



2016 EVALUATION OF CITY MANAGER

Name: JAMES CHISHOLM

Evaluation Date: 2016

Professional Skills	MAYOR	ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6	TOTAL	AVERAGE TOTAL $\frac{1}{7}$
<p>▫ Leadership: Represents the City in a professional manner; demonstrates a high degree of integrity; displays ability to handle crises; accepts constructive criticism; demonstrates courtesy, tact and skill in dealing with sensitive matters and in dealing with others; maintains an overall warm and personable attitude.</p>	3	4	3	3	4	3	3	23	3.29
<p>▫ Decision Making/Judgment: Makes decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner.</p>	3	4	3	3	4	3	3	23	3.29
<p>▫ Planning and Organization: Works with Commission developing long and short term goals and objectives; makes effort to carry out the goals and policies of the Commission; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.</p>	2	5	4	3	5	3	3	25	3.57
<p>▫ Legislative: Advise the Commission on relevant legislation and developments in the area of public policy.</p>	3	4	4	3	3	3	3	23	3.57
<p>▫ Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents a annual budget which meets the requirement of the Charter.</p>	4	5	4	3	5	3	4	28	4.0
<p>▫ Financial Reporting: Provides the Commission with reports on the financial status of the City government in accordance with the Charter and requirements of the Commission.</p>	3	4	3	3	4	3	4	24	3.43
<p>▫ Responsiveness: Responds in a timely manner to the requests of Commission and citizens.</p>	3	5	3	3	5	3	2	24	3.43
<p>▫ Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable, and timely and professional manner.</p>	2	4	3	3	4	3	2	21	3.0
<p>▫ Follows Direction: Understands and follows Commission's Direction. Presents Commission policies and positions on issues to the citizens, staff and organizations accurately, equitably, and effectively.</p>	3	4	3	3	4	3	2	22	3.14
<p>▫ Commission: Openly communicates with Commission, promptly and properly responds to requests, keeps Commission informed of current issues about matters critical to the Commission's goals and policy-making role.</p>	3	4	2	3	3	3	3	21	3.0

1 = UNSATISFACTORY

2 = IMPROVEMENT NEEDED

3 = MEETS EXPECTATIONS

4 = EXCEEDS EXPECTATIONS

5 = OUTSTANDING

Professional Skills	Mayor	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	TOTAL	AVERAGE TOTAL \div
Relationship with Commission: Develops and maintains an effective and professional dialogue with City Commission on a formal and informal basis.	3	4	4	3	4	3	3	24	3.43
Access: Available to the Commission on official business either personally or through designated subordinates.	4	5	5	3	5	3	3	28	4.0
Activities: Reports departmental and staff activities to the Commission.	3	4	4	3	4	3	2	23	3.29
Job Knowledge: Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.	5	5	5	3	5	5	4	32	4.57
Personnel Management: Effectuates sound personnel selection and placement policies. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance.	2	3	3	3	3	3	2	19	2.71
Ethical Standards: Conforms to high standards of the profession.	3	4	3	3	3	3	3	22	3.14
TOTAL POINTS \div 16 =	49	68	56	48	65	50	46		

$\div 16 = 3.06$ | 4.29 | 3.5 | 3.0 | 4.06 | 3.13 | 2.87 | 23.87 | AVERAGE ALL QUESTIONS ALL COMMISSIONERS $\div 7 = 3.41$

Commission Member Observations

A. Two things that Manager does now that Commission member would most like him/her to continue.

(1)

See

(2)

B. Two things Manager does that Commission member would like him/her to discontinue and/or modify.

(1)

See

(2)

Evaluation Completed by: Ruth Inager

Date: Sept 2016

2016 Evaluation of City Manager, James Chisholm

**POLICIES CITY COMMISSION WOULD LIKE MANAGER TO
CONTINUE**

MAYOR DERRICK HENRY -

1. Continue to show great improvement in responding to official business on staff's and manager's parts

2. Your personal knowledge continues to shine in tough situations

ZONE 1 - RUTH TRAGER -

1. Continue early dialogues with City Commission and neighborhoods concerning potential economic projects and continue with problem-solving workshops

2. Continue your many efforts to better the homeless problem

ZONE 2 - PAM WOODS -

1. Hold strategic planning (goal setting workshops) for budget and capital projects

2. Work with agencies & community to address homelessness

ZONE 3 - KELLY WHITE

ZONE 4 - ROB GILLILAND

1. Continue lofty goals to make sure community reaches its full potential

2. Continue accessibility and timely responses based on facts

and articulation of all pertinent information

ZONE 5 - PATRICK HENRY

- 1. Continue meetings with individual commissioners to keep them informed**
- 2. Continue having Department heads at Commission meetings**

ZONE 6 - PAULA REED

- 1. Continue building relations with all constituencies of city and participate more in programming**
- 2. Continue to promote economic growth and infrastructure improvements with grants, etc**

**POLICIES THE CITY COMMISSION WOULD LIKE TO SEE
DISCONTINUED OR MODIFIED**

MAYOR - DERRICK HENRY

- 1. COMMUNICATE MORE EFFECTIVELY WITH THE RESIDENTS (FOR
EXAMPLE: THE PROPOSAL FOR THE CHANGES IN DENSITY IN THE ISB
AREA)**

ZONE 1 - RUTH TRAGER

ZONE 2 - PAM WOODS

- 1. WORK TO IMPROVE RESPONSE TO E-MAILS ON ISSUES
(SOMETIMES HAVE TO RESEND)**
- 2. PROVIDE TIMELINE ON RESPONSE TO ISSUES BROUGHT UP AT
COMMISSION MEETINGS AND WHEN THEY WILL BE ADDRESSED**

ZONE 3 - KELLY WHITE

ZONE 4 - ROB GILLILAND

- 1. INSURE THAT POLICY CHANGES ARE INITIATED JOINTLY BY THE
CM & CITY COMMISSION (RECENT ISB DENSITY/HEIGHT LDC CHANGE
FAILED BECAUSE OF LACK OF COMMUNICATION/BUY-IN)**
- 2. ENHANCE SUCCESSION PLANNING/STAFF DEVELOPMENT
(SECOND AND THIRD LEVELS OF MANAGEMENT COULD BE
MENTORED/DEVELOPED MORE EFFECTIVELY)**

ZONE 5 - PATRICK HENRY

ZONE 6 - PAULA REED

**1. BE MORE CONSCIENTIOUS AND RESPONSIVE TO INQUIRIES
MADE BY INDIVIDUAL CITIZENS AND CITIZEN GROUPS TO PROVIDE
TRANSPARENCY IN ALL OUR ENDEAVORS**

**2. HOLD MANAGEMENT ACCOUNTABLE AND ENGAGE MORE IN
EMPLOYEE CONCERNS AND COMPLAINTS**