# City Manager Performance Evaluation 2026

**Name: Terrence R. Moore** **Date:**

| | Place a mark in the box that applies. | | | | |
|---|---|---|---|---|---|
| **Professional Skills** | 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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| ▪ **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 to continue. (1)

(2)

**B.** Two things Manager does that Commission member would like him to discontinue and/or modify. (1)

(2)

**Evaluation Completed by:** _____ **Date:** _____