

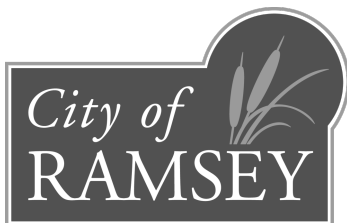
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1. PURPOSE OF PERFORMANCE EVALUATIONS

Performance management is a continuous communication process in which 1) expected levels of performance are defined and communicated, 2) performance is planned, maintained, and improved, 3) actual performance is compared to expected levels, 4) accomplishments and areas for improvement are recognized, and 5) future opportunities are identified.

The City Administrator is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning.

This performance evaluation will provide feedback to the City Council as a whole so that they can ensure the City Administrator is performing effectively as the chief administrative officer of the City of Ramsey.

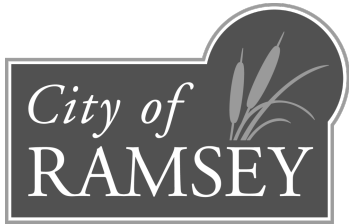


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2. Rater Category

Please indicate which rater category you fall into.

- Mayor and City Council
- Direct Reports
- City Administrator



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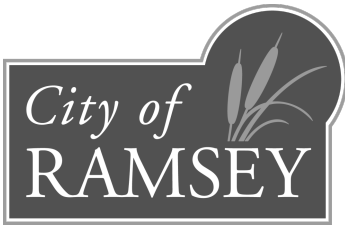
3. Core Competency - Leadership

LEADERSHIP

The City Administrator a) leads courageously and by example, acts decisively to confront problems promptly, and challenges others to make tough choices, b) creates an environment conducive to teamwork, c) supports innovative thinking in others, d) demonstrates sound judgment, and e) advises, guides, assists and provides feedback to the leadership team.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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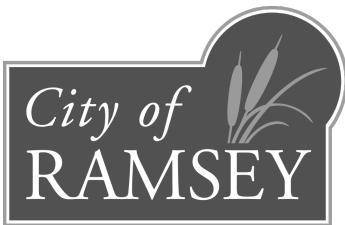
4. Core Competency - Mayor and Council Support

MAYOR AND COUNCIL SUPPORT (Direct Reports--please skip this question.)

The City Administrator effectively a) advises and informs the City Councilmembers on a timely basis, b) serves as the chief interface between the City Council and staff, and c) interprets and enforces laws, ordinances, resolutions, and policies.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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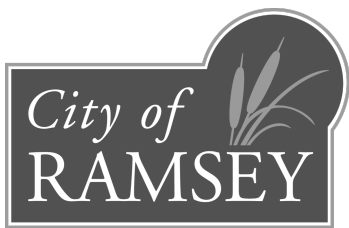
5. Core Competency - Fiscal Management

FISCAL MANAGEMENT

The City Administrator a) ensures the city's long-term capacity to deliver quality services at a reasonable price, and b) administers the approved budget effectively.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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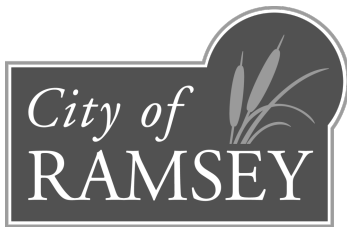
6. Core Competency - Strategic Thinking and Planning

STRATEGIC THINKING AND PLANNING

The City Administrator effectively a) directs the strategic planning process, b) leads operations planning, c) generates creative and strategic solutions, and d) works to achieve strategic long term goals.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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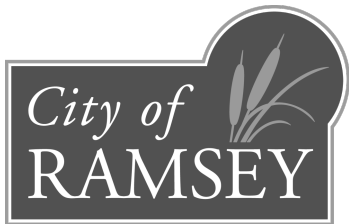
7. Core Competency - Growth / Development / Negotiation

GROWTH / DEVELOPMENT / NEGOTIATION

The City Administrator a) ensures appropriate land use, manages growth, and guides economic development and redevelopment, b) identifies the needs and motives of all parties, and c) seeks agreements that are mutually beneficial without making too many concessions.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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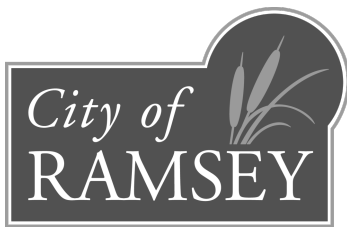
8. Core Competency - Organizational Management

ORGANIZATIONAL MANAGEMENT

The City Administrator a) ensures organization goals are being measured and achieved, b) ensures proper allocation of resources across competing priorities, c) seeks opportunities to improve work processes, shares information, and encourages other to do the same, d) communicates clearly and effectively, and e) listens effectively and develops rapport.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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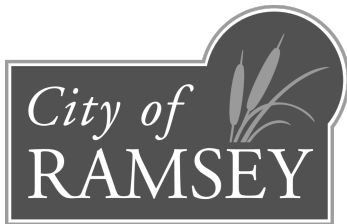
9. Core Competency - Customer Service

CUSTOMER SERVICE

The City Administrator a) ensures that citizen requests and concerns are effectively and efficiently responded to and resolved, and b) identifies and implements methods to deliver services that are cutting edge or intuitive to customers' needs.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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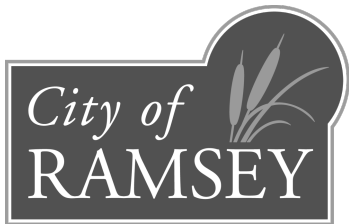
10. Core Competency - Relationship Management

RELATIONSHIP MANAGMENT

The City Administrator a) cultivates positive relationships with residents and businesses, b) develops and maintains relationships with key elected officials, agencies, and policy makers at the federal, state and local levels, and c) develops and maintains relationships with key community and business leaders.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

Comments



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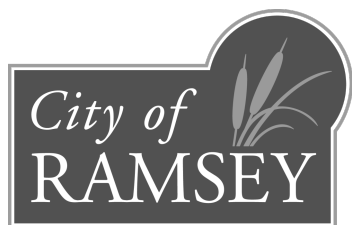
11. Core Competency - Operations / Human Resources

OPERATIONS / HUMAN RESOURCES

The City Administrator a) ensures appropriate organizational design and structure, b) ensures the organization is maximizing its employees' talents and skills by motivating and retaining quality employees, c) encourages employee development and growth, and d) provides coaching for performance improvement and development.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree/Disagree
- 4 = Agree
- 5 = Strongly Agree

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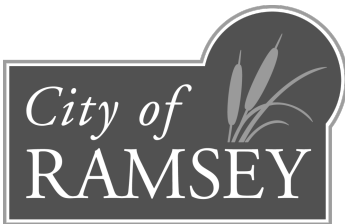
12. Overall Performance Rating

The overall rating should be a summary of the City's Administrator's overall performance. Core competencies should be considered relative to their importance but more emphasis should be placed on performance of key responsibilities specific to the City's Administrator's position. Place a check mark in the area that best reflects the City's Administrator's overall performance.

How would you rate the City Administrator's overall performance during the last review period, September 2014--September 2015?

- 1 = Performance is Poor
- 2 = Performance Needs Improvement
- 3 = Performance Meets Expectations
- 4 = Performance is Above Average
- 5 = Performance is Exceptional

Explanation for Overall Rating



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13. Goals for the Next Review Period.

LIST GOALS FOR NEXT REVIEW PERIOD ALONG WITH TIMELINES FOR REVIEW.

What goals would you like the City Administrator to accomplish in the next review period?