



City Manager Evaluation Summary

By: Mayor/City Council

City Manager: Mark Shepard

Date: November 20, 2017

Note: The content above the red dotted line is for public release.

Strengths: Identified strong points.

- Responsive to needs of Council, appropriately supports 9 Councilors and the Mayor
- Focused on customer service (example: adding the Report a Problem option for community to communicate with City government)
- Willing to innovate (example: Mayor/City Council Budget)
- Excellent communication skills, including report writing
- Very professional and ethical, represents the City well

Areas for development:

- Strategic Plan concept a good idea, improvements needed to assist Councilors with establishing priorities to ensure roll-out of the plan is successful
- Provide additional information to Council on Intergovernmental Relationships
- Increase face to face interactions with the Public (speaking at events/programs throughout the City)
- Ensure council is looking at long term strategic issues

Goals: Review of prior year's goals and other accomplishments

1. Continue to provide the support required to successfully complete the Council Goal work for 2016. Support the successful implementation of the Community Plan in 2017.

Accomplished with some efforts continuing. Work on Sustainable budget will continue in the coming year.

2. Develop the City's first Strategic Plan for approval by the City Council in 2017.

A draft plan was prepared in Spring 2017 for Council consideration. On-going discussions with Council regarding priorities have delayed implementation. CM to assist Council with developing priorities to incorporate into the Strategic Plan.

3. Complete the \$1 million Budget Goal with the FY 2017/18 budget.

Goal was exceeded.

4. Continue to improve the City budget process and budget document.

Accomplished. The 2017-2018 budget process, document and presentations were improved from previous years. This is an on-going effort.

5. Support City Council efforts to continue to improve efficiencies and create work/time margins for the Council and staff.

Not achieved. There have been no work/time margin improvements over the past year. This will require additional effort and support from the City Manager and the City Council.

6. Continue to provide the entire City Council with timely information on developments with budgets and significant projects. This will be accomplished through staff reports, email updates, or verbal updates at Council meetings as appropriate.

Accomplished and on-going. Paul Bilotta has been particularly helpful in pro-active communication with Council on many land use issues that are on-going.

Goals: Agreed upon goals for upcoming review period.

1. Facilitate Council's desire to place one or more revenue measures on the ballot in 2018.
2. Meet with the City Attorney a minimum of quarterly to discuss how we can improve how we work together on initiatives, projects, and managing the contract.
3. Support the Council in implementation and review of the Strategic Plan.
4. Meet with each City staff work group at least once during the year.
5. Further refine and develop the Mayor/City Council Budget.
6. Develop a formalized communication tool to replace the CM report. Ideas to include in new tool: status on key projects, intergovernmental work occurring, contacts with Public, etc.

Overall Assessment:

The Council continues to be very pleased with Mark's performance. Mark continues to perform well under demanding circumstances. Mark navigates the intricacies of supporting 9 Councilors and the Mayor well and is able to provide the information Council seeks and requires.

Mark's commitment and professionalism is recognized and appreciated by the Council. The Council would like to continue to monitor Mark's workload and span of control (# of direct reports).
