

**CITY OF STEAMBOAT SPRINGS - CITY MANAGER PERFORMANCE FACTORS**

**Instructions:** Using the scale below, **please place the number** in the box **(not an x)** to indicate your rating of the City Manager's performance.

**4 = Excels:** Above and beyond. Consistently rises above and surpasses expectations.  
**3 = Successful:** Solid performance, fully competent, good work ethic, doing what is necessary for effective and successful performance.  
**2 = Improvement Needed:** Less effective in this area, may need additional training or guidance. Generally is not meeting expected outcomes.  
**1 = Unsatisfactory:** Unacceptable performance, significantly below criteria for successful job performance.

**ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE**

<b>A. Providing Information:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Do you feel that you receive information on an equal basis with other Council members?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Do reports provide adequate information and analysis to help you make sound decisions?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Does the City Manager follow-up promptly on Council requests for information or action without having to be reminded?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Comments: (particularly if you scored at the highest or lowest end of the scale)**

<b>B. Providing Advice:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Does the City Manager have adequate knowledge of municipal affairs?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Does he exercise good judgement?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Do you feel that the City Manager considers alternatives before making recommendations?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. How do you feel about the quality of the analysis that accompanies recommendations?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Does he have a good sense of timing in bringing issues to the Council for action?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments: (particularly if you scored at the highest or lowest end of the scale)

**C. Policy Execution**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Does the City Manager implement governing body actions in accordance with the intent of Council?				
2. Does the City Manager understand, support, and enforce local government's laws, policies, and ordinances?				
3. Does the City Manager offer workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical?				

Comments: (particularly if you scored at the highest or lowest end of the scale)

**INTERNAL ADMINISTRATION**

**A. Financial Management**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Are you comfortable with the City Manager's approach to budget preparation and review?				
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials, equipment?				
3. Does the City Manager have sufficient knowledge of financial matters?				
4. Does the City Manager provide you with sufficient information on the financial status of the City government?				
5. Is the budget process timely?				

Comments: (particularly if you scored at the highest or lowest end of the scale)

**B. Personnel Management**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Is the City Manager successful in guiding people so that they work together as a team toward common objectives?				
2. Is the City Manager effective in selecting and placing key personnel?				

3. Is the City Manager willing to face up to disciplinary problems and take action when warranted?

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4. Is the City Manager effective in assuring that staff makes a positive impression on citizens?

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**Comments: (particularly if you scored at the highest or lowest end of the scale)**

**C. Getting the Job Done**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Do you have a feeling that the things the Council decides or directs get done?				
2. Does the City Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks?"				
3. Does the City Manager have a good sense of priorities in the way he spends his time on the job?				
4. Is the City Manager able to analyze problems or issues and identify causes, reasons, and implications?				
5. Does the City Manager develop and carry-out short and long-term action plans?				

**Comments: (particularly if you scored at the highest or lowest end of the scale)**

**COMMUNITY (EXTERNAL) RELATIONS**

**A. Citizen Relations**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Does the City Manager generally make a positive impression on the citizens and is he respected in Steamboat Springs?				
2. Is he effective handling disputes or complaints involving citizens?				
3. Does the City Manager have appropriate visibility or identity in the community?				
4. Does the City Manager represent Council positions and policies accurately and effectively?				

**Comments: (particularly if you scored at the highest or lowest end of the scale)**

**B. Intergovernmental Relations**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Is the City Manager effective representing the City's interests in dealing with other agencies?				
2. Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?				

Comments: (particularly if you scored at the highest or lowest end of the scale)

**PERSONAL CHARACTERISTICS**

**A. Personality and Communication**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Is the City Manager's personality suited to effective performance of his duties?				
2. Is the City Manager easy to talk to?				
3. Do you feel he is a good listener?				
4. Are communications thoughtful, clear, and to the point?				
5. Does the City Manager show sensitivity to the concerns of others?				

Comments: (particularly if you scored at the highest or lowest end of the scale)

**B. Management Style**

	1	2	3	4
	Unsatisfactory	Improvement Needed	Successful	Excels
1. Does the City Manager demonstrate interest and enthusiasm in performing his duties?				
2. Does he have sufficient leadership characteristics to command respect and good performance from employees?				
3. Does the City Manager show initiative and creativity in dealing with issues, problems, and unusual situations?				
4. Is the City Manager open to new ideas and suggestions for change?				
5. Is the City Manager honest and ethical?				
6. Does the City Manager work well under pressure?				
7. Is the City Manager able to change his approach to fit new situations?				

8. Does the City Manager create an atmosphere in which employees can enjoy working for the City?

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9. Can the City Manager consistently put aside personal views and implement Council policy and direction?

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Comments: (particularly if you scored at the highest or lowest end of the scale)

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**NARRATIVE EVALUATION**

What would you identify as the City Manager's strengths, particularly with regards to his achievements, during the past 12 month rating period?

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What performance area(s) would you identify as most critical for improvement?

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What other comments to you have for the City Manager?

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**GOALS ESTABLISHED DURING LAST REVIEW PERIOD (2021-2022)**

1. Goal #1:

Acieved Goal	Did Not Achieve	Goal in Progress

2. Goal #2:

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3. Goal #3:

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Comments:

**GOALS FOR 2022-2023**

What goals would you like to establish for the City Manager in the coming year's review period?

Goal 1:

Goal 2:

Goal 3:

City Council Member Name Completing This Form: \_\_\_\_\_

Date Completed: \_\_\_\_\_