



City of Tacoma

# Annual Performance Review: City Manager

Elizabeth Pauli

Performance Period: May 16, 2017 through May 15, 2018

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

## Directions

1. Enter your name and date on page 1.
2. There are four performance areas in the appraisal: Assisting Council with its Policy-Making Role, Internal Administration, External Relations, and Personal Accomplishments. For each area, indicate your rating on each skill and enter your comments regarding the City Manager's performance.
3. Starting on page 7, please provide written feedback ("Narrative Evaluation").
4. On the last page, indicate your Overall Rating and provide comments that support your rating.
5. Return the form either electronically or via the mail to:

Gary Buchanan  
Human Resources Director  
747 Market Street, Room 1336  
Tacoma, WA 98402  
gbuchanan@cityoftacoma.org

## Ratings Definitions

**Exceeds Expectations:** Performance consistently exceeds expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

**Meets Expectations:** Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations and the quality of work overall was very good. The most critical annual goals were met.

**Needs Improvement:** Performance did not consistently meet expectations. Performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. Work is behind schedule and/or of poor quality.

## Section I: Assisting Council with its Policy-Making Role

	Exceeds expectations 3	Meets Expectations 2	Needs Improvement 1
<b>The City Manager:</b>			
Provides accurate, timely, detailed information and includes alternatives or recommendations			
Supports the City Council's long-term strategic goals and priorities for the future direction of City			
Keeps the City Council well-informed with concise written and verbal communications regarding administrative and community developments			
Follows up in a timely manner on City Council requests for information or action			
Plans ahead, anticipates needs and recognizes potential problems to be addressed by staff or Council			

**Comments:**

## Section II: Internal Administration

	Exceeds expectations 3	Meets Expectations 2	Needs Improvement 1
<b>The City Manager:</b>			
Implements Council directives and assigns work to staff that is performed efficiently (see 2017 Accomplishments report)			
Analyzes issues and proposes solutions with consideration of long-term implications			
Provides members of the City Council with periodic status reports on projects or tasks			
Demonstrates thorough knowledge of budgeting and financial management principles and practices to meet Council's policy guidelines and strategic objectives			
Controls and monitors costs with efficient use of labor, materials and equipment			
Provides timely, accurate and regular reports on the financial status of City government			
Effectively maintains professional relationships with Department Directors			
Sets clear expectations and provides guidance to help motivate and improve performance of staff			
Monitors performance of employees and initiates corrective action when needed			

**Comments:**

### Section III: External Relations

	Exceeds expectations 3	Meets Expectations 2	Needs Improvement 1
<b>The City Manager:</b>			
Promotes City services with communication and outreach that is high quality, professional and accessible			
Engages with a diverse and broad base of community stakeholders and is willing to discuss issues of concern			
Works well with the news media and provides information to the public in a timely manner			
Effectively represents the City's interests when dealing with governmental agencies			

**Comments:**

## Section IV: Personal Accomplishments

	Exceeds expectations 3	Meets Expectations 2	Needs Improvement 1
<b>The City Manager:</b>			
Communicates clearly, thoughtfully and to the point			
Is candid and forthright when discussing City business matters with members of the City Council			
Demonstrates initiative, enthusiasm and creativity in performing the duties of the position			
Works well under pressure and can adapt to changing circumstances at the local, regional, state, and national levels			
Is accessible to City Council Members and receptive to constructive criticism and advice			
Has high professional standards of respect, fairness, honesty, and fosters ethical behavior throughout the organization			
Exhibits a commitment to professional development in order to improve performance			
Provides staff with the necessary resources, training, and support to deliver efficient, responsive City services			

**Comments:**

## Section V: Narrative Evaluation

1. What are the City Manager's strengths as demonstrated during the performance period?

**Comments:**

2. Where do you see the most opportunity for improvement?

**Comments:**

3. What constructive feedback or assistance can you offer the City Manager to improve performance?

**Comments:**

4. What other comments do you have for the City Manager; e.g. priorities, expectations, goals or objectives for the new performance period?

**Comments:**

## Overall Performance

**Comments:**

### Overall Rating

<b>Exceeds expectations</b> <b>3</b>	<b>Meets Expectations</b> <b>2</b>	<b>Needs Improvement</b> <b>1</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>