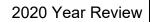
2020 Year Review



City Manager Review Form John Cabrales

SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Needs	Meets	Exceeds
A. Providing Information	Improvement	Expectations	Expectations
11 To vium g imormation			
The City Manager provides information which is:			
Detailed and reliable			X
Explained in a thorough manner and includes			X
alternatives or recommendations			Λ
Timely		X	
Helpful in preventing trivial administrative matters		21	X
from being reviewed by the Council			Λ
Helpful and adequate to assist City Council in making			X
sound decisions			71
The City Manager:	1	T	
Provides members of City Council with the	X		
opportunity to set long-term organizational goals and			
to establish the future direction of City policy		77	
Keeps City Council informed, in a timely manner, of		X	
the things Council wants to know Keeps City Council well informed with concise			V
written and oral communications			X
Provides City Council members with information on			X
an equal basis			Λ
Informs the City Council of administrative		X	
developments		71	
Follows up in a timely manner on City Council		X	
requests for information or action			
B. Providing Advice			
The City Manager:	_	1	1
Has adequate knowledge of municipal affairs,			X
including the City's laws and ordinances			
Considers alternatives before making		X	
recommendations			37
Plans ahead, anticipates needs and recognizes potential problems			X
Has a good sense of timing in bringing issues to the		V	
Council for action		X	
Comments:	<u> </u>	1	<u>l</u>
Great with communication with council.			
Very knowledgeable on city matters.			





SECTION II: INTERNAL ADMINISTRATION

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Council Policies	improvement	Expectations	Expectations
1			
The City 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	X		
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



2020 Year Review

Information on opportunities for federal and state grant	X	
funding		

	Needs Improvement	Meets Expectations	Exceeds Expectations
C. Personnel Management			
The City 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 City Manager:			
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	?	?	?
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		

Comments:

⁺Employees seem to like John



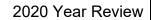
2020 Year Review

SECTION III: EXTERNAL RELATIONS

		Needs	Meets	Exceeds
		Improvement	Expectations	Expectations
A. Citize	n Relations			
The City	y Manager:			
	Makes a positive impression on citizens and is he	?	7	?
	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			Λ
	action			
	Is willing to meet with members of the community and	?	7	7
	discuss issues of concern	•	•	•
	Is skillful with the news media, avoiding political		N/A	
	positions and partisanship		1 1/11	
	Provides information to the public in a timely fashion		X	
	on matters which will cause public reaction		7 .	
	Represents Council positions and policies accurately		X	
	and effectively		71	
	Thinks and acts in a manner reflecting an attitude that	?	?	?
	client (Council, staff or citizens) perceptions and		•	•
	satisfactions are important			
	Responds completely and in a timely manner to citizen		X	
	complaints		1	

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:	•

Comments:





SECTION IV: PERSONAL ACCOMPLISHMENTS

	Needs	Meets	Exceeds
	Improvement	Expectations	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?	X	
Candid and forthright in discussing City business matters with members of City Council			X

B. 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		



2020 Year Review

	Needs Improvement	Meets Expectations	Exceeds Expectations
C. Job Effectiveness			
The City 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		?	
Supports policies that will promote annexation and growth in the City of Lake Dallas		X	
Creates a positive atmosphere for successful economic development in the City	X		
Supports responsible infrastructure expansion and maintenance			X
Emphasizes the need for employee training and technological improvements			X
Comments:			



2020 Year Review

		Needs	Meets	Exceeds Expectations
		Improvement	Expectations	Expectations
D. Goals				
The City	y Manager:			
1110 211	Adoption of an Ethics Code			
	Adoption of City Council Rules of Procedure			
	Update the Employee Handbook			
	Begin the City Charter Review process			
	Implement the 360 Employee Performance Review Process			
	Adoption of an Investment Policy			
	Adoption of a Fund Balance Policy			
	Implement some Economic Development processes with the assistance of the CDC Board.			
	Formulate a plan for Fire and Emergency Medical Services for Lake Dallas.			
	Review Sign Ordinance			
	Salary Survey			
	Comp Plan Update			
Comments	:			



2020 Year Review

SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:
What were the Manager's most notable accomplishments during the past year?
 Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?
PERFORMANCE OBJECTIVES FOR COMING YEAR:
What does the Manager do that you would like him to continue?
• Is there anything that the Manager does that you would like him to do differently?
In what areas should the Manager focus his attention in this coming year?
Do you have any other general comments to share with the City Manager?
Rater's Signature Date