

*SECTION III AVERAGE

TOTAL SCORES DIVIDED BY 7 =

IV. COMMUNICATION

- 1) Skilled at verbal and written communications – they are thoughtful, clear, and to the point.. A B C D F N/R
2) Skilled at listening and isolating key points or issues... A B C D F N/R
3) Easy to talk to ... A B C D F N/R
4) Shows sensitivity to the concerns of others... A B C D F N/R

Communication Comments:

Blank lines for handwritten comments.

Last Revised:

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City of Seward

Appendix B
City Clerk Evaluation

Four horizontal lines for writing.

*SECTION IV AVERAGE TOTAL SCORES DIVIDED BY 4 =

V. INDIVIDUAL QUALITIES

- 1) Personality is generally well-suited to effectively perform her duties
2) Anticipative and innovative when dealing with issues, problems and unusual situations
3) Remains flexible, objective and receptive to suggestions and new ideas or change; able to alter her approach to fit new situations
4) Effectively mediates and resolves problems, even under strained and unpleasant conditions
5) Universally applies common sense, tact and diplomacy
6) Self-confident, accepts criticism
7) Able to cope with stress; maintains self-control and composure, even under pressure
8) Displays interest and enthusiasm in performing duties
9) Demonstrates integrity, loyalty and honesty

Individual Qualities Comments:

Five horizontal lines for writing comments.

*SECTION V AVERAGE TOTAL SCORES DIVIDED BY 9 =

SECTION VI. ACCOMPLISHMENTS

This section will be completed in advance via memorandum by the City Clerk listing several major accomplishments achieved during this past evaluation period.

Accomplishments Comments:

Last Revised:
To be destroyed after per Res/Ord/CCR/P/Code

City of Seward
City Clerk Evaluation Overall Tabulation

Qualities/Techniques/Character Grade: _____

Accomplishments Grade: _____

Overall Evaluation Grade (average of the scores above): _____

Comments:

Jean Bardarson, Mayor

Johanna Kinney, City Clerk

Date

Date

City of Seward

Appendix A-1

City Manager Evaluation

Job Description and Time Requirements

There are many components to the city manager job. For the City of Seward, these primary areas of responsibility include:

1. **Oversee the day-to-day operations of all municipal services**
 - a. Manage workforce, nurture employee relations and mediate personnel issues.
 - b. Responsible for the management of all finances, budgets and investments of the city.
 - c. Negotiate and/or review such contracts and leases as the Council may authorize.
 - d. Ensure daily operation of the city departments are within the goals set by the Council and the community.
 - e. Ensures the enforcement of city codes and ordinances.
 - f. Functions as the Incident Commander for major emergencies as detailed in the City's Emergency Operations Plan.

2. **Oversee capital projects**
 - a. Facilitate project development, coordination and prioritization.
 - b. Manage third party project managers for large city projects.
 - c. Oversee capital projects implementation plans/budgets.
 - d. Monitor project status and report progress of the project and budget levels to the Council.
 - e. With the Finance Director facilitate issuance of municipal bonds as required.
 - f. Ensures contracts for capital projects are adhered to.

3. **Oversee special projects**
 - a. Coordinate work not within the traditional roles of existing departments.
 - b. Oversee long term project plans and budgets.
 - c. Monitor project status, report progress and budget status of the project to the Council.
 - d. Ensure contracts for special projects are adhered to.

4. **Maintain a good working relationship with the City Council**
 - a. Nurture rapport that facilitates trust and coordination.
 - b. Carries out directives of the body as a whole as opposed to those of any one member or minority group.
 - c. Disseminates complete and accurate information equally to all members in a timely manner.
 - d. Responds cooperatively to requests and advice.
 - e. Supports the actions of the elected body, both inside and outside of the organization, after a decision has been reached.

5. **Represent the city on all technical matters with external agencies**
 - a. Act as lobbyist or coordinate with the City's lobbyist with state and federal legislators.
 - b. Act as a point of contact with state and federal agencies.

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- c. Represent the city with other municipalities and municipal groups.
 - d. When requested, coordinate public meetings with outside agencies or groups that may have an impact on the community.
6. **Maintain a positive relationship with the public**
- a. Be available for public comments, issues or complaints.
 - b. Coordinate resolution of public issues or concerns.
 - c. Makes an appropriate effort to maintain citizen satisfaction with services.
 - d. Is responsive to citizen requests for information in a timely manner.

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**Public Record to be maintained with Overall Evaluation Worksheet*

Last Revised: *per Res/Ord/CCRoP/Code*

City of Seward

Appendix A-2

City Manager SELF Evaluation Job Description and Time Requirements

There are many components to the city manager job. For the City of Seward, these primary areas of responsibility include:

1. **Oversee the day-to-day operations of all municipal services**
 - a. Manage workforce, nurture employee relations and mediate personnel issues.
.....A B C D F N/R
 - b. Responsible for the management of all finances, budgets and investments of the city.
.....A B C D F N/R
 - c. Negotiate and/or review such contracts and leases as the Council may authorize.
.....A B C D F N/R
 - d. Ensure daily operation of the city departments are within the goals set by the Council and the community.A B C D F N/R
 - e. Ensures the enforcement of city codes and ordinances.A B C D F N/R
 - f. Functions as the Incident Commander for major emergencies as detailed in the City's Emergency Operations Plan.A B C D F N/R

Comments:

2. **Oversee capital projects**
 - a. Facilitate project development, coordination and prioritization. ...A B C D F N/R
 - b. Manage third party project managers for large city projects.A B C D F N/R
 - c. Oversee capital projects implementation plans/budgets.A B C D F N/R
 - d. Monitor project status and report progress of the project and budget levels to the Council.A B C D F N/R
 - e. With the Finance Director facilitate issuance of municipal bonds as required.
.....A B C D F N/R
 - f. Ensures contracts for capital projects are adhered to.A B C D F N/R

Comments:

City of Seward

3. **Oversee special projects**

- a. Coordinate work not within the traditional roles of existing departments.
.....A B C D F N/R
- b. Oversee long term project plans and budgets.A B C D F N/R
- c. Monitor project status, report progress and budget status of the project to the Council.
.....A B C D F N/R
- d. Ensure contracts for special projects are adhered to.A B C D F N/R

Comments:

4. **Maintain a good working relationship with the City Council**

- a. Nurture rapport that facilitates trust and coordination.A B C D F N/R
- b. Carries out directives of the body as a whole as opposed to those of any one member or minority group.A B C D F N/R
- c. Disseminates complete and accurate information equally to all members in a timely manner.A B C D F N/R
- d. Responds cooperatively to requests and advice.A B C D F N/R
- e. Supports the actions of the elected body, both inside and outside of the organization, after a decision has been reached.A B C D F N/R

Comments:

City of Seward

5. Represent the city on all technical matters with external agencies

- a. Act as lobbyist or coordinate with the City's lobbyist with state and federal legislators.A B C D F N/R
- b. Act as a point of contact with state and federal agencies.A B C D F N/R
- c. Represent the city with other municipalities and municipal groups.
.....A B C D F N/R
- d. When requested, coordinate public meetings with outside agencies or groups that may have an impact on the community.A B C D F N/R

Comments:

6. Maintain a positive relationship with the public

- a. Be available for public comments, issues or complaints.A B C D F N/R
- b. Coordinate resolution of public issues or concerns.A B C D F N/R
- c. Makes an appropriate effort to maintain citizen satisfaction with services.
.....A B C D F N/R
- d. Is responsive to citizen requests for information in a timely manner.
.....A B C D F N/R

Comments:

City of Seward
Appendix B
City Manager Evaluation

Qualities/Techniques/Character

I. RELATIONS

A. Council Relations:

- 1) Maintains consistent availability to Council.....A B C D F N/R
- 2) Works with Council Members to facilitate their thoughts and ideas into cohesive policy development.....A B C D F N/R
- 3) Possesses the ability to recognize Council direction, despite possible difference from own his/her own advice or views, and successfully helps develop and execute their policies or directives.....A B C D F N/R
- 4) Effectively facilitates key projects, such as the annual budget and goal-setting processes.....A B C D F N/R
- 5) Ensures Council Members are thoroughly informed in a timely manner of key plans and activities of the City and staff through City Manager reports, memoranda, and personal briefings.....A B C D F N/R
- 6) Follows up promptly on Council Requests for information and action.....A B C D F N/R
- 7) Ensures that all Council Members received information on an equal basis.....A B C D F N/R
- 8) Agenda items and supporting documents are appropriate and brought to Council in sufficient time for deliberations.....A B C D F N/R
- 9) Council meeting packets are relatively free of errors and omissions.....A B C D F N/R

Council Relations Comments:

B. Employee Relations:

- 1) Effectively motivates and gains employees' confidence and respect through demonstrated performance and decision making.....A B C D F N/R
- 2) Effectively manages personnel to maintain high staff morale and to minimize the risk of adverse personnel actions or rulings.....A B C D F N/R
- 3) Mentors department heads to assist in further developing or maintaining their performance standards.....A B C D F N/R

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City of Seward

Appendix B

City Manager Evaluation

- 4) Guides staff so they work together as a team toward common objectives.....A B C D F N/R
- 5) Delegates responsibilities, and directs work activities of staff so they effectively accomplish City goals.....A B C D F N/R
- 6) Effectively cross-communicates between the department heads and Council.....A B C D F N/R
- 7) Generally creates or encourages an atmosphere in which employees enjoy working for the City.....A B C D F N/R

Employee Relations Comments:

C. Community Relations:

- 1) Is respected within the City and makes a positive overall impression by conveying professionalism through respect, courtesy, and sensitivity to the public.....A B C D F N/R
- 2) Thinks and behaves in a manner that reflects an attitude that the client (Council, Staff, or citizen) perceptions and satisfactions are key.....A B C D F N/R
- 3) Represents Council's positions/policies accurately and effectively to the public.....A B C D F N/R
- 4) Provides an effective level of responsive and vital customer service, including timely follow through on citizen requests, disputes and complaints.....A B C D F N/R
- 5) Generated citizen satisfaction with the City's administrative/service obligations.....A B C D F N/R

Community Comments:

D. Other Governmental Entities and News Media Relations:

- 1) Establishes and maintains a liaison with other governmental jurisdictions, especially with regard to those areas of service that improve or enhance the City's programs.....A B C D F N/R
- 2) Maintains effective communications with other governmental jurisdictions with which the City is involved or interfaces.....A B C D F N/R
- 3) Skillfully and favorably represents the City to the press, radio and television.

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City of Seward

Appendix B

City Manager Evaluation

Often anticipates sensitive topics that may eventually reach the media and initiates communication minimize potential negative impact to the City.....A B C D F N/R

Other Governmental Entities/News Media Relations Comments:

Horizontal lines for writing comments.

E. Communication:

- 1) Skilled at verbal and written communications—they are thoughtful, clear and to the point.....A B C D F N/R
2) Skilled at listening and isolating key point or issues.....A B C D F N/R
3) Easy to talk to.....A B C D F N/R
4) Shows sensitivity to the concerns of others.....A B C D F N/R

Communications Comments:

Horizontal lines for writing communications comments.

*SECTION I AVERAGE: TOTAL SCORES DIVIDED BY 28 =

II. ORGANIZATIONAL MANAGEMENT

A. General:

- 1) Ensures that staff provides timely and objective policy information for Council to consider, and manages the staff to implement Council policy decisions.....A B C D F N/R
2) Effectively plans and organizes work resulting either from policies adopted or Direction given by the City Council, and ensures it is carried out in a timely manner.....A B C D F N/R
3) Oversees on-going programs and services to the City to ensure continued effectiveness, as well as ensuring implementation of new programs adopted the City Council.....A B C D F N/R
4) Ensures organized responses to public requests and complaints, as well as to concerns brought to the attention of staff by City Council.....A B C D F N/R

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N/R = not rated

City of Seward
Appendix B
City Manager Evaluation

General Comments:

B. Fiscal:

- 1) Possesses sufficient knowledge of financial matters.....A B C D F N/R
- 2) Manages the financial resources of the City to ensure the City maintains a sound financial condition and receives clean audits.....A B C D F N/R
- 3) Has a good approach to the budget preparation and review processes.....A B C D F N/R
- 4) Effectively aids Council in developing a realistic budget to meet Council's goals.....A B C D F N/R
- 5) Ensures that the budget is submitted on time.....A B C D F N/R
- 6) Effective in controlling costs through the economic utilization of manpower, materials, and equipment.....A B C D F N/R
- 7) Provides sufficient information on the current financial status of the City.....A B C D F N/R
- 8) Communicates concerns in a timely manner to the Council regarding issues that may significantly affect the City fiscally in the foreseeable future.....A B C D F N/R

Fiscal Comments:

C. Personnel

- 1) Effectively selects and places personnel.....A B C D F N/R
- 2) Assures that every City employee receives a written performance review.....A B C D F N/R
- 3) Evaluates department heads in a consistent and realistic manner.....A B C D F N/R
- 4) Appropriately and promptly addresses disciplinary problems; takes action when warranted.....A B C D F N/R

Personnel Comments:

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City of Seward
Appendix B
City Manager Evaluation

D. Community and Economic Development:

- 1) Continues to implement improvements to the development process to expedite new development.....A B C D F N/R
- 2) Provides for an active liaison with the business community to assist in maintaining current businesses and attractive new, targeted businesses to the City.....A B C D F N/R

Community and Economic Development Comments:

**SECTION II AVERAGE* *TOTAL SCORES DIVIDED BY 18 =* _____

III. OVERSIGHT

A. Capital Projects:

- 1) Oversees the various capital projects of the City to ensure that they are managed effectively, accomplished on time and within budget.....A B C D F N/R
- 2) Sets appropriate priorities of project development.....A B C D F N/R
- 3) Effectively coordinates project development and pays sufficient attention to detail to avoid errors, contract deficits, or cost overruns.....A B C D F N/R
- 4) Monitors and reports projects' status to Council in a timely manner.....A B C D F N/R

Capital Projects Comments:

B. Special Projects

- 1) Appropriately represents the City on Task Forces and Special Committees.....A B C D F N/R
- 2) Effectively coordinates work that does not fit into current department roles.....A B C D F N/R

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| |
|------------------------|
| <i>N/R = not rated</i> |
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City of Seward

Appendix B

City Manager Evaluation

- 3) Monitors and reports projects' status to Council in a timely manner.....A B C D F N/R

Special Projects Comments:

Horizontal lines for writing comments.

C. Legal Matters

- 1) Works in concert with the city attorney to efficiently resolve legal matters/litigation.....A B C D F N/R
2) Monitors all City legal matters and timely informs Council regarding said matters.....A B C D F N/R
3) Effectively mediates and resolves problems at the lowest level possible.A B C D F N/R

Legal Matters Comments:

Horizontal lines for writing comments.

D. Incident Command

- 1) Functions as an effective Incident Commander for all City emergencies.....A B C D F N/R
2) Communicates well with other agencies during emergencies.....A B C D F N/R

Incident Command Comments:

Horizontal lines for writing comments.

*SECTION III AVERAGE

TOTAL SCORES DIVIDED BY 12 = _____

City of Seward

Appendix

B

City Manager Evaluation

IV. GENERAL QUALITIES

A. Municipal Affairs:

- 1) Possesses adequate knowledge of municipal affairs.....A B C D F N/R
2) High quality analysis normally accompanies recommendation.....A B C D F N/R
3) Carefully considers viable alternatives before making recommendations.....A B C D F N/R
4) Readily recognizes potential problems, anticipates needs and plans ahead.....A B C D F N/R
5) Brings issues to the Council in an appropriate time frame for action.....A B C D F N/R
6) Effectively implements Council decisions and follows Council direction.....A B C D F N/R

Municipal Affairs Comments:

Five horizontal lines for writing comments.

B. Individual Qualities

- 1) Creative, anticipative and innovative when dealing with issues, problems and unusual situations while remaining objective, flexible and receptive.....A B C D F N/R
2) Good logic/reason guides decision-making, based on fairness/impartiality.....A B C D F N/R
3) Effectively mediates and resolves problems, even under strained and unpleasant conditions.....A B C D F N/R
4) Self-confident, accepts criticism.....A B C D F N/R
5) Universally applies common sense, tact and diplomacy.....A B C D F N/R
6) Able to cope with stress; maintains self control and composure, even under pressure.....A B C D F N/R
7) Displays interest and enthusiasm in performing duties.....A B C D F N/R
8) Demonstrates integrity, loyalty and honesty.....A B C D F N/R

Individual Qualities Comments:

Two horizontal lines for writing comments.

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N/R = not rated

