

## AGENDA ITEM SUMMARY

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**Subject: Evaluation Forms – City Admin & City Clerk; City Attorney**

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**Background Summary:**

It is that time of year when we typically conduct annual reviews of the City Administrator, City Clerk as well as the contracted work of the City Attorney.

Attached are the blank forms for the City Administrator and City Clerk that have been used for each of the last couple years at least via Survey Monkey. Mayor Andrews would like to get council feedback on coordinating the reviews, the forms used, process and etc.

Reviews are typically done at the end of one of our July meetings.



City of Charles City - City Administrator Performance Review  
**Period: July 1, 2020 to June 2021**

Performance Review for Steven Diers

Below are a number of key areas of performance related to the City Administrator. Please rate performance by selecting level to which you feel is commensurate with performance. Please add comments if you can.

1. Planning - Ability to anticipate and analyze problems; map effective solutions

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

2. Organization - Ability to arrange work and efficiently apply resources

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

3. Creativity - Ability to reach for effective, And when necessary, inventive solutions.

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

4. Timing, i.e. opportunist -Makes decisions when sufficient information is available, implements action when conditions are ripe for success.

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

5. Analytical - in making decisions considers the best available facts, projections and scientific evidence. To the extent that resources permit, insures that these tools are available.

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

6. Forges Compromises - has the ability to resolve the numerous conflicts inherent in municipal government - is a good negotiator.

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

7. Adaptable - responds positively to a changing world and changing local conditions; does not cling to the status quo for its own sake

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



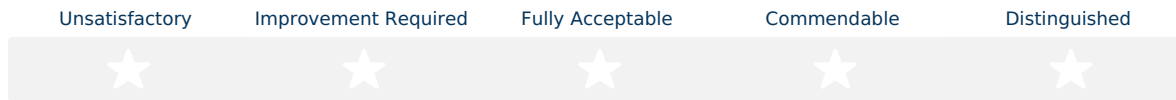
Comments

8. Financial Management - accurately and concisely reports (and projects) the financial condition; managment practices and policies are designed to maintain or achieve a sound long range financial condition - uses debt cautiously, plans, for long term replacement and maintenance of equipment and infrastructure.

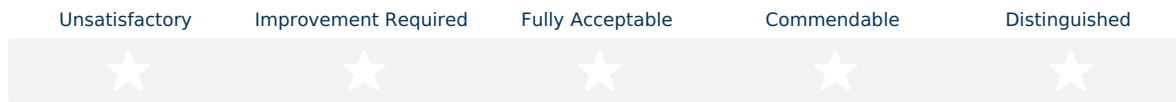
Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



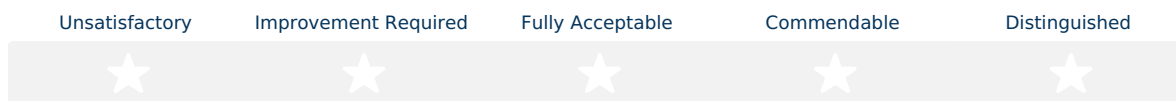
9. Operational Efficiency - obtains the best possible end result for the money spent



10. Risk Management - implements effective programs to limit liability and loss

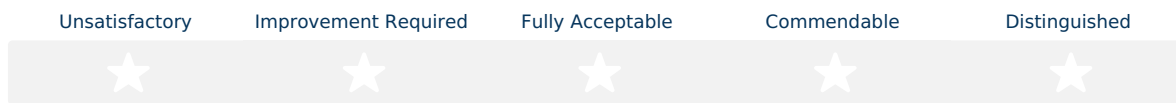


11. Communications with Governing Body - Accurately interprets the direction given by the governing body; keeps them well informed with concise oral and written communications



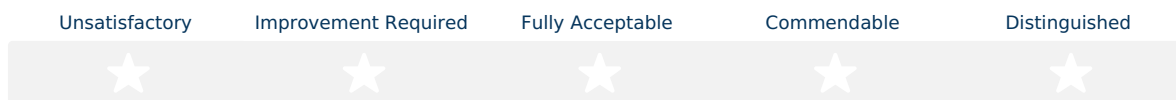
Comments

12. Accepts Direction - aggressively responds to the direction of the majority of the governing body - not sidetracked by the minority but recognizes their concerns.



Comments

13. Communications with the Public - Is open and available to the public; takes their concerns and problems seriously; establishes and maintains an image of the city to the community that represents service, vitality and professionalism; is visible in the community



Comments

14. Honest - Fair - Sensitivity - Consistently open and straightforward; impartial - listens and understands the positions and circumstances of others; communicates that understanding.

Unsatisfactory

Improvement Required

Fully Acceptable

Commendable

Distinguished



Comments

15. Resilient - Energy and motivation maintained in spite of constant demands; handles stress well - maintains and shares an appropriate sense of humor to lighten the load.

Unsatisfactory

Improvement Required

Fully Acceptable

Commendable

Distinguished



Comments

16. Job Knowledge - Has an solid understanding of all phases of municipal government. Takes action to acquire new knowledge and skills, establishes and maintains an awareness of developments occurring within other cities or jurisdictions, legislation, etc. that may have an impact on local city activities.

Unsatisfactory

Improvement Required

Fully Acceptable

Commendable

Distinguished



Comments

17. Ethical - Conforms to the high standards of the profession; if a member of ICMA, knows, Follows and promotes the "ICMA Code of Ethics"

Unsatisfactory

Improvement Required

Fully Acceptable

Commendable

Distinguished



Comments

\* 18. Quality of Municipal Services - how well do the direct services provided meet the needs of the community? ( 0=Unacceptable to 100 = Excellent)

	Unacceptable	Poor	Acceptable	Good	Excellent
Police Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Animal Control Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ambulance Services - <u>*new*</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Code Enforcement Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering/Zoning Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water Utility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sewer Collection system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water Resource Recovery Facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm Water Utility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fostergrandparent Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CC Public Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CC Public Transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administration/Billing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial/Fiscal Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land Use/Community Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Specific Strengths - List the greatest strengths, as evidenced by examples of unusually good performance or areas in which employee performs especially well.

20. Specific Weaknesses - List all areas of weakness which require strengthening or areas in which performance should be improved.

21. Job Performance Objectives - List the job performance objective which you feel can be realistically achieved during the next performance period. Objectives should be set for each job responsibility, and be measureable as possible.

22. Name of person completing this survey



City of Charles City - City Clerk/Fin. Off. Performance Review  
**Period: July 1, 2020 to June 30, 2021**

Performance Review for Trudy O'Donnell

Below are a number of key areas of performance related to the City Clerk Finance Officer position. Please rate performance by selecting level to which you feel is commensurate with performance. Please add comments if you can.

1. Planning - Ability to anticipate and analyze problems; map effective solutions

Unsatisfactory      Improvement Required      Fully Acceptable      Commendable      Distinguished



Comments

2. Organization - Ability to arrange work and efficiently apply resources

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3. Creativity - Ability to reach for effective, And when necessary, inventive solutions.

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Comments



4. Timing, i.e. opportunist -Makes decisions when sufficient information is available, implements action when conditions are ripe for success.

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5. Analytical - in making decisions considers the best available facts, projections and scientific evidence. To the extent that resources permit, insures that these tools are available.

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Comments

8. Financial Management - Accurately and concisely reports (and projects) the financial condition; management practices and policies are designed to maintain or achieve a sound long range financial condition - uses debt cautiously, plans for long term replacement and maintenance of equipment and infrastructure

Unsatisfactory	Improvement Required	Fully Acceptable	Commendable	Distinguished
★	★	★	★	★

Comments

9. Operational Efficiency - Obtains the best possible end result for the money spent

Unsatisfactory	Improvement Required	Fully Acceptable	Commendable	Distinguished
★	★	★	★	★

Comments

10. Risk Management - implements effective programs to limit liability and loss

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Comments

11. Communications with Governing Body - Accurately interprets the direction given by the governing body; keeps them well informed with concise oral and written communications

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Comments

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Unsatisfactory    Improvement Required    Fully Acceptable    Commendable    Distinguished



Comments

14. Supervision, Leadership - Ability to demonstrate leadership by effectively utilizing and manager staf in a manner that develops the highest potential of each employee; communicates those plans effectively to each employee.

Unsatisfactory    Improvement Required    Fully Acceptable    Commendable    Distinguished



Comments

15. Delegation - Effectively assigns work to others and builds their skills.

Unsatisfactory    Improvement Required    Fully Acceptable    Commendable    Distinguished



Comments

16. Hiring - Recognizes the value of excellent employees and uses all reasonable efforts to insure that the best available individuals are recruited and hired.

Unsatisfactory	Improvement Required	Fully Acceptable	Commendable	Distinguished
★	★	★	★	★

Comments

17. Honest - Fair - Sensitivity - Consistently open and straightforward; impartial - listens and understands the positions and circumstances of others; communicates that understanding.

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