

**Estero**  
**Village Manager**  
**Performance**  
**Evaluation**

**June 2018**

**VILLAGE MANAGER PERFORMANCE EVALUATION**  
Average of Councilmember's Evaluations

	Boesch	Ribble	Levitan	McLain	Errington	Batos	Wilson	Average Score
Organizational Management	4.75	5	4.75	5	5	4.75	5	4.90
Fiscal Management	5	5	5	5	5	5	5	5
Planning	4.5	5	4.75	5	5	4.75	4.75	4.83
Staffing	5	5	4.625	5	5	4.75	4.25	4.81
Management Effectiveness	4.75	5	4.875	5	5	5	4.50	4.88
Reporting	4.75	5	4.25	5	5	4.75	4.50	4.75
Relationship with Council	4.67	5	4.83	5	5	4.77	4.34	4.81
Citizen and Intergovernmental Relations	5	5	4.8	5	5	5	4.40	4.89
Staff Interaction	5	5	5	5	5	5	5	5
Professional Development / Personal Characteristics	4.72	5	4.93	5	5	4.86	5	4.93
Policy Execution	4.72	5	5	5	5	4.86	4.80	4.92
<b><i>Overall Average Score</i></b>	4.81	5	4.8	5	5	4.86	4.69	4.88

# Estero Village Manager Performance Evaluation

Evaluator
<i>Just R. Bell, Mayor</i>
Date
<i>Jan 12, 2018</i>

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

<b>Organizational Management</b>	Rate
1. Plans and organizes work that implements the policies of city council.	5
2. Initiates and maintains effective professional relationships with department heads.	5
3. Effectively utilizes resources.	4
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	5
<b>Section Average</b>	

<b>Fiscal Management</b>	Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5
2. Administers the adopted budget within approved revenues and expenditures.	5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5
<b>Section Average</b>	

<b>Planning</b>	Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5
3. Achieves specific goals and objectives in a timely manner.	4
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	4
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation**  
 Evaluation Period \_\_\_\_\_

<b>Staffing</b>	Rate
1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	5
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	5
<b>Section Average</b>	

<b>Management Effectiveness</b>	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	4
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
<b>Section Average</b>	

<b>Reporting</b>	Rate
1. Keeps the council well informed with concise written and oral communications.	4
2. Provides meeting backup package in a timely manner.	5
3. Provides sufficient backup information for agendas?	5
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent  
 Page 3 of 7

**Village Manager Performance Evaluation**  
 Evaluation Period \_\_\_\_\_

<b>Relationship with Council</b>	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	4
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	4
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	5
6. Informs the council of administrative developments.	4
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	

<b>Citizen and Intergovernmental Relations</b>	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	5
5. Cooperates with the county, state and federal governments.	5
<b>Section Average</b>	

<b>Staff Interaction</b>	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent  
 Page 4 of 7

**Village Manager Performance Evaluation**  
 Evaluation Period \_\_\_\_\_

<b>Professional Development / Personal Characteristics</b>	Rate
1. Is continuing education to maintain professional development.	5
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	4
6. Anticipates problems and develops effective approaches for solving them.	4
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	

<b>Policy Execution</b>	Rate
1. Accurately interprets the direction given by council.	4
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	5
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	4
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent  
 Page 5 of 7

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Fill-ins	
1. What are the manager's most significant accomplishments during the past year?	Comprehension Plan Substantial American preparedness & cleanup in conjunction with fire department
2. What are the manager's strongest qualities?	Knowledge of municipal obligations & regulations Ability to look ahead for the future
3. What areas does the manager need to improve in? Recommendations.	Giving Council persons better directions Move inter-active topics @ Council Meetings
4. Two things the manager does that you would like him to continue.	Encourages business to locate in Estero Keeps the financial direction in accordance with the plans committed
5. Two things the manager does that you would like him to discontinue.	N/A
6. Two things the Manager does not do you would like him to start.	Limit Council persons meeting by arranging a meeting schedule only - No "pop-in" visits

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent



# **Estero Village Manager Performance Evaluation**

<b>Evaluator</b>
William F. Ribble Jr
<b>Date</b>
May 27, 2018

**Village Manager Performance Evaluation Evaluation**

Period \_\_\_\_\_

2017-2018

<b>Organizational Management</b>		Rate
1. Plans and organizes work that implements the policies of city council.	5	
2. Initiates and maintains effective professional relationships with department heads.	5	
3. Effectively utilizes resources.	5	
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	5	
Section Average		

<b>Fiscal Management</b>		Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5	
2. Administers the adopted budget within approved revenues and expenditures.	5	
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5	
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5	
Section Average		

<b>Planning</b>		Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5	
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5	
3. Achieves specific goals and objectives in a timely manner.	5	
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	5	
Section Average		

<b>Staffing</b>		Rate

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation** Evaluation  
 Period \_\_\_\_\_

1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	5
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	5
<b>Section Average</b>	

<b>Management Effectiveness</b>	<b>Rate</b>
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	5
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
<b>Section Average</b>	

<b>Reporting</b>	<b>Rate</b>
1. Keeps the council well informed with concise written and oral communications.	5
2. Provides meeting backup package in a timely manner.	5
3. Provides sufficient backup information for agendas?	5
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
<b>Section Average</b>	

<b>Relationship with Council</b>	<b>Rate</b>
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Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation** Evaluation  
 Period \_\_\_\_\_

1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	5
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	5
6. Informs the council of administrative developments.	5
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	

<b>Citizen and Intergovernmental Relations</b>	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	5
5. Cooperates with the county, state and federal governments.	5
<b>Section Average</b>	

<b>Staff Interaction</b>	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	

2017-2018

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation**  
 Evaluation  
 Period \_\_\_\_\_

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	5
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	5
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	5
<b>Section Average</b>	

2017-2018 Mr. Steve Sarkozy

<b>Fill-ins</b>
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Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation Evaluation**  
Period \_\_\_\_\_

**1. What are the manager's most significant accomplishments during the past year?**

Steve continues to do an excellent job at keeping the Village of Estero "Government Light". As we enter our third year as a Village, Steve has only added two full time positions, one in Land Development and a Public Works Director. As Steve added both positions, he worked closely with both new employees to make sure that they added value to the Village. In the case of the Public Works Director, dividends have already been achieved in flood prevention and road improvements.

**2. What are the manager's strongest qualities?**

Steve has continued to enhance the brand of the Village of Estero this past year. He has been able to identify key relationships with the other county, school and municipality officials to achieve a collaborative approach to common problems. He has been instrumental in completing the Comprehensive Plan for the Village. His years of experience in previous city management positions have been a key asset for Estero.

**3. What areas does the manager need to improve in? Recommendations.**

Steve has been the Village Manager for over two years and there have been no areas noted that need improvement.

**4. Two things the manager does that you would like him to continue.**

Steve continues to schedule meetings with each council member to keep them informed on staff and Village issues. He also continues to have his weekly meetings with the staff where he coaches, trains and mentors Village employees. He also uses this opportunity to recognize achievements of employees to enhance a positive workplace experience.

**5. Two things the manager does that you would like him to discontinue.**

Steve continues to do an excellent job as our Village Manager. We continue to learn from his leadership and experience.

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation** Evaluation  
 Period \_\_\_\_\_

**6. Two things the Manager does not do you would like him to start.**

I see no reason to give our Village Manager additional tasks to do currently. He has put together an excellent strategic plan and is leading his staff in its execution of that plan.

								Average
Organizational Management								5
Fiscal Management								5
Planning								5
Staffing								5
Management Effectiveness								5
Reporting								5
Relationship with Council								5
Citizen and Intergovernmental Relations								5
Staff Interaction								5
Professional Development / Personal Characteristics								5

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation** Evaluation  
Period \_\_\_\_\_

Policy Execution								5
<i>Overall Average</i>								5

Rate each item in this evaluation based on the following scale.  
(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent  
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# Estero Village Manager Performance Evaluation

Evaluator
Howard Levitan
Date
6/12/2018

## Village Manager Performance Evaluation

Evaluation Period 2018-2018

Organizational Management	Rate
1. Plans and organizes work that implements the policies of city council.	5
2. Initiates and maintains effective professional relationships with department heads.	5
3. Effectively utilizes resources.	4.5
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	4.5
<b>Section Average</b>	<b>4.75</b>

Fiscal Management	Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5
2. Administers the adopted budget within approved revenues and expenditures.	5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5
<b>Section Average</b>	<b>5</b>

Planning	Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5
3. Achieves specific goals and objectives in a timely manner.	4.5
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	4.5
<b>Section Average</b>	<b>4.75</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2017-2018

Staffing	Rate
1. Recruits and retains qualified and highly competent personnel.	4.5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	4.5
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	4.5
<b>Section Average</b>	<b>4.625</b>

Management Effectiveness	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	4.5
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
<b>Section Average</b>	<b>4.875</b>

Reporting	Rate
1. Keeps the council well informed with concise written and oral communications.	4.5
2. Provides meeting backup package in a timely manner.	4.0
3. Provides sufficient backup information for agendas?	4.0
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	4.5
<b>Section Average</b>	<b>4.25</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2017-2018

Relationship with Council	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	4.5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	5
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	4.5
6. Informs the council of administrative developments.	4.5
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	<b>4.83</b>

Citizen and Intergovernmental Relations	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	4.5
5. Cooperates with the county, state and federal governments.	4.5
<b>Section Average</b>	<b>4.8</b>

Staff Interaction	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	<b>5</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2017-2018

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	4.5
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	<b>4.93</b>

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	5
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	5
<b>Section Average</b>	<b>5</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2017-2018

### Fill-ins

1. What are the manager's most significant accomplishments during the past year?

Continued building of reserves and lowering of taxes.

2. What are the manager's strongest qualities?

Ability to foster consensus among council.  
management and communication with various stakeholders.

3. What areas does the manager need to improve in? Recommendations.

Better relations with County officials and County staff.

4. Two things the manager does that you would like him to continue.

Council briefings need to continue on a regular basis.

5. Two things the manager does that you would like him to discontinue.

None - doing great job!

6. Two things the Manager does not do you would like him to start.

- ① Weekly/Biweekly emails as to current information and issues
- ② Development of successors/backup to existing key staff.

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2017-2018

									Average
Organizational Management	5	5	4.5	4.5					4.75
Fiscal Management	5	5	5	5					5
Planning	5	5	4.5	4.5					4.75
Staffing	4.5	4.5	5	4.5					4.625
Management Effectiveness	4.5	5	5	5					4.875
Reporting	4.5	4.0	4.0	4.5					4.25
Relationship with Council	5	5	4.5	5	4.5	4.5	5	5	4.83
Citizen and Intergovernmental Relations	5	5	5	4.5	4.5				4.8
Staff Interaction	5	5							5
Professional Development / Personal Characteristics	4.5	5	5	5	5	5	5		4.93
Policy Execution	5	5	5	5	5	5	5		5
<b>Overall Average</b>									<b>4.8</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

# Estero Village Manager Performance Evaluation

Evaluator
Jon McLain
Date
6/14/18



**Village Manager Performance Evaluation**

Evaluation Period 2018

<b>Organizational Management</b>		Rate
1. Plans and organizes work that implements the policies of city council.		5
2. Initiates and maintains effective professional relationships with department heads.		5
3. Effectively utilizes resources.		5
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.		5
Section Average		5

<b>Fiscal Management</b>		Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.		5
2. Administers the adopted budget within approved revenues and expenditures.		5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.		5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.		5
Section Average		5

<b>Planning</b>		Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.		5
2. Participates in the establishment of reasonable goals and objectives for the city and each department		5
3. Achieves specific goals and objectives in a timely manner.		5
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.		5
Section Average		5

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2018

Staffing	Rate
1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	5
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	5
Section Average	5

NOT OBSERVED IN MY POSITION

Management Effectiveness	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	5
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
Section Average	5

Reporting	Rate
1. Keeps the council well informed with concise written and oral communications.	5
2. Provides meeting backup package in a timely manner.	5
3. Provides sufficient backup information for agendas?	5
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
Section Average	5

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2018

<b>Relationship with Council</b>	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	5
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	5
6. Informs the council of administrative developments.	5
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	<b>5</b>

<b>Citizen and Intergovernmental Relations</b>	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	5
5. Cooperates with the county, state and federal governments.	5
<b>Section Average</b>	<b>5</b>

<b>Staff Interaction</b>	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	<b>5</b>

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period 2015

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	Not Sure
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	<b>5</b>

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	5
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	5
<b>Section Average</b>	<b>5</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

# Village Manager Performance Evaluation

Evaluation Period 2015

Fill-ins
<p>1. What are the manager's most significant accomplishments during the past year?</p> <p>Developed with council and staff our comprehensive plan. Helped with delivering the approval from council to move forward with Estero Parkway design work</p>
<p>2. What are the manager's strongest qualities?</p> <p>EFFECTIVE COMMUNICATOR LISTEN WELL TO ALL PARTIES COMMENTS HAS DONE AN EXCELLENT JOB RECRUITING AND RETAINING KEY PERSONNEL.</p>
<p>3. What areas does the manager need to improve in? Recommendations.</p>
<p>4. Two things the manager does that you would like him to continue.</p> <p>CONTINUE WITH WELL PREPARED COUNCIL MEMBER BRIEFINGS PROVIDE TIMELY AND INFORMATIVE COMMUNICATIONS ON TOPICS THAT MAY AFFECT THE VILLAGE.</p>
<p>5. Two things the manager does that you would like him to discontinue.</p>
<p>6. Two things the Manager does not do you would like him to start.</p>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

# **Estero Village Manager Performance Evaluation**

<b>Evaluator</b>
Katy Errington
<b>Date</b>
June 4, 2018

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

<b>Organizational Management</b>	Rate
1. Plans and organizes work that implements the policies of city council.	5
2. Initiates and maintains effective professional relationships with department heads.	5
3. Effectively utilizes resources.	5
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	5
<b>Section Average</b>	

<b>Fiscal Management</b>	Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5
2. Administers the adopted budget within approved revenues and expenditures.	5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5
<b>Section Average</b>	

<b>Planning</b>	Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5
3. Achieves specific goals and objectives in a timely manner.	5
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

<b>Staffing</b>	Rate
1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	5
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	5
<b>Section Average</b>	

<b>Management Effectiveness</b>	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	5
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
<b>Section Average</b>	

<b>Reporting</b>	Rate
1. Keeps the council well informed with concise written and oral communications.	5
2. Provides meeting backup package in a timely manner.	5
3. Provides sufficient backup information for agendas?	5
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent



## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

<b>Relationship with Council</b>	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	5
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	5
6. Informs the council of administrative developments.	5
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	

<b>Citizen and Intergovernmental Relations</b>	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	5
5. Cooperates with the county, state and federal governments.	5
<b>Section Average</b>	

<b>Staff Interaction</b>	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

**Village Manager Performance Evaluation**  
 Evaluation Period \_\_\_\_\_

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	5
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	5
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.  
 (1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent  
 Page 5 of 7

## Village Manager Performance Evaluation

Evaluation Period 2017/June 2018

### Fill-ins

1. What are the manager's most significant accomplishments during the past year?

One of the most significant accomplishments for Steve this past year was his ability to plan ahead before Hurricane Irma to begin a major storm water management program for the Village.

Other significant accomplishments include the Comp Plan and leading the direction to in the budget for the need to have adequate Monetary Reserves in the Village.

2. What are the manager's strongest qualities?

One of Steve's stronger qualities is his sense of humor when it is sometimes so needed to keep a government lite organization functioning.

Other strong qualities are his trustworthiness, integrity, and honesty and his ability to remain cool, calm and in control during difficult discussions.

3. What areas does the manager need to improve in? Recommendations.

Of course, no one is perfect. Personally, I would like to see an answer with a text, email or voice message that he received something I sent via mobile device. Not a complete respond but maybe "yes -- received."

4. Two things the manager does that you would like him to continue.

1. Council briefings.
2. Thinking outside the box.

5. Two things the manager does that you would like him to discontinue.

1. Deciding how to shorten valuable government-lite time he is requested to give to the so called "self-appointed lobbists" for the Village of Estero. All meaning well, but having their own agendas.
2. To decide whatever situation is enegy draining--determine how to make it positive.

6. Two things the Manager does not do you would like him to start.

1. If any art work is to be displayed in the Village Hall, create with council a policy to encourage what should be displayed and how long it will remain. No one artist should have complete control beginning with the past hangings on the wall and/or in the future. All artwork displayed will reflect the community from many sources.

2. The American flag needs to be displayed outside Village Hall--someway.

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

								Average
Organizational Management								5
Fiscal Management								5
Planning								5
Staffing								5
Management Effectiveness								5
Reporting								5
Relationship with Council								5
Citizen and Intergovernmental Relations								5
Staff Interaction								5
Professional Development / Personal Characteristics								5
Policy Execution								5
<b><i>Overall Average</i></b>								<b>5</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

# Estero Village Manager Performance Evaluation

Evaluator
<i>Nicholas BATOS</i>
Date

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Organizational Management	Rate
1. Plans and organizes work that implements the policies of city council.	4
2. Initiates and maintains effective professional relationships with department heads.	5
3. Effectively utilizes resources.	5
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	5
<b>Section Average</b>	<b>4.75</b>

Fiscal Management	Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5
2. Administers the adopted budget within approved revenues and expenditures.	5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5
<b>Section Average</b>	<b>5</b>

Planning	Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5
3. Achieves specific goals and objectives in a timely manner.	4
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	5
<b>Section Average</b>	<b>4.75</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Staffing	Rate
1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	4
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	5
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	5
<b>Section Average</b>	<b>4.75</b>

Management Effectiveness	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	5
2. Honest and fair, consistently open and straightforward.	5
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	5
<b>Section Average</b>	<b>5</b>

Reporting	Rate
1. Keeps the council well informed with concise written and oral communications.	5
2. Provides meeting backup package in a timely manner.	4
3. Provides sufficient backup information for agendas?	5
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
<b>Section Average</b>	<b>4.75</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Relationship with Council	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	4
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	5
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	5
6. Informs the council of administrative developments.	4
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	5
9. Receptive to constructive criticism and advice.	5
<b>Section Average</b>	<b>4.77</b>

Citizen and Intergovernmental Relations	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	5
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	5
5. Cooperates with the county, state and federal governments.	5
<b>Section Average</b>	<b>5</b>

Staff Interaction	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	<b>5</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent



## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	4
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	<b>4.86</b>

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance with the intent of council.	5
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews enforcement procedures periodically to improve effectiveness.	4
7. Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.	5
<b>Section Average</b>	<b>4.86</b>

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent



## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

								Average
Organizational Management	4.75							
Fiscal Management	5							
Planning	4.75							
Staffing	4.75							
Management Effectiveness	5							
Reporting	4.75							
Relationship with Council	4.77							
Citizen and Intergovernmental Relations	5							
Staff Interaction	5							
Professional Development / Personal Characteristics	4.86							
Policy Execution	4.86							
<b>Overall Average</b>	<b>4.86</b>							

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

# Estero Village Manager Performance Evaluation

Evaluator	
JIM	WILSON
Date	
MAY	2018

## Village Manager Performance Evaluation

Evaluation Period 2017 - 2018

Organizational Management	Rate
1. Plans and organizes work that implements the policies of city council.	5
2. Initiates and maintains effective professional relationships with department heads.	5
3. Effectively utilizes resources.	5
4. Ability to manage, motivate, train personnel, provide leadership, encourage team atmosphere, manage resources, and set realistic goals and objectives.	5
Section Average	

Fiscal Management	Rate
1. Plans and organizes the preparation of the annual budget using standard financial management procedures and documentation that conforms to the guidelines adopted by city council.	5
2. Administers the adopted budget within approved revenues and expenditures.	5
3. Plans, organizes and supervises the most effective use of manpower, materials, machinery and equipment.	5
4. Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.	5
Section Average	

Planning	Rate
1. Establishes and administers a planning process in anticipation of future needs, problems and issues.	5
2. Participates in the establishment of reasonable goals and objectives for the city and each department	5
3. Achieves specific goals and objectives in a timely manner.	4
4. Assists and coordinates with city council and staff in the implementation of city goals and objectives.	5
Section Average	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Staffing	Rate
1. Recruits and retains qualified and highly competent personnel.	5
2. Monitors performance of staff and initiates corrective action as needed to improve job performance.	4
3. Effectively manages employee benefits, compensation, career development, employee relations and union negotiations.	4
4. Evaluates personnel periodically and points out staff weaknesses and strengths.	4
<b>Section Average</b>	

Management Effectiveness	Rate
1. Has the ability to resolve the numerous conflicts inherent in municipal government, is a good negotiator.	5
2. Honest and fair, consistently open and straightforward.	4
3. Responds well to a changing world and local conditions and is adaptive.	5
4. Maintains and shares an appropriate sense of humor to lighten the load.	4
<b>Section Average</b>	

Reporting	Rate
1. Keeps the council well informed with concise written and oral communications.	5
2. Provides meeting backup package in a timely manner.	4
3. Provides sufficient backup information for agendas?	4
4. Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the council.	5
<b>Section Average</b>	

*MUCH BETTER*

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Relationship with Council	Rate
1. Willing to meet with council members, both scheduled and unscheduled meetings.	5
2. Carries out the directives of council as a whole rather than those of any one council member, but does recognize the concerns of the minority.	5
3. Does the city manager's office respond completely and in a timely manner to complaints and request from the mayor and city council?	5
4. Assists the council in resolving problems at the administrative level to avoid unnecessary council action.	4
5. Assists the council in establishing policy while acknowledging the ultimate authority of the council.	4
6. Informs the council of <u>administrative</u> developments.	3
7. Informs all council members of important issues and developments.	5
8. Assumes responsibility for staff performance.	4
9. Receptive to constructive criticism and advice.	4
<b>Section Average</b>	

Citizen and Intergovernmental Relations	Rate
1. Handles citizens' questions and complaints in a professional and prompt manner.	4
2. Willing to meet with members of the community and discuss issues of concern.	5
3. Recognizes the public's right and need to be well informed.	5
4. Skillful with the news media, avoiding political position and partisanship.	4
5. Cooperates with the county, state and federal governments.	4
<b>Section Average</b>	

Staff Interaction	Rate
1. Encourages department heads to make decisions within their own jurisdictions without city manager direct approval yet maintains general control of administrative operations.	5
2. Develops a friendly and informal relationship with the work force yet maintains the prestige and dignity of the city manager's office.	5
<b>Section Average</b>	

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent

## Village Manager Performance Evaluation

Evaluation Period \_\_\_\_\_

Professional Development / Personal Characteristics	Rate
1. Is continuing education to maintain professional development.	5
2. Ethical: conforms to the high standards of the profession; is a member of the ICMA and knows, follows and promotes the "ICMA Code of Ethics"	5
3. Credits municipal accomplishments to the policy makers; does not feed personal ego.	5
4. Job Knowledge: Learns and understands the various skills and procedures of the job.	5
5. Composure, appearance, and attitude fitting for an individual in this executive position.	5
6. Anticipates problems and develops effective approaches for solving them.	5
7. Willing to try new ideas proposed by council or staff.	5
<b>Section Average</b>	<b>5</b>

Policy Execution	Rate
1. Accurately interprets the direction given by council.	5
2. Implements council actions in accordance <u>with the intent of council.</u>	4
3. Supports the actions of the city council after a decision is made.	5
4. Enforces city policies.	5
5. Understands the city's laws and ordinances.	5
6. Reviews <u>enforcement procedures</u> periodically to improve effectiveness.	?
7. Offers workable alternatives to the council for <u>changes</u> in the law when an ordinance or policy proves <u>impractical</u> in actual administration.	?
<b>Section Average</b>	

OFTEN HARD TO DO

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent



Village Manager Performance Evaluation

Evaluation Period 2017-2018

Fill-ins

1. What are the manager's most significant accomplishments during the past year?

CIP IS NOW READY TO GO FORWARD.  
HIRING A PUBLIC WORKS DIRECTOR

2. What are the manager's strongest qualities?

THINKING OUT SIDE OF BOX.  
FUTURE ISSUES ARE ANTICIPATED

3. What areas does the manager need to improve in? Recommendations.

NOT WILLING TO PUT IN  
PUBLIC DOCUMENT

4. Two things the manager does that you would like him to continue.

5. Two things the manager does that you would like him to discontinue.

6. Two things the Manager does not do you would like him to start.

Rate each item in this evaluation based on the following scale.

(1) Poor (2) Fair (3) Good (4) Very Good (5) Excellent