



City Manager Performance Evaluation 2022

Name: Terrence R. Moore

Date: _____

Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
▪ 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.					
▪ 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.					
▪ 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.					
▪ Legislative: Advise the Commission on relevant legislation and developments in the area of public policy.					
▪ 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.					
▪ 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.					
▪ Responsiveness: Responds in a timely manner to the requests of Commission and citizens.					
▪ Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable, and timely and professional manner.					
▪ 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.					
▪ 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.					



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Professional Skills	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
▪ Relationship with Commission: Develops and maintains an effective and professional dialogue with City Commission on a formal and informal basis.					
▪ Access: Available to the Commission on official business either personally or through designated subordinates.					
▪ Activities: Reports departmental and staff activities to the Commission.					
▪ Job Knowledge: Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.					
▪ Personnel Management: Effectuates sound personnel selection and placement policies. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance.					
▪ Ethical Standards: Conforms to high standards of the profession.					
TOTAL POINTS ÷ 16 = _____					

Commission Member Observations

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

(1)

(2)

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

(1)

(2)

Evaluation Completed by: _____

Date: _____