

# CITY OF RICHMOND

Richmond, Michigan    Population: 5,735 (2010 Census)  
5,747 (July 2012 SEMCOG)

## 2013 CITY MANAGER EVALUATION FORM

Please rate the City Manager on each of the following criteria using this scale:

- 4=Very Effective
- 3=Effective
- 2=Needs Work
- 1=Ineffective
- NA=Not Applicable

### MANAGER – COUNCIL RELATIONS

1.     Informs and advises the Council about the programs, practices, and issues facing the city and keeps the Council informed of the activities operating under the Council’s authority.  
Score: \_\_\_\_\_
  
2.     Offers professional advice to the Council on items requiring Council action, with appropriate recommendations based on thorough study, analysis, and expertise.  
Score: \_\_\_\_\_
  
3.     Prepares and submits to the Council recommendations relative to all matters requiring Council action, placing before the Council such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.  
Score: \_\_\_\_\_
  
4.     Administers the policies established by Council, either personally or through delegation to appropriate staff.  
Score: \_\_\_\_\_
  
5.     Supports all policies of the Council regardless of personal beliefs.  
Score: \_\_\_\_\_
  
6.     Studies concerns and complaints and reports to the Council if action by the Board is necessary.  
Score: \_\_\_\_\_
  
7.     Seeks to implement the Goals and Objectives established by City Council.  
Score: \_\_\_\_\_

8. Accepts responsibility for maintaining liaison between the Council and city staff, working toward a high degree of understanding and respect between staff and the Council.  
Score: \_\_\_\_\_
9. Remains impartial toward the Council, treating all Board members fairly, equally, and with respect.  
Score: \_\_\_\_\_
10. Seeks resolution for the City Council when an honest, objective difference of opinion exists between the City Manager and any or all members of the Council in an earnest effort to resolve such differences.  
Score: \_\_\_\_\_
11. Carries out instructions for the Council without distortion or misinterpretation.  
Score: \_\_\_\_\_
12. Advises, counsels, and assists the Council in timely development of realistic annual community goals.  
Score: \_\_\_\_\_

Comments on Manager Council Relations:

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COMMUNITY RELATIONS

1. Cooperates with other community agencies while representing the best interests of the city.  
Score: \_\_\_\_\_
2. Establishes a good working relationship with the news media.  
Score: \_\_\_\_\_
3. Solicits and gives attention to problems and opinions of all groups and individuals.  
Score: \_\_\_\_\_
4. Functions in a manner which leads to mutual respect and support.  
Score: \_\_\_\_\_
5. Participates in city-sponsored community activities and affairs.  
Score: \_\_\_\_\_

6. Is open and sensitive to community concerns and desires about issues facing the city.  
Score: \_\_\_\_\_
7. Strives to build a strong, positive community attitude toward city government.  
Score: \_\_\_\_\_

Comments on Community Relations:

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### MANAGER-STAFF RELATIONS

1. Develops and executes consistent, fair and fiscally sound personnel procedures and practices.  
Score: \_\_\_\_\_
2. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's special competencies.  
Score: \_\_\_\_\_
3. Recognizes, develops, and utilizes the leadership abilities of staff.  
Score: \_\_\_\_\_
4. Delegates authority as well as responsibility to staff members appropriate to the position each holds.  
Score: \_\_\_\_\_
5. Provides a program for continuing growth and professional development of department directors that encourages professional improvement.  
Score: \_\_\_\_\_
6. Treats all personnel fairly, without favoritism or discrimination, while insisting on adequate performance of duties.  
Score: \_\_\_\_\_

Comments on Manager Staff Relations:

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### BUSINESS AND FINANCIAL MATTERS

1. Prepares the detailed annual city budget, interprets the budget, and presents the budget to the City Council for review, modification, and adoption.

Score: \_\_\_\_\_

2. Administers the budget, once adopted, and keeps expenditures within appropriation limits approved by Council.  
Score: \_\_\_\_\_
3. Analyzes current financial condition of the city and proposes to the Council short-range and long-range financial needs and proposals.  
Score: \_\_\_\_\_
4. Supervises the purchasing and delivery of supplies in a manner which promotes efficiency and provides materials and supplies in a timely fashion.  
Score: \_\_\_\_\_
5. Keeps informed on needs of the city, including plant, facilities, equipment, and supplies.  
Score: \_\_\_\_\_
6. Keeps Council informed of the financial affairs of the city.  
Score: \_\_\_\_\_
7. Supervises overall operations of the city and insists on competent and efficient performance.  
Score: \_\_\_\_\_

Comments on Business and Financial Matters:

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#### PROFESSIONAL AND LEADERSHIP DEVELOPMENT

1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.  
Score: \_\_\_\_\_
2. Reports to the City Council about the status of programs, personnel, and operations of the city.  
Score: \_\_\_\_\_
3. Recommends actions to the City Council.  
Score: \_\_\_\_\_
4. Communicates as liaison between the City Council and city staff.  
Score: \_\_\_\_\_

5. Informs the Council about federal and state laws and current trends and developments in the city management and municipal government.  
Score: \_\_\_\_\_
6. Maintains a current knowledge of developments in city management and municipal government.  
Score: \_\_\_\_\_
7. Promotes positive community relations.  
Score: \_\_\_\_\_
8. Communicates as liaison between the city and community agencies.  
Score: \_\_\_\_\_
9. Articulates city project, program, and operations needs to the City Council and community.  
Score: \_\_\_\_\_
10. Responds to concerns expressed in the community.  
Score: \_\_\_\_\_
11. Involves the community and staff in planning and problem solving for the city.  
Score: \_\_\_\_\_
12. Communicates vision/mission and goals to staff and citizens.  
Score: \_\_\_\_\_
13. Advises the Council on the need for new or revised policies.  
Score: \_\_\_\_\_

Comments on Professional and Leadership Development:

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### SYSTEM MANAGEMENT

1. Maintains a staff recruitment plan and organizes recruitment of personnel.  
Score: \_\_\_\_\_
2. Insures that personnel policies and collective bargaining agreements are followed.  
Score: \_\_\_\_\_

- 3. Maintains up-to-date job descriptions for all personnel.  
Score: \_\_\_\_\_
- 4. Supervises and evaluates department directors.  
Score: \_\_\_\_\_
- 5. Insures the maintenance of city property and the safety of personnel and property.  
Score: \_\_\_\_\_
- 6. Monitors any construction, renovation, and demolition of city facilities.  
Score: \_\_\_\_\_
- 7. Implements policies and programs relating to behaviors and discipline of employees.  
Score: \_\_\_\_\_

Comments on System Management:

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**GENERAL COMMENTS**

**STRENGTHS:** \_\_\_\_\_

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**AREAS OF CONCERN:** \_\_\_\_\_

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**ADDITIONAL COMMENTS:** \_\_\_\_\_

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**GOALS FOR NEXT PERIOD:** \_\_\_\_\_

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