

# Performance Evaluation

**City Manager**

**Date:** 1/03

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1)    The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement (2)    The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.  
Needed
- Meets Job (3)        The employee's work performance consistently meets the standards of the position.  
Standard
- Exceeds Job (4)     The employee's work performance is frequently or consistently above the level of satisfactory employee performance.  
Standard
- Outstanding (5)     The employee's work performance is consistently excellent when compared to the standards of the job.
- Not Observed (NO)    The employee's work performance was not observed during this evaluation period.

**I. Performance Evaluation and Achievements**

| <u>1. City Commission Relationships</u>                                                                                                                                               | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| A. Effectively implements policies and programs approved by the City Commission.                                                                                                      | —        | —        | —        | X        | —        | —         |
| B. Reporting to the City Commission is timely, clear concise and thorough.                                                                                                            | —        | —        | —        | X        | —        | —         |
| C. Accepts direction/instructions in a positive manner.                                                                                                                               | —        | —        | —        | X        | —        | —         |
| D. Effectively aids the City Commission in establishing long range goals.                                                                                                             | —        | —        | X        | —        | —        | —         |
| E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | —        | —        | —        | X        | —        | —         |

Comments: SPEAKING FOR MYSELF ONLY; THIS CITY MANAGER HAS DEMONSTRATED AN EFFORT TO COMPLY W/MDII HOWEVER, I EXPECT THAT HIS PRIOR EXPERIENCE WITH A DIFFERENT "STYLE" OF CITY GOVERNMENT MAY BE AN ISSUE TO BE WORKED ON IN DEALING WITH THIS CITY GOVERNMENT.

2. Public Relations

1   2   3   4   5   NO

- A. Projects a positive public image.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- B. Is courteous to the public at all times.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- C. Maintains effective relations with media representatives.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_

Comments: AGAIN, THE EFFORT IS VERY OBVIOUSLY THERE.  
ALTHOUGH, THERE HAVE BEEN A COUPLE OF OCCASIONS  
WHERE THIS COMMISSIONER EXPECTS DISAPPOINTMENT + IT WAS  
NOT THERE NOR WAS THERE REPRESENTATION SENT.

3. Employee Relations

1   2   3   4   5   NO

- A. Works well with other employees.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- B. Seeks to develop skills and abilities of employees.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- C. Motivates employees toward the accomplishment of goals and objectives.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- D. Delegates appropriate responsibilities.      \_\_\_   \_\_\_   \_\_\_   \_\_\_   \_\_\_   X
- E. Effectively evaluates performance of employees.      \_\_\_   \_\_\_   \_\_\_   \_\_\_   \_\_\_   X
- F. Uses effective supervisory skills.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_
- G. Recruits and hires qualified and effective staff.      \_\_\_   \_\_\_   X   \_\_\_   \_\_\_   \_\_\_

Comments: EVERY ITEM IN THIS SECTION WOULD BE ABOVE EXPECTATIONS  
AS I COULD HONESTLY SAY IT WAS CONSISTANT.

4. Fiscal Management

1   2   3   4   5   NO

- A. Prepares realistic annual budget.      —   —   —   X   —   —
- B. Seeks efficiency, economy and effectiveness in all programs.      —   —   —   X   —   —
- C. Controls expenditures in accordance with approved budget.      —   —   —   X   —   —
- D. Keeps City council informed about revenues and expenditures, actual and projected.      —   —   X   —   —   —
- E. Ensures that the budget addresses the City Council's goals and objectives.      —   —   —   X   —   —

Comments: "A" THANKS IN LARGE PART TO MARK FINIGAN IN A ASSISTANT CM POSITION.  
"D" THINGS HAVE BEEN SOME INSTANCES THAT I AM NOT CLEAR ON. EVEN WITH THIS NEGATIVE COMMENT, I HAVE TEMPERED IT WITH THE KNOWLEDGE THAT THE OVERALL ATTEMPT WAS MADE.

5. Communication

1   2   3   4   5   NO

- A. Oral communication is clear, concise and articulate.      —   —   —   X   —   —
- B. Written communications are clear, concise and Accurate.      —   —   —   X   —   —

Comments: VERBAL COMMUNICATION (AS IS TRUE IN MOST OF US) IS LESS CLEAR THAN WRITTEN.

6. Quantity/Quality

1   2   3   4   5   NO

- A. Amount of work performed.      —   —   X   —   —   —
- B. Completion of work on time (meets deadlines).      —   —   —   X   —   —
- C. Accuracy.      —   —   X   —   —   —
- D. Thoroughness.      —   —   X   —   —   —

Comments: THE REASON FOR A LOW GRADE ON THOROUGHNESS HERE IS BECAUSE WE ARE MOVING FAST FIRST ON PROJECTS THAT STAFF IS DIRECTING CM'S VISION (OR SIGHT) ON. I AM AWARE OF INITIATIVES BEGAN WITH NO BENEFICIAL PURPOSE TO THE CITIZENS EXCEPT TO VILIFY THEM. THE CM FINDS OUT AND DOES CORRECT. BUT IT WOULD HAVE BEEN BETTER TO HAVE BEEN IN FRONT OF THESE KINDS OF PROBLEMS!

| 7. <u>Personal Traits</u>     | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|-------------------------------|----------|----------|----------|----------|----------|-----------|
| A. Initiative.                | ---      | ---      | ---      | ---      | X        | ---       |
| B. Judgement.                 | ---      | ---      | X        | ---      | ---      | ---       |
| C. Fairness and Impartiality. | ---      | ---      | ---      | X        | ---      | ---       |
| D. Creativity.                | ---      | ---      | ---      | X        | ---      | ---       |

Comments: MIGHT SEEM CONTRADICTORY TO OTHER PARTS OF THIS EVAL. I BELIEVE STRONGLY IN CM'S INTENT. ~~SEEMS TO~~ ~~BE~~ ~~CONFUSED~~ ~~BY~~ ~~THE~~ ~~FACT~~ ~~THAT~~ ~~HE~~ ~~HAS~~ ~~SHOWN~~ ~~DESIRE~~ ~~FOR~~ ~~INNOVATION.~~ ~~HAS~~ ~~DEMONSTRATED~~ ~~CREATIVITY.~~ ~~SOMETIMES~~ ~~HIS~~ ~~JUDGMENT~~ ~~SEEMS~~ ~~TO~~ ~~BE~~ ~~TOO~~ ~~EASILY~~ ~~SWAYED~~

| 8. <u>Intergovernmental Affairs</u>                                                                                        | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|----------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| A. Maintains effective communication with local, regional, state and federal government agencies.                          | ---      | ---      | ---      | X        | ---      | ---       |
| B. Financial resources (grants) from other agencies are pursued.                                                           | ---      | ---      | ---      | X        | ---      | ---       |
| C. Contributes to good government through regular participation in local, regional and state committees and organizations. | ---      | ---      | X        | ---      | ---      | ---       |
| D. Lobbies effectively with legislators and state agencies regarding City programs and projects.                           | ---      | ---      | ---      | X        | ---      | ---       |

Comments: I HAVE CONFIDENCE IN MR. VITAS' ABILITY TO DEVELOP IN THIS AREA

Achievements relative to objectives for this evaluation period: THE EXECUTIVE BRANCH OF OUR CITY GOVERNMENT IS OUR ADMINISTRATION. OUR CM IS OUR ADMINISTRATOR. I WOULD LIKE TO SEE MORE DIRECT / HANDS-ON APPROACH. RATHER THAN DEPEND SOLELY ON INPUT FROM STAFF WHICH CAN BE AND OFTEN IS TAINTED WITH VARIOUS "ISSUES" WHICH ARE PRESENT LONG BEFORE MR. VITAS BECAME CM.

