



**City Manager Review Form
John Cabrales**

2020 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			
	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. 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:				

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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 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	

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	Information on opportunities for federal and state grant funding			
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	Needs Improvement	Meets Expectations	Exceeds Expectations
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C. Personnel Management

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			
	Addresses disciplinary problems and takes action when warranted	X		
	Monitors performance of employees and initiates corrective action as needed		XXX	

Comments:

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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		XX	
Comments:				

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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	

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	



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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:				



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



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?
Keeping the council informed
- 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? staff
- Do you have any other general comments to share with the City Manager?

Brian Bailey

Rater’s Signature

Date