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	City Manager Review Form John Cabrales	2018 Year Review

SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information			
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		/	
B. Providing Advice			
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
Comments:			

refer to A2

SECTION II: INTERNAL ADMINISTRATION

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Council Policies			
The City Manager is effective in the following areas:			
Carrying out Council directives	X		
Assigning work so that it is performed efficiently and			

A2

Follow up of matters from Council meetings

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	/	/	
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	
Implementation of Council's policy regarding the expenditure of budgeted funds	
Cost control through economical use of labor, materials and equipment	
Information on the financial status of City government	
Use of available funds and his ability to operate the City efficiently and effectively	
Knowledge of financial matters	
Information pertaining to long or short-term financing for capital projects or equipment purchases	
Information on opportunities for federal and state grant funding	

X meets e

	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		X	
Develops and motivates employees so that they are increasingly effective		X	
Addresses disciplinary problems and takes action when warranted		? N/A	
Monitors performance of employees and initiates corrective action as needed		? N/A	
Comments:			

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

x meets expt

	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		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	
Comments:			

SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:
<ul style="list-style-type: none"> What were the Manager's most notable accomplishments during the past year? <p>handling of Boat Fire, Budget prep,</p> <p>getting the cities to work together</p>

SECTION III: EXTERNAL RELATIONS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations			
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. 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:	

meets effort

SECTION IV: PERSONAL ACCOMPLISHMENTS

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

• Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?

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😊

attendance on events, answering my questions # have many!

PERFORMANCE OBJECTIVES FOR COMING YEAR:

• What does the Manager do that you would like him to continue?

informative ✓
Friday memo ✓
open door policy ✓

• Is there anything that the Manager does that you would like him to do differently?

~~nothing~~

• In what areas should the Manager focus his attention in this coming year?

from last exec meeting ... HR issues?!!
Speedy-ness of changes... we discuss... then what?

• Do you have any other general comments to share with the City Manager?

Some how wish we could have group council discussions "privately" not always in chambers not always, just occasionally

Cheryl McClain
Rater's Signature

12-2-18
Date

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→ wish council was included in more "inside stuff" sometimes feel as if we are just the council and excluded

Charlie,
feel free to call for more explanation