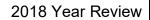




### SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Provid	ling Information	improvement	Expectations	Expectations
The City	Manager provides information which is:	T	1	
	Detailed and reliable			X
	Explained in a thorough manner and includes		X	
	alternatives or recommendations			
	Timely		X	
	Helpful in preventing trivial administrative matters from			X
	being reviewed by the Council			
	Helpful and adequate to assist City Council in making			X
	sound decisions			
TI C'				
The City	Manager:			
	Provides members of City Council with the opportunity to set long-term organizational goals and to establish the		X	
	future direction of City policy			
	Keeps City Council informed, in a timely manner, of the			v
	things Council wants to know			X
	Keeps City Council well informed with concise written			X
	and oral communications			71
	Provides City Council members with information on an	X		
	equal basis			
	Informs the City Council of administrative developments		X	
	Follows up in a timely manner on City Council requests		X	
	for information or action			
B. Provid	ing Advice			
The City	Manager:			
	Has adequate knowledge of municipal affairs, including		X	
	the City's laws and ordinances			
	Considers alternatives before making recommendations		X	
	Plans ahead, anticipates needs and recognizes potential		X	
	problems			
	Has a good sense of timing in bringing issues to the		X	
	Council for action			
Comments			Г	
	members should be informed equally, not just the Mayor or mos are GREATLY appreciated.	mayor Pro	ı em.	
weekiy iile	mos are ONEATET appreciated.			





### SECTION II: INTERNAL ADMINISTRATION

		Needs	Meets	Exceeds
A Imamilan	nontation of Council Delicies	Improvement	Expectations	Expectations
A. Implei	nentation of Council Policies			
The City	y Manager is effective in the following areas:			
	Carrying out Council directives		X	
	Assigning work so that it is performed efficiently and effectively		X	
	Paying sufficient attention to detail to avoid error or things "slipping through the cracks"		X	
	Analyzing problems or issues and identify causes, reasons, and implications		X	
	Accurately interpreting the direction given by Council			
	Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority		X	
	Supporting the actions of the City Council after a decision is made		X	
	Assuming responsibility for staff performance		X	
	Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	X		
	Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations		X	

B. Financial Management			
Are you satisfied with the City Manager's:			
Approach to budget preparation and review			X
Use of standard financial management procedures to meet Council's policy guidelines		X	
Implementation of Council's policy regarding the expenditure of budgeted funds		X	
Cost control through economical use of labor, materials and equipment		X	
Information on the financial status of City government		X	
Use of available funds and his ability to operate the City efficiently and effectively	X		
Knowledge of financial matters		X	
Information pertaining to long or short-term financing for capital projects or equipment purchases		X	
Information on opportunities for federal and state grant funding		X	



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		Needs Improvement	Meets Expectations	Exceeds Expectation
C. Person	nnel Management			
The Ci	ty Manager is:			
	Successful in guiding people as a team toward common objectives			X
	Effective in selecting qualified and highly competent staff members		X	
	Effective in maintaining professional relationships with Department Directors		X	
	Effective in assuring that staff members make a positive impression on citizens		X	
The Ci	ty Manager:			
	Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner		X	
	Develops and motivates employees so that they are increasingly effective		X	
	Addresses disciplinary problems and takes action when warranted		X	
	Monitors performance of employees and initiates corrective action as needed		X	

System needed for keeping ongoing updates on projects.

Tighten spending where possible.



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#### **SECTION III: EXTERNAL RELATIONS**

	Needs	Meets	Exceeds
	Improvement	Expectations	Expectation
A. Citizen Relations			
The City Manager:			
Makes a positive impression on citizens and is he		X	
respected in the City of Lake Dallas			
Has appropriate visibility or identity in the community			X
Assists the Council in resolving problems at the		X	
administrative level to avoid unnecessary Council action	n		
Is willing to meet with members of the community and discuss issues of concern		X	
Is skillful with the news media, avoiding political positions and partisanship		X	
Provides information to the public in a timely fashion of matters which will cause public reaction	n	?	
Represents Council positions and policies accurately an effectively	d	X	
Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important		X	
Responds completely and in a timely manner to citizen complaints		X	

B. Intergovernmental Relations			
The City Manager is:			
Effective representing the City's interests in dealing with other agencies	X		
Participative in enough intergovernmental activity to have an impact on behalf of the City	X		
Cooperative with the county, state and federal governments	X		

#### **Comments:**

He attends all city functions and is visible.

When a communication issue with city hall was presented to him, he immediately called the citizen to correct the problem. (Christmas Fair banner issue.)

Excellent with intergovernmental relations.



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### SECTION IV: PERSONAL ACCOMPLISHMENTS

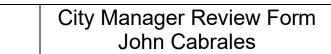
	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Communications	•		•
With regard to communications, the City Manager is:			
Easy to talk to and a good listener			X
Thoughtful, clear and to the point			X
Sensitive to the concerns of others			X
Candid and forthright in discussing City business matters with members of City Council			X

Management Style		
The City Manager		
Demonstrates interest and enthusiasm in performing his duties	X	
Commands respect and good performance from staff	X	
Shows initiative and creativity in dealing with issues, problems and unusual situations	X	
Is open to new ideas and suggestions for change	X	
Works well under pressure	X	
Consistently puts aside personal views and implements Council policy and direction	X	
Displays the ability to resolve the numerous conflicts inherent in municipal government	X	
Responds well to a changing world and local conditions; is adaptive	X	
Is accessible to City Council members		X
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics	X	
Exhibits a commitment to continuing education in order to encourage his professional development	X	
Is receptive to constructive criticism and advice	X	



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The Ci	ty Manager:			
	Demonstrates interest and enthusiasm about the Council's Vision for the City		X	
	Gives his staff the tools necessary to provide efficient, responsive City services		X	
	Coordinates the implementation of City goals and objectives		X	
	Supports policies that will promote annexation and growth in the City of Lake Dallas		?	
	Creates a positive atmosphere for successful economic development in the City	*X	*x	
	Supports responsible infrastructure expansion and maintenance		X	
	Emphasizes the need for employee training and technological improvements		X	
Comment			l	L





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### **SECTION V: NARRATIVE RESPONSES**

ACHIEVEMENTS FROM THIS PAST YEAR:	
• What were the Manager's most notable accomplishmed Worked with country to successfully fund the Shady Shores re Balanced the budget.	
Which of the Manager's qualities were most instrume this past year?  Trustworthy, strong understanding of governmental police accessibility to the council.	
PERFORMANCE OBJECTIVES FOR COMING YEAR:	:
What does the Manager do that you would like him to	continue?
Looking out for the best interest of Lake Dallas citizens.	
• Is there anything that the Manager does that you would Tighten up spending where possible.	ld like him to do differently?
• In what areas should the Manager focus his attention a Economic growth to increase tax revenue.	in this coming year?
Do you have any other general comments to share with He has gained my trust in as an ethical city manager.	th the City Manager?
Andi Nolan	
Rater's Signature	Date