

Performance Evaluation

City Manager:

Date: 07/29/2020

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) The employee's work performance is inadequate and inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement Needed (2) The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards (3) The employee's work performance consistently meets the standards of the position.
- Exceeds Job Standards (4) The employee's work performance is frequently or consistently above the level of satisfactory employee performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
1. City Commission Relationships						
A. Effectively implements policies and programs approved by the City Commission.					✓	
B. Reporting to the City Commission is timely, clear, concise and thorough.					✓	
C. Accepts direction/instructions in a positive manner.					✓	
D. Effectively aids the City Commission in establishing long range goals.					✓	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.					✓	

Comments: Greg has done a great job keeping me
informed of the challenges we have
faced in the last year.

- | 2. <u>Public Relations</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| A. Projects a positive public image. | | | | | ✓ | |
| B. Is courteous to the public at all times. | | | | | ✓ | |
| C. Maintains effective relations with media representatives. | | | | | ✓ | |

Comments: I have heard nothing but positive
input from the public relating to
Greg.

- | 3. <u>Employee Relations</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| A. Works well with other employees. | | | | | ✓ | |
| B. Seeks to develop skills and abilities of employees. | | | | | ✓ | |
| C. Motivates employees toward the accomplishment of goals and objectives. | | | | | ✓ | |
| D. Delegates appropriate responsibilities. | | | | | ✓ | |
| E. Effectively evaluates performance of employees. | | | | | ✓ | |
| F. Uses effective supervisory skills. | | | | | ✓ | |
| G. Recruits and hires qualified and effective staff. | | | | | ✓ | |

Comments: I feel Greg treats all of our employees
with respect.

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Prepares realistic annual budget.					✓	
B. Seeks efficiency, economy and effectiveness in all programs.					✓	
C. Controls expenditures in accordance with approved budget.					✓	
D. Keeps City Commission informed about revenues and expenditures, actual and projected.					✓	
E. Ensures that the budget addresses the City Commission's goals and objectives.					✓	

Comments: Greg and his staff have done a great job with the budget during his first year as manager.

5. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Oral communication is clear, concise and articulate.					✓	
B. Written communications are clear, concise and accurate.					✓	

Comments: I feel Greg's communication with me has always been fair, accurate and to the point.

6. <u>Quantity/Quality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.					✓	
B. Completion of work on time (meets deadlines).					✓	
C. Accuracy.					✓	
D. Thoroughness.					✓	

Comments: Greg always meets the task at hand in a timely manner.

7. <u>Personal Traits</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Initiative.					✓	
B. Judgement.					✓	
C. Fairness and Impartiality.					✓	
D. Creativity.					✓	

Comments: He is fair and uses common sense at all times.

8. <u>Intergovernmental Affairs</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Maintains effective communication with local, regional, state and federal government agencies.					✓	
B. Financial resources (grants) from other agencies are pursued.					✓	
C. Contributes to good government through regular participation in local, regional and state committees and organizations.					✓	
D. Lobbies effectively with legislators and state agencies regarding City programs and projects.					✓	

Comments: Greg works well with county and state governments.

Achievements relative to objectives for this evaluation period:
Greg has achieved the goals set for him during our current crises.

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: In Greg's first year as city manager, he has exceeded in budgeting, covid and obstacles in other areas of the city.

III. Future Goals and Objectives

City Manager goals will be developed, prioritized and approved by the entire Commission.

Housing on Jr. College Rd., KOTS, and completion of the next phase at Truman Annex.

This evaluation has been reviewed and discussed between each City Commissioner and the City Manager on: _____

Elected Members

Concurrence

Mayor

YES / NO

District I

YES / NO

District II

YES / NO

Billy Hardin
District III

YES / NO

District IV

YES / NO

District V

YES / NO

District VI

YES / NO

City Manager

Signature

Date