

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: CITY MANAGER ANNUAL PERFORMANCE EVALUATION FORM AND EVALUATION DATE

DATE: October 5, 2022

Background

Twenty-five years ago in October 1997, the City Manager was hired and began working for the City. Pursuant to the employment agreement between the City and the City Manager, an annual performance evaluation should be conducted each year.

The City Council used the attached performance evaluation form for evaluations in previous years. Prior to performing an evaluation in executive session, the City Council must review the form and determine whether to use the current one or modify it. If the Council desires to make any modifications, the new form would need to be formally adopted by the Council before it could be used. In the past when the Council desired to make modifications, an ad hoc committee was appointed to review the form. The committee then brought back the form to the Council for approval.

If the council desires to use the existing form, it should be approved by motion and a date set for an executive session to conduct the performance evaluation.


Also attached to this memo is the completed evaluation form from last year's performance evaluation.

Recommendation

Determine if the Council wishes to use the existing evaluation form or a modified one, establish a committee to review the form if modifications are desired, approve the existing form or the modifications and set a date and time for the annual performance evaluation.

Cost

No cost.


Richard Meyers, City Manager

City of Cottage Grove
CITY MANAGER PERFORMANCE EVALUATION

INSTRUCTIONS: Place a check mark on the line underneath the number you feel is appropriate for each item. The numerical rating (1 through 6) is an effort to quantify opinions and judgment about specific management responsibility. While subjective, it suggests a useful emphasis or relative degree of acceptability.

A (6) rating is "Not Rated/No Experience" to evaluate; (5) rating represents "very satisfactory/excellent or outstanding performance or behavior"; (4) indicates performance or behavior that "exceeds standards" or is "very good"; **(3) is "meets expectations – satisfactory performance of job functions"**; (2) represents an area that needs improvement; (1) is indicative of performance or behavior that is below acceptable standards.

1. Leadership	1	2	3	4	5	6	Comments
A. Motivates others toward accomplishment of work							
B. Makes thoughtful contributions to City Council and Subordinates							
C. Leads staff in community projects							

Specific Comments _____

2. Communications	1	2	3	4	5	6	Comments
A. Written communications are clear, concise and accurate							
B. Oral communications are clear, concise and accurate							
C. Is an effective public speaker							
D. Is accessible to the public							
E. Makes continuous effort to educate the public on City programs and operations							
F. Appropriately handles inquiries from the news media							

Specific Comments _____

3. Personal Traits	1	2	3	4	5	6	Comments
A. Controls emotions effectively in difficult situations							
B. Is flexible in accepting and adjusting to change							
C. Has a positive attitude							
D. Demonstrates personal honesty and frankness in day-to-day relationships							
E. Seeks to improve own skills and knowledge							
F. Completes work in acceptable time periods							
G. Performs work accurately							
H. Shows consistency in positions taken on issues, even with different audiences							
I. Receptive and open to suggestions							

Specific Comments _____

4. City Council Relationships	1	2	3	4	5	6	Comments
A. Effectively implements policies and programs approved by Council							
B. City Manager and staff reports are thorough and timely							
C. Accepts direction or instructions in a positive manner							
D. Effectively aids the Council in establishing long-range goals							
E. Keeps Council informed of current plans and activities of administration; new developments in technology, legislation and governmental practices							
F. Council Agenda preparation is thorough and timely							
G. Keeps Council informed on issues in the City that constituents may question them on							

Specific Comments _____

5. Budgetary Responsibilities	1	2	3	4	5	6	Comments
A. Proposes in a timely manner a balanced and well documented budget							
B. Provides effective management and control of the adopted budget							
C. Programs budgeted are productive and cost effective							
D. Financial operations receive favorable comments from independent auditors							
E. Explains the budget well in lay terms, so it is understandable							

Specific Comments _____

6. Staff Relations	1	2	3	4	5	6	Comments
A. Hires professional staff							
B. Encourages training for professional staff							
C. Maintains and evaluates professional staff							
D. Facilitates team building between City Departments and Council as needed							
E. Effectively handles Council concerns regarding personnel							

Specific Comments _____

7. Foresight/Vision	1	2	3	4	5	6	Comments
A. Maintains the long-term view for the City in National, State, County and local affairs							
B. Communicates and interacts productively with governmental entities at local, State and National levels							

Specific Comments _____

OVERALL EVALUATION

☐ Excellent ☐ Good ☐ Satisfied ☐ Not Satisfied ☐ Needs Improvement

- A. Based upon your evaluation of the City Manager, what areas would you list as his strong points?
- B. Based upon your overall evaluation, what areas would you suggest the manager work on to improve his skills and to be more effective. Please be as specific as possible.
- C. Progress towards suggested areas for improvement from previous year's evaluations:

Date: _____

Mayor: _____

City Manager: _____

City of Cottage Grove
CITY MANAGER PERFORMANCE EVALUATION

INSTRUCTIONS: Place a check mark on the line underneath the number you feel is appropriate for each item. The numerical rating (1 through 6) is an effort to quantify opinions and judgment about specific management responsibility. While subjective, it suggests a useful emphasis or relative degree of acceptability.

A (6) rating is "Not Rated/No Experience" to evaluate; (5) rating represents "very satisfactory/excellent or outstanding performance or behavior"; (4) indicates performance or behavior that "exceeds standards" or is "very good"; (3) is "meets expectations – satisfactory performance of job functions"; (2) represents an area that needs improvement; (1) is indicative of performance or behavior that is below acceptable standards.

1. Leadership	1	2	3	4	5	6	Comments
A. Motivates others toward accomplishment of work				1	5	1	
B. Makes thoughtful contributions to City Council and Subordinates				1	6		
C. Leads staff in community projects				1	6		

Specific Comments Has done an excellent job leading through Pandemic

2. Communications	1	2	3	4	5	6	Comments
A. Written communications are clear, concise and accurate				1	6		Friday updates great
B. Oral communications are clear, concise and accurate				1	6		
C. Is an effective public speaker				2	5		
D. Is accessible to the public				2	5		Thank you for continuing to do the radio spots
E. Makes continuous effort to educate the public on City program and operations			2		5		Isn't this City Council's job? City Manager educates the Council to educate the public.
F. Appropriately handles inquiries from the news media				2	4	1	

Specific Comments Great job in communicating and keeping us informed.

3. Personal Traits	1	2	3	4	5	6	Comments
A. Controls emotions effectively in difficult situations			1	2	4		The call ins on radio have been extremely hard but handled very well
B. Is flexible in accepting and adjusting to change				6	1		
C. Has a positive attitude				2	5		
D. Demonstrates personal honesty and frankness in day-to-day relationships					7		Excellent
E. Seeks to improve own skills and knowledge				2	5		
F. Completes work in acceptable time periods				1	6		
G. Performs work accurately				1	6		
H. Shows consistency in positions taken on issues, even with different audiences				2	5		
I. Receptive and open to suggestions			1	5	1		

Specific Comments Leads by example and high integrity.

4. City Council Relationships	1	2	3	4	5	6	Comments
A. Effectively implements policies and programs approved by Council				4	3		
B. City Manager and staff reports are thorough and timely				1	6		
C. Accepts direction or instructions in a positive manner				5	2		
D. Effectively aids the Council in establishing long-range goals				1	6		
E. Keeps Council informed of current plans and activities of administration; new developments in technology, legislation and governmental practices				2	5		
F. Council Agenda preparation is thorough and timely				1	6		
G. Keeps Council informed on issues in the City that constituent may question them on			1	4	2		

Specific Comments Great relationship with Council.

5. Budgetary Responsibilities	1	2	3	4	5	6	Comments
A. Proposes in a timely manner a balanced and well documented budget				1	6		
B. Provides effective management and control of the adopted budget				1	6		
C. Programs budgeted are productive and cost effective				1	6		
D. Financial operations receive favorable comments from independent auditors				1	6		
E. Explains the budget well in lay terms, so it is understandable			1	1	5		There is clarification when comments and questions arise.

Specific Comments Excellent, always staying on top of the budget.

6. Staff Relations	1	2	3	4	5	6	Comments
A. Hires professional staff				1	6		
B. Encourages training for professional staff				1	6		
C. Maintains and evaluates professional staff				1	6		
D. Facilitates team building between City Departments and Council as needed				1	4	2	
E. Effectively handles Council concerns regarding personnel				2	4	1	

Specific Comments A portion of the evaluation I only have one specific data point but I expect it to be and believe it to be representative of staff's sentiments.

7. Foresight/Vision	1	2	3	4	5	6	Comments
A. Maintains the long-term view for the City in National, State, County and local affairs					7		
B. Communicates and interacts productively with governmental entities at local, State and National levels					6	1	

Specific Comments Keeps staying ahead of the forever changing State & Federal laws.

OVERALL EVALUATION

5 - Excellent 1- Excellent/Good 1 - Good ☐ Satisfied ☐ Not Satisfied ☐ Needs Improvement

- A. Based upon your evaluation of the City Manager, what areas would you list as his strong points?

Awareness of the state of the City and awareness of ways to get things done. Good public speaker. Community outreach on KNND. Takes time answering Council questions and is available. Overall competence. Knowledge about local/state/national issues. Very forward thinking (larger picture). Honesty, hard worker and dedicated to the City. Communication skills, listens and is available. Thoroughly looks into new rules and changes as they are sent down to us.

- B. Based upon your overall evaluation, what areas would you suggest the manager work on to improve his skills and to be more effective. Please be as specific as possible.

Facilitate open communication between Council members. More educating of Councilors on public relations and ethics training. Public relations could be worked on. Continued work on handling heated conversations with public even though he handled it well. More public outreach.

- C. Progress towards suggested areas for improvement from previous year's evaluations:
A difficult year and handled the stress well. Hired an assistant.

Date: October 11, 2021

Mayor: 

City Manager: 

We are truly blessed to have Mr. Meyers as our City Manager. He is a delight to work with. Thank you for your continued support for this City.