

	<p align="center"><b>City Manager Review Form</b> <b>John Cabrales</b></p>	<p align="right">2018 Year Review</p>
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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		XXX	XX
	Explained in a thorough manner and includes alternatives or recommendations		XXXX	X
	Timely	X	XXX	X
	Helpful in preventing trivial administrative matters from being reviewed by the Council	X	XXX	X
	Helpful and adequate to assist City Council in making sound decisions		XXX	XX
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		XX	XXX
	Keeps City Council informed, in a timely manner, of the things Council wants to know		XXX	XX
	Keeps City Council well informed with concise written and oral communications		XXX	XX
	Provides City Council members with information on an equal basis	XX	XX	X
	Informs the City Council of administrative developments	X	XXX	X
	Follows up in a timely manner on City Council requests for information or action	X	XXX	X
<b>B. Providing Advice</b>				
The City Manager:				
	Has adequate knowledge of municipal affairs, including the City's laws and ordinances		XX	XXX
	Considers alternatives before making recommendations		XXXX	X
	Plans ahead, anticipates needs and recognizes potential problems		XXXX	X
	Has a good sense of timing in bringing issues to the Council for action	X	XXX	X
<b>Comments:</b>				
<ul style="list-style-type: none"> <li>• Mr. Cabrales's communication is on point anytime I have had a question or an issue Mr. Cabrales has been available to speak to me and come to a solution/resolution.</li> <li>• All council members should be informed equally, not just the Mayor or Mayor Pro Tem.</li> <li>• Weekly memos are GREATLY appreciated.</li> </ul>				

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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	XXXX	
	Assigning work so that it is performed efficiently and effectively		XXXXX	
	Paying sufficient attention to detail to avoid error or things “slipping through the cracks”		XXXX	X
	Analyzing problems or issues and identify causes, reasons, and implications	X	XXXX	
	Accurately interpreting the direction given by Council	X	XXXX	
	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	XXXX	
	Supporting the actions of the City Council after a decision is made		XXXX	X
	Assuming responsibility for staff performance	/	XXX/X	
	Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	XXX	X	X
	Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations		XXXXX	

<b>B. Financial Management</b>				
Are you satisfied with the City Manager’s:				
	Approach to budget preparation and review		XXX	XX
	Use of standard financial management procedures to meet Council’s policy guidelines		XXXXX	
	Implementation of Council’s policy regarding the expenditure of budgeted funds		XXXXX	
	Cost control through economical use of labor, materials and equipment	X	XXXX	
	Information on the financial status of City government		XXXXX	
	Use of available funds and his ability to operate the City efficiently and effectively	XX	XXX	
	Knowledge of financial matters		XXXX	X
	Information pertaining to long or short-term financing for capital projects or equipment purchases		XXX	XX
	Information on opportunities for federal and state grant funding		XXXX	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	X	XXX	X
	Effective in selecting qualified and highly competent staff members		XXXXX	
	Effective in maintaining professional relationships with Department Directors	XXX	XX	
	Effective in assuring that staff members make a positive impression on citizens		XXXXX	
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	XXXX	
	Develops and motivates employees so that they are increasingly effective	XX	XXX	
	Addresses disciplinary problems and takes action when warranted	X	XXX	
	Monitors performance of employees and initiates corrective action as needed	X	XXX	
<b>Comments:</b>				
<ul style="list-style-type: none"> <li>• Some of the things that have occurred between Mr. Cabrales and some of the city staff are inappropriate for effective leadership. While being financially prudent is important it is important to support staff decisions as well as support staff desire to cut items from the budget in order to afford other items that are more important. While I understand the desire to save money on the bottom line I also understand cutting budgetary items that are no longer important and shifting that money in the same department to things that are important. Our staff works very hard in order to maintain the level of excellence that we expect as council. They need to be consistently treated as such.</li> <li>• Follow up of matters from council meetings.</li> <li>• System needed for keeping ongoing updates on projects.</li> <li>• Tighten spending where possible.</li> </ul>				

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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		XXXXX	
	Has appropriate visibility or identity in the community		XXXX	X
	Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action		XXXXX	
	Is willing to meet with members of the community and discuss issues of concern	X	XXXX	
	Is skillful with the news media, avoiding political positions and partisanship		XXXX	
	Provides information to the public in a timely fashion on matters which will cause public reaction		XXXX?	
	Represents Council positions and policies accurately and effectively		XXXXX	
	Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important	X	XXXX	
	Responds completely and in a timely manner to citizen complaints	X	XXXX	

<b>B. Intergovernmental Relations</b>				
The City Manager is:				
	Effective representing the City's interests in dealing with other agencies		XX	XX
	Participative in enough intergovernmental activity to have an impact on behalf of the City		XX	XX
	Cooperative with the county, state and federal governments		X	XXX
<b>Comments:</b>				
<ul style="list-style-type: none"> <li>• John is well known throughout the state and has worked to promote the city of lake dallas in order to improve our standing.</li> <li>• He attends all city functions and is visible.</li> <li>• When a communication issue with city hall was presented to him, he immediately called the citizen to correct the problem. (Christmas Fair banner issue.)</li> <li>• Excellent with intergovernmental relations.</li> </ul>				

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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	XX	XX
	Thoughtful, clear and to the point	X	XX	XX
	Sensitive to the concerns of others	X	XX	XX
	Candid and forthright in discussing City business matters with members of City Council	X	XX	XX

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



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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		XXXXXX	
	Gives his staff the tools necessary to provide efficient, responsive City services		XXXXXX	
	Coordinates the implementation of City goals and objectives		XXXXXX	
	Supports policies that will promote annexation and growth in the City of Lake Dallas	X	XXXX	
	Creates a positive atmosphere for successful economic development in the City	XX*	XXXX*	
	Supports responsible infrastructure expansion and maintenance	X	XXXX	
	Emphasizes the need for employee training and technological improvements		XXX	XX
<b>Comments:</b>				
<ul style="list-style-type: none"> <li>● Mr. Cabrales ensures that staff has the proper tools to do their job and for the most part in an effective leader. I can see where Mr. Cabrales needs to be more inclusive With all departments and I can also see where the city's efficiency and standing have improved.</li> <li>● *Not sure, only heard comments from one developer.</li> </ul>				



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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.
- ✓ Mr. Cabrales has had a varied list of accomplishments this year. Most notable for me would be the fiscal responsibility that he has shown along with the completion of the strategic plan
- ✓ John has hired a staff that creates the atmosphere of professionalism and has eliminated most perceptions of corruption and wrong doing
- ✓ Handling of boat fire, budget prep.
- ✓ Getting all the cities to work together
- ✓ Worked with country to successfully fund the Shady Shores road project.
- ✓ Balanced the budget.

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.
- ✓ His positive attitude. I would like to see us become more proactive instead of reactive.
- ✓ John's ability to network and work with other agencies and entities has allowed the city to discover and benefit from previously undiscovered funds and benefits. For example, county assist for road repair. John has an astute financial background that has produced sound budgeting and accountability.
- ✓ Attendance of events, answering my questions (I have many).
- ✓ Trustworthy, strong understanding of governmental polies, ethical. Great communication with and accessibility to the council.

**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.
- ✓ Communication and strategic ways to accomplish goals while saving the city money.
- ✓ John discovers and implements more effective and professional ways to manage activities of the city. For example, an event planner will enable the city to capitalize on Forth of July event and possibly, eventually turn this and other events into profit centers rather than expenses.
- ✓ Informative
- ✓ Open Door Policy
- ✓ Friday Memo
- ✓ Looking out for the best interest of Lake Dallas citizens.



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

- ✓ Treat all staff members with respect and dignity. Work with developers in a productive manner.
- ✓ Treat everyone fairly and equally, even if he does not agree with them. Listen to citizens who may have opinions that are in opposition to his own and regard those citizens and their opinions as meaningful and important. For example, the people who have been negatively impacted by development seem to be disregarded and sometimes ignored.
- ✓ Tighten up spending where possible.

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.
- ✓ In this year we have outlined many projects and areas of concern, However I would like his to work towards cleaning up the city's zoning so that we can create better business opportunities.
- ✓ Making do with less and being a good steward of the cities resources; both financial and land use.
- ✓ HR issues
- ✓ Speedy-ness of changes
- ✓ Economic growth to increase tax revenue.

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.
- ✓ Keep up the stellar work and continue to strive to make the city a better place.
- ✓ Treat everyone equally.
- ✓ Be fair and objective in all matters.
- ✓ Bigger city government is not better government.
- ✓ Remember work is not personal.
- ✓ Listen.
- ✓ Be responsive, even if it is to provide a negative answer.
- ✓ Make decisions as it would impact your home.
- ✓ Some how wish we could have group council discussions "privately" not always in chambers. Not always, just occasionally.
- ✓ Wish council was included in more "inside stuff". Sometimes feel as if we are just the council and excluded.
- ✓ He has gained my trust in as an ethical city manager.

\_\_\_\_\_  
Rater's Signature

\_\_\_\_\_  
Date