

	<b>City Manager Review Form</b> <b>John Cabrales</b>	2018 Year Review
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**SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE**

		Needs Improvement	Meets Expectations	Exceeds Expectations
<b>A. Providing Information</b>				
The City Manager provides information which is:				
	Detailed and reliable		X	
	Explained in a thorough manner and includes alternatives or recommendations		X	
	Timely		X	
	Helpful in preventing trivial administrative matters from being reviewed by the Council		X	
	Helpful and adequate to assist City Council in making sound decisions		X	
The City Manager:				
	Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy			X
	Keeps City Council informed, in a timely manner, of the things Council wants to know		X	
	Keeps City Council well informed with concise written and oral communications		X	
	Provides City Council members with information on an equal basis		X	
	Informs the City Council of administrative developments		X	
	Follows up in a timely manner on City Council requests for information or action		X	
<b>B. Providing Advice</b>				
The City Manager:				
	Has adequate knowledge of municipal affairs, including the City's laws and ordinances			X
	Considers alternatives before making recommendations		X	
	Plans ahead, anticipates needs and recognizes potential problems		X	
	Has a good sense of timing in bringing issues to the Council for action		X	
<b>Comments:</b>				



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**SECTION II: INTERNAL ADMINISTRATION**

		Needs Improvement	Meets Expectations	Exceeds Expectations
<b>A. Implementation of Council Policies</b>				
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>B. Financial Management</b>				
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 Expectations
<b>C. Personnel Management</b>				
The City Manager is:				
	Successful in guiding people as a team toward common objectives			
	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		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	
<b>Comments:</b>				

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**SECTION III: EXTERNAL RELATIONS**

		Needs Improvement	Meets Expectations	Exceeds Expectations
<b>A. Citizen Relations</b>				
The City Manager:				
	Makes a positive impression on citizens and is he respected in the City of Lake Dallas		X	
	Has appropriate visibility or identity in the community		X	
	Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action		X	
	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 on matters which will cause public reaction		X	
	Represents Council positions and policies accurately and effectively		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>B. Intergovernmental Relations</b>				
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
<b>Comments:</b>				



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**SECTION IV: PERSONAL ACCOMPLISHMENTS**

		Needs Improvement	Meets Expectations	Exceeds Expectations
<b>A. Communications</b>				
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	

<b>B. Management Style</b>				
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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		Needs Improvement	Meets Expectations	Exceeds Expectations
<b>C. Job Effectiveness</b>				
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		X	
	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
<b>Comments:</b>				



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**SECTION V: NARRATIVE RESPONSES**

**ACHIEVEMENTS FROM THIS PAST YEAR:**

- What were the Manager’s most notable accomplishments during the past year?
  - ✓ Guiding the passing of the city’s comprehensive plan.
  - ✓ Staying on budget for 17-18 FY & preparation of 18-19 budget.
  - ✓ Preparing several 5 yr CIP for city assets.

- Which of the Manager’s qualities were most instrumental in fulfilling the role of City Manager this past year?
  - ✓ John’s experience and knowledge of the city has helped steer the city to start looking towards our future. I feel we have turned the corner from past administration’s mistakes and can finally look forward.

**PERFORMANCE OBJECTIVES FOR COMING YEAR:**

- What does the Manager do that you would like him to continue?
  - ✓ Continue taking steps towards hitting milestones that guide us towards the city’s vision.

- 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?
  - ✓ Continue to give attention to our small developers. It’s our small developers that will help shape our city in the years to come.

- Do you have any other general comments to share with the City Manager?
  - ✓ Thank you for everything you have done so far. You have helped prepare the city for the upcoming years. Citizens and other cities are starting to notice Lake Dallas in a positive way and give the city some respect. I believe you deserve the majority of the credit for that.

\_\_\_\_\_  
Rater’s Signature

\_\_\_\_\_  
Date