

**CITY OF KEY WEST  
CITY MANAGER PERFORMANCE EVALUATION**

This form is intended to provide a checklist of key criteria to be used by the City Commission in assessing the performance of the City Manager and by the City Manager as an expression of performance expectations.

**RATING**

1 = Needs Strengthening/Improvement

2 = Meets Expectation

3 = Exceeds Expectation

Each criterion should be rated and any specific comments or observations should be noted in the spaces provided for comments.

**A. ADMINISTRATION:**

**3 2 1 Managing Human Resources**

- Developing and Evaluating Subordinates
- Affirmative Action Compliance
- Developing Coordination Among Subordinates
- Developing Equitable Personnel System

Comments:

**3 2 1 Managing Financial Resources**

- Budget Planning and Preparation
- Budget Execution and Fiscal Soundness
- Concern with Productivity
- Cost Effective Manpower Utilization

Comments:

**3 2 1 Managing Work Systems and Operations**

- Ability to Conceptualize Needs of Organization
- Ability to Organize Programs to Increase Efficiency and Effectiveness
- Long-term Organizational Planning
- Delivery of Services to the Citizens

Comments:

*Jim needs to return to mails and phone  
- calls a little quicker to our citizens & taxpayers*

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**3 2 1 Managing Information**

- Concise and Understandable Written Reports
- Effective Public Contact
- Agenda Preparation
- Verbal Presentations

Comments:

**B. COMMUNITY RELATIONS**

**3 2 1**

- Accessible
- Participates in Community Activities
- Effective Listener
- Promotes Credibility

Comments:

**C. COUNCIL RELATIONS**

**3 2 1**

- Accessible
- Communication
- Equity
- Effective Listener

Comments:

*Same comments as # 3 on first page*

**D. PROFESSIONALISM**

**3 2 1 Professional Conduct**

- Execution of Council Goals and Objectives
- Liaison with Other Agencies
- News Media Relations
- Adherence to High Ethical Standards
- Commitment to Goals of Profession

Comments:

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**E. PERSONAL TRAITS AND INTERPERSONAL SKILLS**

**3 2 1 Leadership**

- Setting a Proper Example
- Inspiring Cooperation
- Delegating Responsibility

Comments:

*to much is delegated to asst. managers instead  
of handling it himself.*

**3 2 1 Judgment**

- Weighing Facts and Drawing Conclusions
- Using Foresight in Planning
- Making Reliable Decisions as Required
- Common Sense
- Tact and Diplomacy

Comments:

**3 2 1 Self-Confidence**

- Expression of Opinion
- Competitive Spirit
- Poise Under Pressure

Comments:

**3 2 1 Open-Mindedness**

- Flexibility
- Fairness and Impartiality
- Receptiveness to Suggestions

Comments:

*need to complete small project that I ~~had~~ asked  
for since 11-09.*

*Billy Wardlow  
02-25-11*