

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, OCTOBER 4, 2006
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) September 20, 2006 – Regular Session
- 2) September 27, 2006 – Executive Session

b) **Set Next Meeting, Date and Time:**

- 1) Regular Session – October 18, 2006 at 6:30 p.m.
- 2) Council Hears P&Z – October 25, 2006 at 6:30 p.m.
- 3) Regular Session – November 1, 2006 at 6:30 p.m.
- 4) Regular Session – November 15, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – November 22, 2006 – **CANCELLED**
- 6) Council Hears P&Z – November 29, 2006 at 6:30 p.m.

c) **Possible approval of Proclamation declaring the week of October 8-14, 2006 as "Drive against Meth" week.**

5. **Call to the Public for Items not on the Agenda.**

6. **Discussion, consideration, and possible approval of a contract with Sedona Recycles, Inc. for recycling services.** This is a budgeted item in the General Fund.

7. **Discussion, consideration, and possible approval of a revised form to be used for evaluations of Council-appointed positions.**

Councilor Smith requested item #8:

8. **Discussion, consideration, and possible direction to staff concerning the possible development of policies and procedures for Town dedication plaques.**

Mayor Gioia requested item #9:

9. **Update, discussion, and possible direction to staff regarding the development of Black Bridge Park.**

10. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

11. **Advanced Approvals of Town Expenditures**
12. **Manager/Staff Report**
13. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
14. **Adjournment**

Posted by: V. Jones

Date/Time: 9-29-06 9:00 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, SEPTEMBER 20, 2006
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dane Bullard, Parks & Rec Director Lynda Moore, Library Director Gerard Laurito, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Parrish.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) September 6, 2006 – Executive Session
- 2) September 6, 2006 – Regular Session
- 3) August 30, 2006 – Council Hears P&Z

b) **Set Next Meeting, Date and Time:**

- 1) Council Hears P&Z – September 27, 2006 at 6:30 p.m.
- 2) Regular Session – October 4, 2006 at 6:30 p.m.
- 3) Regular Session – October 18, 2006 at 6:30 p.m.
- 4) Council Hears P&Z – October 25, 2006

c) **Possible approval of the Chamber of Commerce second quarterly draw for \$33,669 for the period covering October, November, and December 2006.**

On a motion by Gioia, seconded by Baker, the Consent Agenda was unanimously approved, pulling Item 4.c for further discussion and the Minutes of September 6, 2006 corrected as noted.

Mayor Gioia requested that Item 4.c) be pulled for further discussion and that the Minutes of September 6, 2006 Regular Session, Item 4.c, be amended to correct "ADWR Director Herb Gunter" to "ADEQ Director Steve Owens," and on the next line, "ADWR staff" to "ADEQ staff."

4.c **Possible approval of the Chamber of Commerce second quarterly draw for \$33,669 for the period covering October, November, and December 2006.**

On a motion by Gioia, seconded by Baker, the Council voted unanimously to approve the Chamber of Commerce second quarterly draw for \$33,669.

Chamber Director Roy Gugliotta distributed a packet of information to each Council member for reference as he then made a presentation outlining and illustrating in detail the promotional activities of the Chamber on behalf of the Town and the resulting increases in revenue and tourism, as well as planned future projects. Gugliotta said that he plans to give the Council a similar update each month. In response to a request following his presentation Gugliotta said he will follow up and contact Channel 3 to have Camp Verde included in their regular Arizona Segment broadcast.

There was no public input.

5. **Call to the Public for Items not on the Agenda.**

Carol German, together with **Irene Pooble**, presented a written request to the Council on behalf of concerned citizens along McCracken Lane and related subdivisions in connection with excessive speeding along McCracken Lane. In summary, Ms. German cited examples of the hazards causing grave concern. Three requests were made to help resolve the problem; one, additional speed limit signs posted as reminders; two, perhaps installation of speed humps; and three, random speed checks by the Marshal's Office. They also suggested that a sign be posted at the beginning of McCracken Lane indicating that there is no river access.

Bob Johnson commented on the Ruskin Land Trade, and in particular Fred Ruskin, claiming that experience has shown that Fred Ruskin cannot be trusted to follow through on his promises.

There was no further public input.

6. **Presentation by Harvey Grady regarding the Youth Count program, followed by discussion, consideration, and possible approval of Youth Count's 06/07 request for funding in the amount of \$6,000.**

On a motion by Parry, seconded by Hauser, the Council voted unanimously to approve Youth Count's 06/07 request for funding in the amount of \$6,000.

Harvey Grady gave a Power Point presentation to the Council on the services offered by the Youth Count program, citing statistics on juvenile crime and showing a comparison of Camp Verde with other communities. Mr. Grady's presentation stressed the importance and effectiveness of addressing the increasing problems by getting the youth of the community involved and by pooling all of the various resources to develop programs. Mr. Grady said that is what Youth Count offers to help implement; his role would be to act as a facilitator to help the community organize programs and come up with ideas that will work for the particular community. The members questioned and discussed with Mr. Grady the proposed expenditure of \$6,000 and how it would be used. The members discussed how Youth Count has helped in the past, and after some debate generally agreed that funding the proposed assistance from Youth Count would represent an important investment in the youth of the community.

Following the public input, the Council further discussed the proposal, citing some personal experiences working with organized youth groups; there was also a suggestion that the vacant Marshal's Office could be used for a Boys and Girls Club, using volunteers to help out in a mentoring program. There was also further discussion on the funding and some of the results for other communities.

PUBLIC INPUT

Tom Neilson, a 20-year resident, in essence said he anticipates the population doubling in the future and that the community must have something for the kids up to 18 years old; setting up a volunteer program with a paid director would be the best thing the Town can do.

Joseph Perez, in summary, described his activities with the youth and stressed the need for the help offered by Harvey Grady to develop an action plan for the youth; through the work already done by Mr. Grady he has proven that the requested funding is well worth the Town's investment. Mr. Perez promised to work alongside Mr. Harvey and getting the youth active. Mr. Perez also reported on trying to get the Youth Commission formed; four students have already committed to serving. He pointed out that Mr. Grady has been a factor in making that happen. The members also discussed with Mr. Perez his activities working with the youth, and the positive results of his efforts with the range from 1st Grade through High School.

Shirley Brinkman said that any time you invest in youth you win; she quoted a saying in connection with the Boy Scout program, "If you invest in a lawn you invest for a summer; if you invest in youth you invest for an eternity."

Irene Poebble summarized her understanding that Mr. Grady is offering to be the Town's point man to find out all the youth programs and all the people who are helping youth, not only in Camp Verde but in the Verde Valley. The Council members would not have the tremendous amount of time available that is involved; she suggested that the proposed funding is a bargain.

Hank Hoover described a recent basketball program put together by his son with limited advertising; air conditioning in the gym did not work, there was no water. Something should be done to get the kids involved in basketball and keep them off the streets.

There was no further public input.

7. **Monthly financial update by Finance Director Dane Bullard.**

There was no action taken.

Finance Director Dane Bullard referred to the August Financials Report, copies of which were included in the agenda packet, and reviewed the figures compiled adding that at this point the overall revenues and expenditures are right on target. Bullard pointed out that because of slowing building activities it may be necessary to reassess a mid-year budget, but staff is closely monitoring the figures. The Council briefly discussed portions of the report with Bullard.

There was no public input.

8. **Discussion, consideration, and possible approval of Ordinance 2006-A337, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona amending the Town Code, Chapter 7, Buildings and Building Regulations by adding a new Section 7-10, to provide for the imposition of a municipal development fee on all new residential and non-residential development payable at the time of building permit issuance to offset the cost of new development, to serve projected demand resulting from new residential and non-residential development over the period 2006 to 2020; providing for severability; and providing for an effective date.**

On a motion by Baker, seconded by Smith, the Council by a 6-1 vote approved Ordinance 2006-A337, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona amending the Town Code, Chapter 7, Buildings and Building Regulations by adding a new Section 7-10, to provide for the imposition of a municipal development fee on all new residential and non-residential development payable at the time of building permit issuance to offset the cost of new development, to serve projected demand resulting from new residential and non-residential development over the period 2006 to 2020; providing for severability; and providing for an effective date, and as modified as to definition, dates and deletion of a paragraph as discussed; with a 'no' vote by Parrish.

Town Attorney Sims explained that the Council needs to complete a process that began in the spring when the consulting firm was hired. The Legislature permit a town to charge a development fee for new development, but based on recent legislation the charges must be appropriately allocated to new development in a fair and non-discriminatory manner. An ordinance has been drafted for approval. The action would contemplate a 90-day period before the ordinance would become effective. Sims said that there are three small legal issues that the Council needs to be aware of before taking action, which he would like to brief the Council on in Executive Session. Lee suggested that if an Executive Session is called that the Council meet in his office so that the public could remain and continue to participate in the remainder of the Regular Session.

On a motion by Hauser, seconded by Baker, the Council voted unanimously to go into Executive Session.

The meeting was adjourned to go into Executive Session at 7:56 p.m.; the meeting was called back to order at 8:08 p.m.

The discussion on the subject ordinance resumed with Attorney Sims pointing out that the ordinance implements the recommendations from the consultant Tischler Bice that included an estimate of the appropriate fees that could be charged to new development. Sims gave a brief overview of the proposed document, and the rigid statutory regulations on how development fees can be used. Sims detailed the definition of "new development," and addressed suggested changes that Sims will incorporate into the document.

PUBLIC INPUT

Bob Johnson asked about affordable housing, describing the basis on which impact fees are charged in Sedona based on the size of the lot, or density.

George Young questioned how replacement of a home is affected by impact fees where a home has burned down, or a mobile home has deteriorated and needs to be replaced. *Sims responded that it would be similar to remodeling; no change if the one house is replaced, but there would be a fee if it was replaced with an apartment building; same with a mobile home.*

Henry Shill asked about the construction tax, wondering what the attorney could say about that. *Sims explained that with the existing transaction privilege tax, or construction tax, a person building a new home would be subject to two sets of payments. Sims outlined how those funds are used. Both Gioia and Smith also discussed with Mr. Shill ways in which the impact fees would invest in public services.* During the discussion Mr. Shill advised the Council that if the impact fee is passed there definitely will be a referendum on it next spring.

Frank Bueler commented that he is new to the community and is planning to build a new home. He suggested that there are other ways and means to generate the necessary funding to sustain the expected quality of life in the Town, sales tax, for instance, and attracting businesses. An impact fee is unfair to the newcomers. He wondered why have a study every time the Town decides to do something.

Jim Ash spoke in favor of impact fees; he said that he has paid on the sewer system for years, does not use the system, and if somebody comes in and builds a new house they can just hook up and not have to pay for it. The impact fee will help build the library, improve the sewer system, and help purchase the water system. The Town staff is smart enough to administer the funds from the impact fees.

Bob Johnson said he is definitely against the construction tax.

Jim Switzer asked about a situation where property was bought by a person who planned to tear down the dwelling that was already occupied and replace it with a new structure and how that would affect the impact fee.

Shirley Brinkman said that people are missing the point that without an impact fee paid by people wanting to come to Camp Verde, then the people who live here are paying for that; instituting a sales tax will adversely affect those who are barely keeping their heads above water. If newcomers are building expensive homes they can afford the impact fees.

Henry Shill added a comment that the developers do not object to impact fees, but they just add that cost onto the new home, asked what those prices would be in ten years.

There was no further public input.

Dane Bullard clarified some of the figures requested in prior Council discussions regarding comparisons of development fees, construction tax, sales tax, and what would work best for the

community. The Council continued to discuss and detail the benefits to be gained from and the logic for imposing development fees; Parrish objected to a development fee, stating that he remains in favor of an increase in the sales tax.

9. **Discussion, consideration, and possible appointments to the following boards/commissions/committees:**

a. Board of Adjustments (3 positions)

On a motion by Parry seconded by Baker, the following individuals were unanimously appointed to the Board of Adjustments: Hank Hoover, James Bullard, Sr., and Al Roddan.

Hank Hoover expressed his belief that the Board of Adjustments is the most important Board a person could be appointed to.

Jim Bullard spoke on behalf of his father, James Bullard, explaining that he was unable to appear because of a medical procedure, but relaying his desire to continue to serve on the Board.

b. Planning & Zoning Commission (2 positions)

On a motion by Baker, seconded by Hauser, the following individual was unanimously appointed to the Planning & Zoning Commission: Jim Hisrich.

Bob Johnson said that he is also applying for appointment and that he understands he has a standing application on file. Mr. Johnson said that he would resign from the Board of Adjustments if necessary to avoid a conflict of interest. *After a brief discussion regarding a possible oversight in procedure the Council also decided that some questions should be resolved and Mr. Johnson could then apply at a future meeting.*

c. Parks & Recreation Commission (3 positions)

On a motion by Baker, seconded by Kovacovich, the following individuals were unanimously appointed to the Parks & Recreation Commission: Jim Ellington, Trapper Moore and Ginger Mason.

Jim Ellington reiterated his feelings for the Town and added that the other two applicants are more than qualified.

Trapper Moore, explained his interest in serving on the Parks & Recreation Commission, citing his experience in ties to the Town. *Attorney Sims confirmed that there would be no conflict of interest arising from the fact that his mother, Lynda Moore, is the Director of Parks & Rec.*

d. Trails & Pathways Committee (3 positions)

On a motion by Hauser, seconded by Baker, the following individuals were unanimously appointed to the Trails & Pathways Committee: Lynn Reddell, Bill Mitton and Judy Piner.

Gioia said that there were four applicants for the three positions, Lynn Reddell, Bea Richmond, Bill Mitton and Elena Espinosa. It was later determined that there were five applicants.

Bea Richmond described her involvement on the Committee and her ongoing activities as trails liaison between Cottonwood and Camp Verde. Ms. Richmond volunteered to withdraw her name as an applicant in favor of the other applicants.

Judy Piner, a five-year resident, outlined her desire, background and qualifications to serve as a member of the Trails & Pathways Committee. *In response to a question, Ms. Piner said she would also be interested in serving on the Parks & Recreation Commission if not selected.*

e. Library Advisory Commission (3 positions)

On a motion by Parrish, seconded by Baker, the following individual was unanimously appointed to the Library Commission: Roger Doering.

Mayor Gioia asked the Clerk to contact Lisa Mina to determine whether she is still interested in serving on the Library Commission.

There was no public input

10. **Discussion, consideration, and possible approval to fund \$1,250 to support the League of Arizona Cities and Towns advocacy of Arizona municipalities in 2007 through the Voluntary Assessment for Policy and Legal Projects.**

On a motion by Parry, seconded by Hauser, the Council voted unanimously to approve funding \$600 to support the League of Arizona Cities and Towns advocacy of Arizona municipalities in 2007 through the Voluntary Assessment for Policy and Legal Projects; with a 'no' vote by Baker.

Gioia requested that a note be added to the payment stating the issue of the year of the census, as raised by Baker.

Lee referred to the letter from Ken Strobeck, the Executive Director, requesting funds on a voluntary basis to help the League continue their work with the Legislature; if all the communities were to contribute as suggested, the League would receive a total of \$163,000.

The Council reviewed the League's proposal to engage a firm that would generate data on the public opinion of cities and towns as well as retain consultants to assist with legislative lobbying efforts and legal assistance as needed. The discussion included concern that the Town contributes approximately \$7,000 per year to belong to the League of Arizona Cities and Towns, and a question as to why the proposed special advocacy would not already be part of what the League provides for annual membership fee. In addition, Baker said that she felt that if the Town wanted to donate anything to the cause, then the League should base the data-gathering on the 2000 census. The Council arrived at a compromise and generally agreed to contribute half of the amount requested.

There was no public input.

11. **Call to the Public for Items not on the Agenda.**

There was no public input.

12. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

13. **Manager/Staff Report**

There was no Manager/Staff report.

14. **Council Informational Reports**

Parrish commented on the great success on the Trail dedication; there will be a Phoenix radio interview this weekend advertising the Trail also.

Hauser reported on the Verde Watershed Association meeting today including a presentation by Max Castillo of Dead Horse Park on his vision for the Verde River Greenway. The Verde River Basin Partnership will meet October 12th at the multipurpose room. The meetings were held at the new Marshal's Office; there was plenty of room for the WAC meeting. Hauser also announced that she has a copy of the USGS North Central Arizona publication; copies are \$35 each.

Smith attended the dedication for the Mail Trail. The supporters of the Man vs. Horse Race event that used to be held in Jerome are looking for a new venue, and will be contacting Parrish regarding using the Mail Trail. The Camp Verde Mule Show attracted people from California, New Mexico, all over Arizona; there were many good comments from out-of-town participants, especially regarding the vendors and the number of people attending.

Baker participated in the ribbon-cutting and said it was a thrill to get all that accomplished and thanked everyone for what has been accomplished. Baker also reported on the wonderful comments on the Mule Show and the great public relations it generates all over the country.

Gioia was grateful that he had been invited to ride on the Mail Trails and said that plaques were dedicated in Camp Verde, Pine and Payson; there were people along the way, it was well attended and everyone was very well received in Pine. He described an impromptu car show sponsored by the Main Street merchants that brought people in from all over the country. Gioia thanked the merchants on behalf of the Council. He also commented on the dedication and ribbon-cutting for the Marshal's Office. As for the issue with ADEQ and the Sewer District, Gioia received calls from the Governor's Office declining to intercede, in that the Town is already dealing directly with the Director. Senator Bennett has called asked what could he do; ADWR, Herb Gunter, asked if he could help and also committed that the dam issue is not going to be an impediment to the permitting process. Senator Tom O'Halleran is helping to move it forward and is in direct contact with the Director of ADEQ also.

15. **Adjournment**

On a motion by Hauser, seconded by Baker, the meeting was adjourned at 9:35 p.m.

Tony Gioia, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 20th day of September 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Debbie Barber, Town Clerk

**TOWN OF CAMP VERDE
PROCLAMATION**



WHEREAS, few citizens of Yavapai County are unaffected by the production, distribution and use of methamphetamine; and

WHEREAS, “meth” is directly associated with crimes against persons and property, domestic violence, physical illness, child abuse, driving while impaired and drug-related vehicular collisions; and

WHEREAS, the resources and capacity of the courts and detention system, hospital emergency rooms and providers of behavioral health services are severely stretched by the proliferation of methamphetamine within Yavapai County; and

WHEREAS, citizens, agencies, cities and towns in Yavapai County have united against methamphetamine and formed MATForce, the Methamphetamine Advisory Task Force; and

WHEREAS, MATForce views methamphetamine abuse as a community problem that is best addressed through a variety of strategies that bring together education, treatment and criminal justice resources in a coordinated, individualized approach; and

WHEREAS, MATForce has declared the week of October 8-14, 2006, as the “DRIVE AGAINST METH” week to heighten awareness of the dangers of methamphetamine use.

THEREFORE, the Mayor and Common Council of the Town of Camp Verde proclaims the week of October 8-14, 2006, as the Town of Camp Verde “Drive Against Meth” week to heighten awareness of the dangers of methamphetamine use.

Issued this 4th day of October 2006.

ATTEST:

Tony Gioia, Mayor

Deborah Barber, Town Clerk

AGREEMENT FOR CONTRACTED SERVICES

THIS AGREEMENT entered into by and between SEDONA RECYCLES, INC., a non-profit corporation of Sedona, Yavapai County, Arizona, hereinafter referred to as “**Recycles**” and the TOWN OF CAMP VERDE, a municipal corporation, hereinafter referred to as “**Town**”, this ____ day of _____, 2006

WHEREAS, the Town is a municipal corporation organized under the laws of the State of Arizona and entitled to provide services and enter into contracts for the purpose of obtaining services or benefits which otherwise the Town could not provide; and

WHEREAS, Sedona Recycles, Inc., is a non-profit corporation that provides services and programs that benefit the reside within the local community; and

WHEREAS, the Town of Camp Verde desires to contract for certain services for the benefit of the residents of the Town, and Sedona Recycle, Inc., desires to provide to the Town certain services for the benefit of the residents of the Town;

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties, and for good and valuable consideration, the parties agree as follows:

1. Recycling Center. All material shall be taken to Recycles facilities for the purpose of collecting, separating and processing various recyclable materials, including aluminum cans, steel cans, glass bottles and containers, cardboard, newspapers, and plastics. Recycles shall be responsible to pay the cost for operation said facilities.
2. Subcontractors. Subcontracting the work shall not be allowed without approval of the Town.
3. Containers & Signing. Recycles will provide containers in which the materials are to be collected. All bins shall be of a design approved by the Town. It is the responsibility of Recycles to provide signing indicating the type of material and requirements of recycling that material on each bin. In addition, signing is required stating general information about the operation of the site located within the Town.
4. Site & Site Maintenance. The site will be supplied by the Town. It is the responsibility of the Town to provide monitoring and clean up of the site, including recyclable or non-recyclable materials left outside of the bins.
5. Fees. The Town shall reimburse Recycles for such service. This amount shall be based on the following table:

Item	Cost
Hauling & Recycling Cardboard per 30yd. Roll-off Container	\$75 per pull
Hauling & Recycling Newspaper, Office Pack, Magazines, Catalogs & Phone Books per 25 cu. yard bin.	\$75 per pull
Hauling and Recycling per 12 bin trailer (Clear Glass, Colored Glass, Frosted Plastic, Colored Plastic, Clear Plastic, Tin.)	\$75 per pull

Amounts due shall be paid in monthly installments, based on actual pick-ups within thirty (30) days following submission of an invoice therefore.

6. Hauling Frequency. Hauling Frequency will be as needed (when the bins are full). Bins must be returned within four hours of removal.
7. Reports. For each monthly billing period, a report must be submitted by Recycles stating the quantity of each material taken to the recycle center. This will be in a format approved by the Town.
8. Cancellation. Either party may cancel this Agreement, without penalty, upon thirty (30) days from receipt written notice by the other party.
9. Term. The term of this Agreement is from August 3, 2006 to August 3, 2007. At the Town's option with the approval of Recycles, this Agreement may be extended for one additional year. An increase in unit costs shall be negotiated and shall be subject to approval by the Town Council at the start of the extended one year term.
10. ADA & Anti-discrimination. Recycles acknowledges its responsibility to conform with all Federal and State laws, including (without limitation) the American with Disabilities Act of 1990 (ADA) and the Rehabilitations Act of 1973 as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment programs, services, and activities.
11. Permits, Fees and Licenses. Recycles will secure and pay for all applicable Federal, State, County, and local permits and licenses, including a Town business license, and comply with all applicable Federal, State, County, and local laws, codes, ordinances, regulations, and safety standards.
12. Entire Agreement. This instrument contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or

agent of either party that are not contained in this Agreement shall be valid or binding. This instrument may be amended only in writing agreed to by the parties.

13. **Binding.** This Agreement shall insure to the benefit of and be binding on the parties, their heirs, executors, administrators, assignees and successors.
14. **Independent Contractor.** The parties agree that Recycles provide specialized services and enter into this Agreement with the Town as an independent contractor. Nothing in this Agreement shall be construed to constitute Recycles, nor any of its personnel, volunteers, or directors, as agents, employees or representatives as a Town. As an independent contractor, Recycles is solely responsible for all labor and expenses in connection with this Agreement and for any and all damages which may arise during the operation of this Agreement.
15. **Insurance & Liability.** Recycles shall carry insurance acceptable to the Town and shall submit documentation of such insurance to the Town within ten (10) days following the execution hereof. Recycles shall not cancel or amend such insurance without first giving the Town thirty (30) days' prior notice thereof. Recycles assumes and agrees to hold harmless, indemnify and defend the Town, its officers, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries, judgments and all liability of every kind, nature, and description for injury to persons, including wrongful death, for damage to property or both, occurring during, or in consequence of the performance or failure to perform by Recycles or any officer, agent, representative, employee or contractor of Recycles. The Town assumes no liability, obligation or responsibility of any nature whatsoever, in connection with this Agreement except for payment of fees as stated or referred to herein.

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05-04-05 P03:49 RCVD

Sedona Recycles, Inc.
 2280 Shelby Drive
 Sedona, AZ 86636
 (928)204-1185 Fax: (928)204-1330
 E-mail: srecycles@sedona.net

To: Mr. Tony Gioia
 Town of Camp Verde
 P.O. Box 464
 Camp Verde, AZ 86322

Invoice Date: 05/01/05
 Invoice #: 505
 Amount Due: N/C

To: Ms. Michelle Villa, Admin. Asst.
 Fax: (928)567-1540

To: Town of Camp Verde
 Fax: (928)567-9061

Camp Verde Drop-Off Recycling Program											
Date	Alum	Frosted	PETE	Colored	Tin	Glass		OCC	News	Total	Charge
						Clear	Mixed				
04/06/05	66	65	46	28	115	510	383			1,213	
04/13/05	66	58	35	28	77	255	385			904	
04/14/05									9,000	9,000	
04/19/05	53	73	39	37	115	255	510			1,082	
04/26/05	66	65	46	28	115	255	385			960	
4 X Tues. 3-6yders								2,520		2,520	
Totals	251	261	166	121	422	1,275	1,663	2,520	9,000	15,679	N/C
Comments:											

**STAFF
AGENDA ITEM REPORT**

Council meeting of: October 4, 2006

Title: Discussion, consideration, and possible approval of a revised form to be used for evaluations of Council-appointed positions.

Budgeted item: N/A

Description of Item: On April 19, 2006, Mayor Gioia seconded a motion by Bob Kovacovich to have Ron Smith and Mike Parry work with staff to develop a more user-friendly form for evaluations. This work has not been accomplished. Staff will now work with the entire Council to develop a new evaluation form, as well as the flow chart to help guide both staff and Council through the entire process.

Staff Recommendation: Approve an evaluation form.

Comments: After Council has decided on the form, the evaluation process for the Town Manager and Finance Director will proceed.

Attachments: Yes

Prepared by: Bill Lee

approved by Council 10-6-01

Performance Evaluation Procedures

A. Purpose

Sets the procedures regarding the performance evaluation process of Council appointed staff and regular staff employees.

B. Procedures

1. General Guidelines:

- a. The Human Resources Department (Finance) will notify Department Heads of employee anniversary dates and provide evaluation forms.

2. Classified employees

Classified Service

- a. Classified service includes all employees whose positions have been approved and budgeted by Town Council in the line item "Salaries" and have not been included in the unclassified service.
- b. Tenure of employees in classified service is subject to satisfactory work performance, necessity for the position, the availability of funds, or other appropriate reason.

3. Guidelines specific to Council appointed staff:

- a. All evaluations are the same as above except performed by Council and as outlined below:
 - i. Performance review dates are hereby set on an annual basis to be completed by the last day of September. Merit increases, if appropriate, will be given at this time.
 - ii. The Finance/Personnel Director will provide the Mayor and Council with a copy of the Council-appointed position evaluation form(s) by September 1 of each year. The Finance/Personnel Director will also provide forms to Key Work Partners. Some Key Work Partner(s) may receive blank copies of the form to ensure anonymity.

E-session?

When

What is a timely manner

- iii. The Mayor, individual Council Members, and chosen Department Heads will complete the evaluation forms in a timely manner and submit them in a sealed envelope to the Town Manager's Assistant.
- iv. The Assistant will provide the sealed copies to the Mayor, who will then call a meeting of Council to review the evaluations.
- v. Copies of the evaluation forms will be provided to Council at least ten (10) working days prior to an Executive Session for review of the evaluations. The Mayor will then prepare a *Summary* of the evaluation to present to the Council-appointed employee. This summary (not the individual review forms) becomes a permanent part of the employee's performance record.
- vi. Council will then meet with the individual in a duly convened meeting to discuss his or her performance. A copy of the Evaluation Summary and individual evaluation forms will be provided to the individual at least three (3) working days prior to the meeting for review of the evaluation.

Individual Reviews
Are they kept by
Finance?

Keywork Partners
Summaries are
not provided to
the individual to
ensure anonymity

List of Council's Annual Consideration of Items

January

Fee Adoption
Campaign Finance Reports

February

March

Budget
Primary Election

April

Budget

May

Budget
General Election

June (1st mtg)

Appoint Vice Mayor **(1st mtg)**
New Member Oath of Office **(1st mtg)**
Council Assignments **(1st mtg)**
New Councilmember – Introduction, information exchanged, ASU/League –training
Summer Vacations
League Resolutions

July –

Annual IGA's - YAN, Emergency Mgmt, Prosecution (bi-annual), Magistrate (bi-annual)

Summer Vacations
League Resolutions

August

League Conference (occasionally)
Summer Vacations

September

League Conference
Council Appointed Reviews
Commission Members Appointed

October

Fort Verde Days

November

1 Regular Session and Council Hears P & Z Meeting is combined (one less meeting in the month)
Holidays

December

1 Regular Session and Council Hears P & Z Meeting is combined (one less meeting in the month)
Holidays

By Sept 1 - Finance Dir. Provides
Mayor & Council } with Evaluations
Key Work Plans }

Completed Evaluation Forms
Submitted in a timely manner
to the Town Manager's Assistant

Assistant Provides Sealed Copies to Mayor
Copies of Eval - Given to Council
10 working days B/Y E-Session
Does not Distinguish

10 days

E-Session scheduled ?

3 days

Evaluation Forms Provided to the
Individual 3 days prior to evaluation

Last Working day of September
Performance Review / Next Increase (If Approp)

CITY OF NEW BRIGHTON, MINNESOTA

Evaluation of Chief Executive Officer

Explanations and Directions

Performance Evaluation as Team Building

Evaluation as Team Building

If an evaluation is to be, in the truest sense, a means of team building, certain conditions must prevail. The two processes must be compatible and interrelated in the following ways:

1. Evaluation is basically a means, not an end in itself.
2. The trust level between the evaluatee and evaluators must be high.
3. The roles each are to fulfill must be clearly indicated and accepted.
4. Responsibilities are matched with pre-determined standards of performance.

Definition of Roles

- A. City Council
 1. Conduct annual assessments of performance of the Chief Executive Officer (CEO).
 2. Respect the prerogatives of the CEO insofar as operation management function of the organization is concern and the policy function of the Council.
 3. Make assessments in general terms except in instances where specific improvements are needed or when explicit commendations are due.
- B. Chief Executive Officer
 1. Accepts the prospects of annual evaluation.
 2. Understands the scope and thrust of the evaluations.
 3. Expects the evaluations to adhere to the established procedures for evaluating the performance of the CEO.

Pre-determined Performance Standards

A performance standard is defined as a condition that will exist when a responsibility or function is successfully performed. It is essential that a performance standard be established, at the outset, for each of the eight major areas of responsibility of the CEO. This is necessary in order to use the rating scale effectively.

Major Areas of Responsibility

It should be reiterated that in determining the appropriate level of expectations, actual performance must be measured in relation to the indicated standard of performance. Eight major areas of responsibility as the basis upon which assessment are to be made. Descriptors as provided under each to clarify the meaning and content of the area. However, the evaluation is made of the major area.

Rating Symbols

Rating symbols are used to make assessments; and these symbols fall into three main categories:

E = Exceeds Expectations (performance has been above reasonable expectations)

M = Meets Expectations (performance has attained a level of reasonable expectations)

B = Below Expectations (performance has been below reasonable expectations)

To allow for further refinement of these assessments, each of the three categories can be indicated with a (+) or (-) symbol. This allows for a continuum of nine rating categories from B- which indicates the lowest rating to E+ which indicates truly exemplary performance.

As indicated earlier, without more precise definition of the term “expectations”, it is possible that ambiguity will result in the use of the term. In order to help avoid this possibility, the concept of performance standards is used.

It will be noted that in connection with each area, a performance standard is stated, including the condition that have to be met in order to decide the extent to which the “expectations” have been met.

EIGHT MAJOR AREAS OF RESPONSIBILITY

- I. Organizational Management
- II. Fiscal/Business Management
- III. Program Development and Follow-Through
- IV. Relationship with the Mayor/Council
- V. Long Range Planning
- VI. Relationship with Public/Public Relations
- VII. Intergovernmental Relations
- VIII. Professional/Personal Development

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
<u> </u> E+	I. Organizational Management	Organizational Management will be considered effective when a majority of the conditions have been successfully fulfilled.
<u> </u> E		
<u> </u> E-	<i>Plans and organizes the work that goes into providing services established by past and current decisions of the Council.</i>	a. <i>Well qualified, promising persons are recruited and employed.</i>
<u> </u> M+		
<u> </u> M	<i>Plans and organizes work that carries out policies adopted by the Council and developed by Staff.</i>	b. <i>Employees are appropriately placed contributing to a high retention rate.</i>
<u> </u> M-		
<u> </u> B+	<i>Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of the Staff by Council and Staff.</i>	c. <i>Supervisory techniques motivate high performance.</i>
<u> </u> B		
<u> </u> B-	<i>Evaluation and keeping up with current technology.</i>	d. <i>Complaints to Council are not common.</i>
	<i>Selecting, leading, directing, and developing staff members.</i>	e. <i>The organization is aware of new trends in technology.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	II. Fiscal/ Business Management	Fiscal/Business Management will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Plans and organizes the preparation of an annual budget with documentation etc. that conforms to guidelines adopted by the Council.</i>	a. <i>Budget preparation and management are thorough and effective.</i>
___M+		
___M	<i>Plans, organizes, and administers the adopted budget with approved revenues and expenditures.</i>	b. <i>Cost-effective measures are persistently pursued.</i>
___M-		
___B+	<i>Plans, organizes and supervises most economic utilization of manpower/ materials/machinery.</i>	c. <i>Financial reporting is timely and readily understandable.</i>
___B		
___B-	<i>Plans and organizes a system of reports for Council that provide most up-to-date data available concerning expenditures and revenue.</i>	d. <i>Physical facilities management is efficient.</i>
	<i>Plans and organizes maintenance City-owned facilities, buildings and/or equipment.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	III. Program Development and Follow Through.	Program planning techniques and procedures will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Plans and organizes on-going programs and services to City government.</i>	a. <i>Ongoing programs and services are fully responsive to the City's needs.</i>
___M+		
___M	<i>Plans and organizes work involved by Council and Staff and the reporting of the results of analysis.</i>	b. <i>Monitoring procedures are in place and functioning well.</i>
___M-		
___B+	<i>Maintains knowledge of current and innovative trends in the area of services being provided by local government, and incorporates that knowledge in program suggestions and research.</i>	c. <i>Measurable outcomes(to the extent possible) are used to determine success in programs planning.</i>
___B		
___B-	<i>Plans and organizes work assigned by the Council so that it is completed with dispatch and efficiency.</i>	d. <i>The CEO can be depended upon to follow through.</i>
	<i>Plans, organizes and supervises implementation of programs adopted or approved by the Council.</i>	e. <i>Makes most effective use of available Staff talent.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___ E+	IV. Relationship with Mayor and Council.	Relations with the Mayor/Council will be considered effective when a majority of the conditions have been successfully fulfilled.
___ E		
___ E-	<i>Maintains effective communication both verbal and written, with Council.</i>	a. <i>Materials, reports, presentations and recommendations are clearly and convincingly made.</i>
___ M+		
___ M	<i>Maintains availability to Council, either personally or through designated subordinates.</i>	b. <i>Communications are made in a timely, forthright, and open manner.</i>
___ M-		
___ B+	<i>Establishes and maintains a system of reporting to Council current plans and activities of the Staff.</i>	c. <i>Responses to requests are made promptly and completely.</i>
___ B		
___ B-	<i>Plans and organize materials for presentations to the Council, either verbally or written, in the most concise, clear, and comprehensive manner possible.</i>	d. <i>Recommendations appear to be thoroughly researched.</i>
		e. <i>Adequate information is provided to Council to make decisions.</i>
		f. <i>A system is in place to report to Council current plans, activities, events of the City.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

RATING	RESPONSIBILITY	PERFORMANCE STANDARD
____E+	V. Long Range Planning	Strategic planning will be considered effective when a majority of the conditions have been successfully fulfilled.
____E		
____E-	<i>Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.</i>	a. <i>A well-constructed long-range (strategic) plan is currently in operation.</i>
____M+		
____M	<i>Keeps Council advised of new and impending legislation and developments in the area of public policy.</i>	b. <i>Annual operational plans are carried out by Staff members.</i>
____M-		
____B	<i>Plans and organizes a process of program planning in anticipation of future needs and problems.</i>	c. <i>An on-going monitoring process is in operation to attain <u>quality assurance</u> in program and project implementation.</i>
____B+		
____B-	<i>Establishes and maintains an awareness of developments occurring within other cities or other jurisdictions that may have an impact on City activities.</i>	d. <i>Program evaluation and personnel evaluation are inter-related with the strategic planning process.</i>
	<i>Plans, organizes and maintains a process for establishing community goals to be approved or adopted by Council and monitoring and status reporting.</i>	e. <i>Legislative knowledge is current and complete.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	VI. Relationship with Public/Public Relations.	Communication services will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Plans, organizes and maintains training of employees in contact with the public, either by phone or in person.</i>	a. <i>Contacts with the media are timely and credible.</i>
___M+		
___M		
___M-	<i>Ensures that an attitude and feeling of helpfulness, courtesy, and sensitivity to public perception exists in employees coming in contact with the public.</i>	b. <i>Publications are varied and consistently well-received by the citizens.</i>
___B+		c. <i>Feedback from the public and the community leadership is positive.</i>
___B	<i>Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.</i>	d. <i>City has good image with comparable organizations.</i>
___B-	<i>Establishes and maintains a liaison with private non-governmental agencies, organizations and groups involved in areas of concern that relate to services or activities of the City.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	VII. Intergovernmental Relations	Intergovernmental relations will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Maintains awareness of developments and plans in other jurisdictions that may relate to or affect City government.</i>	a. <i>Sufficient activity with municipal and professional organizations.</i>
___M+		
___M	<i>Establishes and maintains a liaison with other governmental jurisdictions in those areas of service that improve or enhance the the City's programs.</i>	b. <i>Regarded as leader by municipal officials.</i>
___M-		
___B+		c. <i>Provides examples of good ideas from other jurisdictions.</i>
___B		d. <i>Positive relationship with surrounding cities.</i>
___B-	<i>Maintains communications with governmental jurisdictions with which the City is involved or interfaces.</i>	e. <i>Good cooperation with County and State agencies.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	VIII. Professional/Personal Development.	Professional and personal competencies will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Maintains awareness and value of broadening professional and personal development.</i>	a. <i>Management techniques show evidences of innovation, imagination, and decisiveness.</i>
___M+		
___M	<i>Demonstrates imaginative leadership initiatives.</i>	b. <i>Synergetic techniques are fostered.</i>
___M-		
___B+	<i>Ability to build cohesiveness in Staff.</i>	c. <i>Verbal communication is commendable.</i>
___B	<i>Decisiveness in leadership performance.</i>	
___B-	<i>Effectiveness in the verbal Communications.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Confidential
City Manager Performance Evaluation
City Of Garden City, Kansas

Rate from 1-10, 10 being excellent

<u>Responsibility or Characteristic</u>	<u>Circle Rating</u>
General Administration	
Manpower Development: Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees?	1 2 3 4 5 6 7 8 9 10
Leadership: Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?	1 2 3 4 5 6 7 8 9 10
Supervision: Does he/she adequately supervise and direct the activities of the Department Heads and staff? Is he/she able to control the operational activities of the City through others? Is he/she available to his/her employees for guidance and counseling? Does he effectively develop Department Heads and staff people?	1 2 3 4 5 6 7 8 9 10
Job Organization: Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?	1 2 3 4 5 6 7 8 9 10
Execution of Policy: Does he/she understand and comply with the overall policies, laws and philosophy of the City? Do his/her efforts lead towards successful accomplishment of goals? Does he/she measure results against goals and take corrective action?	1 2 3 4 5 6 7 8 9 10
Planning: Does the Manager translate policies and objectives into specific and effective programs? Does the Manager independently recognize problems, develop relative facts, formulate alternate solutions and decide on appropriate recommendations.	1 2 3 4 5 6 7 8 9 10
Budget: Is the budget developed in a systematic and effective manner? Is the budget proposal for the Manager normally reasonable and appropriate? Does he/she carry out the budget satisfactorily and control expenses within the levels set in the budget?	1 2 3 4 5 6 7 8 9 10

Communication: Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive? 1 2 3 4 5 6 7 8 9 10

Reporting: Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the City? 1 2 3 4 5 6 7 8 9 10

Commission Communication: Does the Manager provide the Commission with adequate information to make decisions? 1 2 3 4 5 6 7 8 9 10

Written Communication: How effective are the Manager's letters, memoranda and other forms of written information? 1 2 3 4 5 6 7 8 9 10

Response to Commission: Does the Manager respond in a positive way to suggestions and guidance from the Commission? Is the Manager attuned to the Commission's attitudes, feelings and needs? 1 2 3 4 5 6 7 8 9 10

Productivity: Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control? 1 2 3 4 5 6 7 8 9 10

Stress Management: Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position? 1 2 3 4 5 6 7 8 9 10

External Relationships

Community Relations: Is the Manager skillful in his/her dealing with the News media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she properly convey the policies and programs of the City? 1 2 3 4 5 6 7 8 9 10

Community Reputation: What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability? Is his/her public credibility an asset or liability to the City? 1 2 3 4 5 6 7 8 9 10

Professional Reputation: How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other cities and counties? Does he/she attend and participate in seminars and conferences for professional development? 1 2 3 4 5 6 7 8 9 10

Intergovernmental Relations: Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the City? Is he/she able to facilitate cooperative efforts among various local agencies and the City? 1 2 3 4 5 6 7 8 9 10

Personal Characteristics

Imagination: Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives? 1 2 3 4 5 6 7 8 9 10

Objectivity: Is he/she unemotional and unbiased? Does he/she take a rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the City's interest? **1 2 3 4 5 6 7 8 9 10**

Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter? Does he/she have good mental and physical stamina? **1 2 3 4 5 6 7 8 9 10**

Judgment and Decisiveness: Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct? **1 2 3 4 5 6 7 8 9 10**

Attitudes: Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the City, both professional and personally? **1 2 3 4 5 6 7 8 9 10**

Integrity: Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Does he/she have a reputation in the community for honesty and integrity? **1 2 3 4 5 6 7 8 9 10**

Self-Assurance: Is the Manager self-assured of his/her abilities? Is he/she able to be honest with himself/herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/her? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Commission? **1 2 3 4 5 6 7 8 9 10**

Composite Performance Rating

General Administration _____

External Relationships _____

Personal Characteristics _____

STRONG POINTS

WEAK POINTS

SUGGESTIONS AND SPECIFIC DIRECTION

GENERAL COMMENTS/DIRECTION FOR IMPROVEMENT

Pearland, TX

City Manager Evaluation Checklist

This form may be used by each member of the city council to evaluate the city manager's performance in fulfilling each of the roles which he/she plays in the city's government. The city manager is graded 1-4, with the following scale: 1 is poor; 2 is fair; 3 is good; 4 is excellent. Each member of the council should sign the form and forward it to the mayor who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the city manager for his/her permanent file.

1. Personal

- Invests sufficient efforts toward being diligent and thorough in the discharge of duties.
- Composure, appearance, and attitude fitting for an individual in his/her executive position.

2. Professional Skills and Status

- Knowledgeable of current developments affecting the management field.
- Respected in management profession.
- Has a capacity for innovation.
- Anticipates problems and develops effective approaches for solving them.
- Willing to try new ideas proposed by council members or staff.

3. Relations with Council

- Carries out directives of the council as a whole rather than those of any one council member.
- Assists the council in resolving problems at the administrative level to avoid unnecessary council action.
- Assists the council in establishing policy while acknowledging the ultimate authority of the council.
- Responds to requests for information or assistance by the council.
- Informs the council of administrative developments.
- Receptive to constructive criticism and advice.

4. Policy Execution

- Implements council action in accordance with the intent of the council.
- Supports the actions of the city council after a decision has been reached.
- Enforces city policies.
- Understands city's laws and ordinances.
- Reviews enforcement procedures periodically to improve effectiveness.
- Offers workable alternatives to the council for changes in the law when an ordinance or policy proves

impractical in actual administration.

5. Reporting

- Provides the council with reports concerning matters of importance to the city.
- Reports are accurate and comprehensive.
- Reports are generally produced through own initiative rather than when requested by the council.
- Prepares a sound agenda which prevents trivial, administrative matters from being reviewed by the council.

6. Citizen Relations

- Accommodates complaints from citizens.
- Dedicated to the community and to its citizens.
- Skillful with the news media--avoiding political positions and partisanship.
- Has the capacity to listen to others and to recognize their interest --work well with others.
- Willing to meet with members of the community and discuss their real concerns.
- Cooperates with neighboring communities.
- Cooperates with the county, state and federal governments.
- Cooperates with the governmental units within the city such as the park board or school board.

7. Staffing

- Recruits and retains competent personnel for city positions.
- Aware of weak or inefficient administrative personnel and works to improve their performance.
- Committed to the council's affirmative action policy.
- Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- Impartially administers the merit system.

8. Supervision

- Encourages department heads to make decisions within their own jurisdictions without city-manager approval, yet maintains general control of administrative operations.
- Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the manager office.

___ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. Fiscal Management

___ Prepares a balanced budget to provide services at a level intended by the council.

___ Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.

___ Prepared budget is in an intelligible format.

10. What have been the finest accomplishments of the city manager this past year?

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the city manager to improve these areas?

Signature

Date

CITY OF ALBANY

MANAGEMENT PERFORMANCE AND DEVELOPMENT EVALUATION FOR THE CITY MANAGER

PURPOSE

In order to establish and maintain effective City Council and City Manager relations, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Manager. This evaluation should focus on how effectively the Manager is accomplishing the goals established by the Council and how s/he is carrying out her/his responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow the City Manager and the Council to test, identify, and refine their respective roles, relationships, expectations of responsibilities to each other.
- (2) Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the Manager's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Manager could become more effective through improved performance.

PROCESS

- (1) One month before the evaluation is scheduled, the City Manager completes the City Manager's Self-Evaluation Form.
- (2) Two weeks before the evaluation is scheduled, the Mayor will provide each Councilor with a copy of the evaluation form and the completed City Manager Self-Evaluation Form.
- (3) Each Councilor and the Mayor completes an evaluation form, signs it, and returns one copy to the Mayor
- (4) The Mayor tabulates the results of the evaluation forms.
- (5) The composite evaluation of the Mayor and City Council, along with the City Manager's Self-Evaluation Form, are distributed by the Mayor to the Council prior to the executive session evaluation meeting. A copy of the composite evaluation is provided by the Mayor to the City Manager prior to the evaluation meeting.
- (6) The Mayor and Council meet with the City Manager in executive session to jointly review the evaluation.
- (7) The operating ground rules shall be established by the Mayor and Council for the executive session including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
- (8) The evaluation process shall occur in December of each year, except that the Council may require an additional evaluation at any time during the year.
- (9) Following the evaluation, the City Manager shall present to the Mayor any requests regarding changes to the Employment Agreement including salary adjustments with the Council-authorized "Executive Salary Schedule."

- (10) In executive session, the Mayor shall present to the City Council the City Manager's Employment Agreement adjustment requests. At the executive session, the Mayor shall also solicit additional adjustment suggestions from the Council. At any point during the executive session, the Council may choose to excuse the City Manager from deliberations regarding these items. Following the reaching of a majority consensus on any adjustments, the Council shall inform the Manager of its pending decision in executive session and then reconvene in open session to ratify the changes.

INSTRUCTIONS

Attached is the evaluation form for the City Manager. It encompasses three primary areas: (1) evaluation of key performance areas; (2) goal accomplishments as well as establishing future goals; and (3) general strengths and areas for improvement.

The rating system for key performance areas has been established for an "exceeds standards," "meets standards," or "fails to meet standards" determination by the evaluator.

A space has been provided for each performance area to include your comments. Each person preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the City Manager enough information to correct problem areas and allow her/him to place specific items on her/his work plan for the following year.

Upon completion of the form, please return it to the Mayor for tabulation.

**CITY MANAGER
SELF-EVALUATION FORM**

The response to the questions on this form should be completed and provided to the City Council two weeks before their evaluations of the Manager are due. Additional pages may be added as needed. Your comments on these self-evaluation questions will be attached to the performance evaluation.

1. What progress have you made in accomplishing your goals and/or work assignments since your last evaluation?

2. What other job-related accomplishments have you had that were not part of the goals set at your last evaluation?

3. What obstacles or setbacks did you encounter during the year?

4. What do you see as your major goals for this next evaluation period?

5. What can the Council do to help you accomplish these goals?

6. What suggestions do you have for improving the effectiveness between you and the Council?

7. Do you have specific training needs which the Council can facilitate, and how will these needs help you in meeting your goals?

8. Are there any other issues or comments you wish to share?

City Manager's Signature _____ DATE: _____

CITY OF ALBANY

CITY MANAGER PERFORMANCE EVALUATION FORM
(If additional pages are needed for comments, please attach them.)

1. *Communication with Council, including effective written and oral presentation and openness to Mayor and Council feedback or direction.*
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards

2. *Implementation of Council policy and assists Council in the development of annual and long-range goals.*
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards

3. *Staff support for Council; anticipates and provides reports and recommendations as required by the Council.*
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards

4. *Staff relations; demonstrates leadership and promotes professional staff performance.*
 Exceeds Standards
 Meets Standards

___ Fails to Meet Standards

5. *Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

6. *Personal and professional development; strives to maintain current knowledge and skill levels.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

7. *Effective delivery of City services and community relations.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

8. *Intergovernmental relationships at the state and local levels.*

___ Exceeds Standards
___ Meets Standards

___ Fails to Meet Standards

9. Overall evaluation of City Manager's performance.

___ Satisfactory
___ Unsatisfactory

10. *Accomplishments:* Has the City Manager accomplished or worked toward accomplishing the goals established by the Council? Why or why not?

11. *Strengths:* Based upon your overall evaluation of the City Manager, what areas would you list as her/his strong points as a manager?

12. *Improvements suggested:* Based upon your evaluation, what areas would you suggest the City Manager work on to improve her/his skills and to be more effective in specific areas or situations?

13. *Goals for next year:* What are the major goals on which the City Manager needs to focus in the coming year?

Evaluator's Signature

Date

GENERAL PURPOSE: Performs high level administrative, technical, and professional work in directing and supervising the administration of city government.

SUPERVISION RECEIVED: Works under the broad policy guidance of the City Council.

SUPERVISION EXERCISED: Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, leads, and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups, and the general public.
4. Communicates adopted plans, policies, and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness, professional presentation, and conformance to policies and procedures.
8. Facilitates positive, professional attitude among workers and resolves grievances.
9. Performs or assists subordinates in performing duties; adjusts errors and complaints.
10. Prepares a variety of studies, reports, and related information for decision-making purposes.
11. Appoints and removes all department heads, officers, and employees of the City, except the Judge and members of the Council.
12. Attends all meetings of the City Council at which attendance may be required by the Council.
13. Ensures that all laws and ordinances are executed.
14. Prepares and submits a preliminary annual city budget. Administers the adopted budget of the City.
15. Advises the City Council and Budget Committee of financial conditions and current and future city needs.

16. Operates a motor vehicle safely and legally.
17. Maintains regular job attendance and adherence to working hours.

PERIPHERAL DUTIES:

1. Recommends for adoption by the City Council such measures as Manager may deem necessary or expedient.
2. Prepares and submits to the City Council such reports as may be required by the Council or deemed advisable by the Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Master's degree in public administration, political science, business management, or a closely related field and five years of experience as a municipal administrator or manager of a public agency or department with related duties; or an equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

1. Considerable knowledge of modern policies and practices of public administration. Working knowledge of municipal finance, human resources, public works, public safety, and community development.
2. Skill in: preparing and administering municipal budgets; planning, directing, and administering municipal programs; and operation of listed tools and equipment used.
3. Ability to: prepare and analyze comprehensive reports; carry out assigned projects to their completion; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, city officials, and the public; and efficiently and effectively administer a municipal government

SPECIAL REQUIREMENTS:

1. Possession of or ability to obtain a valid Oregon driver's license.
2. Must be able to speak, read, and write English language fluently.
3. Qualification standards include a requirement that the individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

TOOLS AND EQUIPMENT USED: Requires frequent use of personal computer, including work processing and spreadsheet programs; calculator; telephone; copy and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

Mayor: _____

George Barry, Human Resources Manager

Effective Date: November 1, 1995

Revision History: November 7, 1978

City of Aiken, South Carolina

Rating Scale, Rating 1 – 5
1=Very Dissatisfied, 5=Very Satisfied
1-2-3-4-5

Overall
Impressions

1. In general, how well do the services of the City seem to be operating?
Rating: _____

Comments: _____

2. Is the City's image the image that you expect? Is the City perceived as positive, progressive, and efficient?

Rating: _____

Comments: _____

3. Are the City's customers satisfied with City services?
Rating: _____

Comments: _____

4. Has the City been effectively marketed over the past 12 months?
Rating: _____

Comments: _____

5. Have the difficult issues facing the City been addressed?
Rating: _____

Comments: _____

6. Has the City faced unnecessary controversy?
Rating: _____

Comments: _____

7. Has the controversy been productive? Has the City benefited with clear policies? Have questions been resolved?

Rating: _____

Comments: _____

City of Aiken, South Carolina

The City Council

1. Has City Council been kept adequately informed about current issues? Are you comfortable with the amount of information you receive?

Rating: _____

Comments: _____

2. Has the City Manager provided equal information to all members of City Council?

Rating: _____

Comments: _____

3. Is the City Manager helping City Council to address the City's future? Is the City developing adequate plans to meet future needs?

Rating: _____

Comments: _____

4. Is the City Manager responsive to your calls? Does the Manager provide adequate, timely information, and provide follow-up to your requests?

Rating: _____

Comments: _____

The City Team

1. Is the City Manager providing the necessary leadership to the City's staff and volunteers?

Rating: _____

Comments: _____

2. Has the City staff operated well as a team?

Rating: _____

Comments: _____

3. Is the City Manager sharing credit with volunteers, employees, and City Council?

Rating: _____

Comments: _____

4. Are City operations innovative? Have the Departments anticipated problems, and prepared solutions?

Rating: _____

Comments: _____

City of Aiken, South Carolina

Departmental
Operations

Finance Department

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

Comments: _____

Legal Services

1. Does the City Attorney meet your needs as a Corporate Counsel? Is the Attorney knowledgeable about City issues and about legal trends that may impact the City?
Rating: _____
2. Is the City Attorney innovative, and does the City Attorney anticipate problems?
Rating: _____

Comments: _____

Personnel Department

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

Comments: _____

Department of Planning and Community Development

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

City of Aiken, South Carolina

Comments: _____

Department of Public Safety

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

Department of Parks and Recreation

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

Public Works Department

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

City of Aiken, South Carolina

This discussion has considered many different aspects of the City, and City operations. Is there any other area that you feel should have been addressed? Are there additional comments or suggestions that you may have to improve the Manager's contributions to the City, and to City Council?

Comments: _____

Name (Optional) Date

**2003 League Annual Conference
Early Riser Forum
August 28, 2003**

**Evaluating The
City Manager**

**Terry Ellis
City Manager
City of Peoria**



CITY MANAGER PERFORMANCE EVALUATION PROCEDURE

PURPOSES OF EVALUATION

The five purposes of the performance evaluation system are:

1. To clarify the role and responsibilities of the City Manager.
2. To strengthen the relationship between the Council and the City Manager.
3. To give the incumbents feedback on their performance and to identify areas where improvement may be needed.
4. To establish personal performance objectives for the Manager.
5. To provide a basis for compensation decision.

FREQUENCY

The Council will evaluate the City Manager at least annually. The schedule for the evaluation will be established jointly by the Council and the City Manager.

WHO IS INVOLVED

All members of the Council and the City Manager will participate in the evaluation process.

EVALUATION PROCEDURE

The evaluation procedure will include the following steps:

1. A preliminary meeting is held annually including the Council, and the City Manager to review evaluation procedures, evaluative criteria and set timetables for completion of steps.
2. Following the above preliminary meeting, individual Council members complete the evaluation form prior to the evaluation session.
3. The City Manager completes a self-assessment using the evaluation forms.
4. Conduct the evaluation session. The session should include the City Manager and all Council members and address the following:
 - a. The City Manager's performance.
 - b. Discussion of personal performance objectives for the City Manager.
5. Preparation of a performance evaluation report that includes personal performance objectives for the City Manager. Such written report will then be included in the employee's personnel file.

expenses necessary for such official functions, including, but not limited to membership in the International City-County Management Association (ICMA) and the Arizona City-County Management Association (ACMA).

SECTION 12. Residency.

Employee agrees to maintain residence within the corporate boundaries of the City of Peoria, Arizona.

SECTION 13. Performance Evaluation.

The City Council shall review and evaluate the performance of the City Manager on or before the anniversary date of this Agreement, but in no event later than January 31 of each year following the anniversary date of this Agreement. The review shall be in accordance with specific criteria developed jointly by the City Council and the City Manager. Said criteria may be added to or deleted from as the City Council may from time to time determine, in consultation with the City Manager.

Annually, the City Council and the City Manager shall jointly define such goals and performance objectives that they determine necessary for the proper operation of the City of Peoria, Arizona, and in the attainment of the City Council's policy objectives and shall further establish a relative priority among those various goals and objectives; said goals and objectives to be reduced to writing.

SECTION 14. General Provisions.

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement shall become effective upon date set forth above upon its adoption and approval by the City Council of the City of Peoria, Arizona.
- D. If any provisions or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the City of Peoria has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the City Manager has signed and executed this Agreement, both in duplicate, the day and year first written above.

**CITY OF PEORIA
CITY MANAGER PERFORMANCE EVALUATION CRITERIA**

1. Relationship with City Council

- Is honest and trustworthy
- Respects confidences
- Is equally available and accessible to all councilmembers
- Is personally loyal to all councilmembers
- Doesn't play favorites – takes direction from council as a whole
- Maintains a high level of communication and personal relationship with each council-member

2. Staff Support to City Council

- Provides “complete staff work” to council
- Provides staff recommendations and gives the council options
- Is responsive to council requests and needs
- Provides high level of information to council relating to city programs, services, issues – keeps them well informed
- Effectively carries out council policy direction
- Helps councilmembers field issues and concerns

3. Relationship with City Employees

- Demonstrates that he cares about the welfare and success of staff
- Is approachable, accessible and friendly
- Works to maintain and improve employee morale
- Demonstrates appreciation and praise for good work and efforts
- Effectively manages relationships with employee unions

4. Leadership to the Organization

- Inspires teamwork and cooperation
- Provides effective link between staff and city council
- Maintains high standards of honesty, integrity, trust
- Holds staff accountable for results
- Delegates sufficiently – while being aware of details
- Provides guidance and direction to the staff
- Is action and results oriented – and expects this from staff
- Encourages continuous improvement and responsible risk-taking
- Serves as both a teacher and coach to staff

5. Productivity/Accomplishments of the Organization

- Effectively carries out the policy direction of the council
- Provides for quality programs and services
- Implements the approved C.I.P.
- Encourages and leads productivity improvements
- Establishes high standards and holds staff accountable for results

6. Strategic Issue and Crisis Management

- Designs processes and provides leadership on big issues or crises
- Maintains order, professionalism, and confidence during difficult times
- Provides good advise and policy options to council on big issues
- Manages public information and perceptions on big issues

7. Customer Service and Communication with the Public

- Engenders customer satisfaction as a value in the organization
- Provides high level of public information regarding city programs and services
- Encourages citizen feedback and acts on this information
- Is accessible to the public
- Insures quick follow up and resolution to citizen complaints and requests for service
- Deals efficiently with the media and represents the city well in this medium

8. Innovation and Creativity

- Encourages innovation and creativity and responsible risk-taking
- Introduces new ideas and concepts
- Exercises leadership in identifying new methods and best-practices
- Encourages education and professional research to stay current on new methods and technology

9. Financial Management

- Recommends policies, practices and strategies to insure long-term financial health
- Provides oversight and guidance in financial matters
- Provides for high quality budget and C.I.P. processes
- Recommends a high quality annual budget and C.I.P.
- Keeps council informed regarding overall financial condition and key issues

10. Intergovernmental Relations

- Effectively represents the city with outside agencies
- Contributes to regional cooperation and the resolution of regional issues
- Serves on regional boards/committees as required

10. Intergovernmental Relations (con't)

- Maintains effective and cooperative relationship with local cities and Peoria Unified School District
- Maintains an effective relationship with the business community, including the Chamber of Commerce and P.E.D.G.
- Provides leadership and coordination of intergovernmental relations program

11. Personal Characteristics

- Is a person of high integrity, honesty, and trustworthiness
- Is friendly, personable, approachable
- Demonstrates leadership
- Is optimistic, enthusiastic, idealistic and cooperative

****SAMPLE EXHIBIT**

Mayor and City Council
SUMMARY OF EVALUATIONS

****SAMPLE EXHIBIT**

CRITERIA	1	2	3	4	5	6	7
1. Relationship with City Council	4	3	3	4	3	3	4
2. Staff Support to City Council	4	4	3	4	3	3	4
3. Relationships with City Employees	4	3	4	3	3	3	4
4. Leadership to the Organization	4	4	4	4	3	3	4
5. Productivity/Accomplishments of the Organization	3	3	4	4	4	4	4
6. Strategic Issue and Crisis Management	4	4	4	4	3	3	4
7. Customer Service and Communication	3	3	4	3	2	4	4
8. Innovation and Creativity	3	4	3	4	3	3	4
9. Financial Management	4	4	4	4	3	4	4
10. Intergovernmental Relations	4	3	4	3	3	3	4
11. Personal Characteristics	4	4	4	4	4	4	4
OVERALL RATING	4	3	4	4	3	3	4

NOTE: This is not a real evaluation summary - it is an example of what one might look like.

Legend: Exceeds Standards = 4
Satisfactory = 3
Needs Improvement = 2
Unsatisfactory = 1

GENERAL EXPECTATIONS

1. Relationship with City Council

Indicators of successful performance. The City Manager:

- Is honest and trustworthy
- Respects confidences
- Is equally available and accessible to all council members
- Is personally loyal to all council members
- Doesn't play favorites -- takes direction from council as a whole
- Maintains a high level of communication and personal relationship with each council member

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

2. Staff Support to City Council

Indicators of successful performance. The City Manager:

- Provides “complete staff work” to council
- Provides staff recommendations and gives the council options
- Is responsive to council requests and needs
- Provides high level of information to council relating to city programs, services, issues – keeps them well informed
- Effectively carries out council policy direction
- Helps councilmembers field issues and concerns

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsati:

COMMENTS:

3. Relationships with City Employees

Indicators of successful performance. The City Manager:

- Demonstrates that he cares about the welfare and success of staff
- Is approachable, accessible and friendly
- Works to maintain and improve employee morale
- Demonstrates appreciation and praise for good work and efforts
- Effectively manages relationships with employee unions

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

4. Leadership to the Organization

Indicators of successful performance. The City Manager:

- Inspires teamwork and cooperation
- Provides effective link between staff and city council
- Maintains high standards of honesty, integrity, trust
- Holds staff accountable for results
- Delegates sufficiently – while being aware of details
- Provides guidance and direction to the staff
- Is action and results oriented – and expects this from staff
- Encourages continuous improvement and responsible risk-taking
- Serves as both a teacher and coach to staff

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

5. Productivity/Accomplishments of the Organization

Indicators of successful performance. The City Manager:

- Effectively carries out the policy direction of the council
- Provides for quality programs and services
- Implements the approved C.I.P.
- Encourages and leads productivity improvements
- Establishes high standards and holds staff accountable for result

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

6. Strategic Issue and Crisis Management

Indicators of successful performance. The City Manager:

- Designs processes and provides leadership on big issues or crises
- Maintains order, professionalism, and confidence during difficult times
- Provides good advice and policy options to council on big issues
- Manages public information and perceptions on big issues

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

7. Customer Service and Communication with the Public

Indicators of successful performance. The City Manager:

- Engenders customer satisfaction as a value in the organization
- Provides high level of public information regarding city programs and services
- Encourages citizen feedback and acts on this information
- Is accessible to the public
- Insures quick follow up and resolution to citizen complaints and requests for service
- Deals efficiently with the media and represents the city well in this medium

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

8. Innovation and Creativity

Indicators of successful performance. The City Manager:

- Encourages innovation and creativity and responsible risk-taking
- Introduces new ideas and concepts
- Exercises leadership in identifying new methods and best-practices
- Encourages education and professional research to stay current on new methods and technology

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

9. Financial Management

Indicators of successful performance. The City Manager:

- Recommends policies, practices and strategies to insure long-term financial health
- Provides oversight and guidance in financial matters
- Provides for high quality budget and C.I.P. processes
- Recommends a high quality annual budget and C.I. P.
- Keeps council informed regarding overall financial condition and key issues

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisf.

COMMENTS:

10. Intergovernmental Relations

Indicators of successful performance. The City Manager:

- Effectively represents the city with outside agencies
- Contributes to regional cooperation and the resolution of regional issues
- Serves on regional boards/committees as required
- Maintains effective and cooperative relationship with local cities and Peoria Unified School District
- Maintains an effective relationship with the business community, including the Chamber of Commerce and P.E.D.G.
- Provides leadership and coordination of intergovernmental relations program

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

11. Personal Characteristics

Indicators of successful performance. The City Manager:

- Is a person of high integrity, honesty and trustworthiness
- Is friendly, personable, approachable
- Demonstrates leadership
- Is optimistic, enthusiastic, idealistic and cooperative

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

ACHIEVEMENTS

List the three top achievements or strong points of the City Manager for the past 12 months.

FUTURE DEVELOPMENT

List three performance objectives for this individual you feel are the most important targets for this year.

OVERALL

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

Council Member _____

Date _____

RATING SCALE

EXCEEDS EXPECTATIONS

- This level translates to an A or A+ rating.
- City Manager must consistently exceed Council expectations.

SATISFACTORY

- Fully consistent level of performance which translates to a B rating.
- This is the minimum level of acceptable performance.
- The assumption is that a chief executive can not perform below this level and effectively lead the organization.

NEEDS IMPROVEMENT

- This level of performance translates to a D.
- While some aspects of performance may be satisfactory, other aspects are unacceptable.
- This level requires negative feedback from Council with specific corrective action.

UNSATISFACTORY

- This level is unacceptable and requires immediate and substantial remediation.

May 9, 2003

You have been identified as a Key Working Partner of *Town Manager*, the Town Manager of Queen Creek. As the Town Council works on her annual performance review, we would greatly value knowing your perspective on her skills.

Would you please take a few minutes to complete the enclosed evaluation form and return it to Town Clerk Jennifer Robinson at Town Hall?

Please be assured that your responses will be kept confidential.

If you have any questions about this, please contact Vice Mayor David Dobbs at (480) 891-2469.

Please return this evaluation form as soon as possible. We need to compile all the results by May 28, 2003

Thank you for your assistance with this important work.

Sincerely,

Wendy Feldman-Kerr
Mayor

Key Work Partner Feedback Information

Employee Name: _____ **Title:** Town Manager, Town of Queen Creek

Annual Review performed by: Mayor and Town Council **Date:** May 2003

You have been identified as a Key Work Partner of the Town Manager. Please provide constructive feedback and an overall rating score on each of the items below. We are looking for feedback on as many of the following behaviors / skills that you can provide to us. Whenever possible, please site examples of specific observances related to your direct interaction with the Town Manager. If you have additional information that may be beneficial please include that information as well.

Please use the following scale to provide an overall rating of *Town Manager's* use of behaviors and skills with regards to effectiveness and proficiency:

- 3 = Uses very effectively and proficiently
- 2 = Uses somewhat effectively and proficiently
- 1 = Needs improvement
- 0 = Have not had the opportunity to observe

1. Communication Skills

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

2. Ethics (see explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

3. Leadership

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

4. Negotiation Skills

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

5. Professionalism

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

6. Organizational Skills

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

7. Envision (see explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

8. Consensus Building

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

9. Effectively Representing the Town

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

Energize (See explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

10. Team Work

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

12. Edge (see explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

Note: Examples of types of Behavioral observations

ENVISION

Identifies meaningful and innovative change that produces positive results. Comes up with the vision, strategies and viable plan that achieves it.

Strategic Planning

Provides strategies and solutions that recognize the interrelationships among business units, activities, processes and/or outcomes. Considers future needs and global trends; shares vision of a new future.

Maintains Local, Regional and National Awareness

Stays current on Public Management developments and understands the impacts to the community and economic environment in which the community operates.

Innovation

Comes up with ideas that are outside of the norm; identifies and questions assumptions; questions conventional thinking; chooses to provide options to thinking in new directions.

ENERGIZE

Excites employees, citizens, and Council around winning ideas. Brings extraordinarily high personal energy to everything. Creates an environment where everyone has a passion to excel and an opportunity to contribute.

Builds & Sustains Relationships

Presents an approachable style; proactively seeks input from internal and external sources/work partners; establishes open and trusting relationships; develops a climate where individuals are committed to sharing information.

Coaches for Performance

Provides clear and consistent feedback, encouragement, and developmental guidance; evaluates individual performance regularly based on clearly communicated goals.

Communicates with Impact

Engages the audience and shares information in a manner they comprehend; speaks clearly and actively listens in group and one-on-one settings.

Develops and Leads the Team

Encourages a team spirit of common effort and results; provides structure and direction to enable a team to accomplish its goals.

Demonstrates Personal Energy

Is energized in the face of challenges; maintains high energy, enthusiasm, and a positive attitude.

EDGE

Cuts to the essence of what is important. Makes bold, timely decisions. Insists that the organization outperform expectations. Brings a healthy dissatisfaction with the way things are. Makes tough calls when the organization or individuals are not performing.

Demonstrates Boldness

Makes bold moves, and takes calculated risks. Challenges the organization and people to be the best they can be; holds self and others responsible for personal actions.

Demonstrates Decisiveness

Makes timely decisions without undue fact gathering or deliberation. Stands by decisions; solves complex problems effectively and in a timely manner.

Demonstrates Incisive Thinking

Cuts to the heart of complex situations to achieve clarity about what is most important; considers critical implications; concentrates on important, valued activities; bases judgments on facts.

EXECUTE

Achieves results significantly better and faster by employing innovative, proven and rigorous management practices. Personally meets commitments and keep promises.

Plans and Organizes

Prioritizes, organizes, and coordinates work activities to complete work efficiently; uses financial information for planning purposes, foresees potential obstacles and creates plans to meet timetables.

Builds Benchstrength

Assesses capabilities of staff/ and provides equitable development opportunities to build the skills, abilities, and experience necessary for success. Bases staffing decisions on the needs of the service levels expected by the community and cost vs benefit analysis.

Demonstrates Personal Productivity

Achieves high levels of productivity by managing time, priorities, and effort; ensures tasks are completed on time and within budget.

Focuses on Client Service

Anticipates and responds to council/community needs by seeking and acting on their feedback and ensuring that the staff values the "customer's" perspective.

ETHICS/CHARACTER

Conducts business ethically always and everywhere. Treats all people and all cultures with respect and dignity. Keeps one's personal ambitions and emotional reactions from interfering.

Demonstrates Respect for Others

Treats others with respect and dignity regardless of culture, gender, or other differences.

Displays Professional Integrity

Does not let his or her personal ambitions interfere with the organization's best interests. Conducts business ethically at all times. Is truthful and composed.

Employee: *Name of Town Manager*

Review Year: FY 2003 - 2004

Overall Scope of Position - The purpose of my job is:

Goals

Goal-setting – all council goals for which I am responsible and the achievement or progress made, and how they can be measured: (use additional space as needed)

1.

2.

3.

4.

5.

6.

7.

8.

Behaviors - The 5 behaviors I used to achieve results and how I demonstrated them:

1. Envision:

2. Energize:

3. Execute:

4. Edge:

5. Ethics:

Key Work Partners - Who I need input from and how I will get it:

1.

2.

3.

4.

5.

Job Match - Training and development actions that I took to be successful at my job:

What issues interfered with success in my job, and how did I deal with them:

**TOWN OF CAMP VERDE
EMPLOYEE EVALUATION**

Type of Review: Annual 6 Month Review Period: From _____ To: _____ Next Review Date: _____

Employee Name:
Title:
Department:
Current Salary:
Vacation Accrued:
Sick Leave Accrued:

DEFINITION OF RATINGS

Exceeds Expectations: Performance is consistently above adequate skill levels. Achieves performance objectives beyond expectations.

Meets Expectations: Performance consistently meets job requirements. Achieves Performance objectives as stated.

Needs Improvement: Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory: Performance in several skills is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required.

PART I: PERFORMANCE DIMENSIONS - COMMENT ON PART III

ORAL COMMUNICATION: Speaks in a clear, distinct and understandable manner. Is effective in explaining Town positions, policies, procedures, services, programs and activities. Listens attentively to others. Uses correct grammar, vocabulary and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

WRITTEN COMMUNICATION: writes in a clear and meaningful manner. Is able to summarize facts so that they are logical, coherent, and clear and can be understood by the reader. Uses appropriate grammar, vocabulary, and sentence structure; is able to write technical and analytical reports clearly and concisely using terms and style which are easily understood by the intended reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

INTERPERSONAL SKILLS: Has a genuine interest and a desire to assist, participate, and supervise others. Treats people as he/she would like to be treated and handles their problems in a manner that shows sensitivity to their needs and circumstances. Is effective in dealing with people without arousing antagonism and demonstrates an understanding of situations. Is cooperative in dealing with others and functions as part of the "team". Is capable of treating others in a fair, consistent, impartial manner. Remains calm under difficult situations. Maintains an open and approachable manner. Controls feelings and emotions so that they do not influence judgment and performance. Maintains composure and self-control.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PLANNING/ORGANIZATION: Schedules and plans most efficient use of time. Organizes and plans priorities so that they can be accomplished. Establishes a course of action for self and others to accomplish a specific goal. Plans proper assignments for personnel and appropriate use of resources. Understands and applies the concept of "completed" staff work. Keeps appropriate manager advised of the status of projects and work assignments.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

FLEXIBILITY/ADAPTABILITY: Is able to adapt to changing circumstances, policies, and attitudes of others. Listens to supervisor's suggestions and considers others points of view. Changes behavior or attitudinal responses to fit the situation and work assignment in order to obtain the desired goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PROBLEM SOLVING/DECISION MAKING: Knows how to analyze and size up a situation. Isolates and identifies the problem. Evaluates

alternative courses of action and makes a logical decision; uses good judgment and common sense in making decisions. Takes action to achieve goals. Is able to anticipate events and respond appropriately. Recognizes problems and develops alternative solutions for consideration by appropriate higher-level staff.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADERSHIP: Demonstrates assertive initiative in perceiving and dealing with problems. Is able to elicit respect from those he/she comes in contact with and in particular those whom he/she supervises. Is effective in motivating others and firm in handling problems. Is sensitive to opportunities to improve the quality, efficiency and effectiveness of Town services. Accepts responsibility for the behavior of those he/she supervises. Is assertive and self-confident. Maintains an effective manner and demeanor and sets an example for subordinates. Presents a positive outlook and is willing to devote the time and effort necessary to get the job done. Demonstrates the initiative to learn new procedures and to accept new challenges. Elicits and encourages new ideas, processes and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

JOB SKILLS: Has a thorough knowledge and is able to effectively perform the work of the assigned organizational unit. Fully understands the organization and interrelationship of applicable Town functions, programs and services. Has a full working knowledge of the administrative and technical duties of the assigned organizational unit. Is able to operate necessary tools and equipment. Understands applicable methods, techniques and procedures. Has a thorough understanding of the organization and functions of local government. Is familiar with applicable local, state and federal legislation and regulations related to Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

DEVELOPMENT, ADMINISTRATION AND CONTROL OF BUDGET/LOSS CONTROL: Prepares department budgets based on prioritized needs and objectives of the Town. Budgets are prepared in prescribed format, submitted on schedule and adhere to the "completed" staff work concept. Manages budgets to balance expenditures and revenues unless otherwise approved by the Department Director/Town Manager. Assures that work safety standards are met. Allow subordinates to determine where improvements may be needed before losses occur, and promptly takes appropriate corrective action. Follows up after a loss has occurred, providing appropriate reports and taking required action including, but not limited to, discipline, policy or procedural changes, and any activity required (including training) to minimize or prevent future losses.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

GOALS AND OBJECTIVES: Develops challenging goals and objectives which correspond with overall Department and Town goals and objectives. Is able to develop qualitative and quantitative measurement criteria and standards in order to achieve goals and objectives. Effectively implements mid-year revisions in order to meet changing needs and directions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PART II: OVERALL PERFORMANCE SUMMARY AND SIGNATURES

Given the performance ratings and review of accomplishment of performance objectives, employee's overall performance is rated as:

EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY

Comments: (Attach additional sheets if necessary)

Actions for Improvement/Development: (Attach additional sheets if necessary)

Immediate Supervisor's Signature: _____ **Date:** _____

Comments, Department Head:

Department Head Signature: _____ **Date:** _____

Comments, Town Manager

Town Manager Signature: _____ **Date:** _____

Comments, Employee:

I understand the contents of this appraisal and it has been discussed with me.

Employee Signature: _____ **Date:** _____

PERFORMANCE GOALS

GOALS - List Smart Goals in the Column	GOAL OUTCOME - Specify how goal was met in this column
1.	
2.	
3.	
4.	
5.	
6.	
Percentage of Goals Met (0% - 100%) = (i.e. 45%, 75%, 100%)	
Recommended Annual Salary Adjustment	
Department Head Signature: _____ Supervisor Signature: _____ Employee Signature: _____	

COMMENTS

DEPARTMENT	COMMENTS
ADMINISTRATION:	
CLERK:	
COMMUNITY DEVELOPMENT:	
COURT:	
FINANCE:	
LIBRARY:	
MARSHAL:	
PARKS & RECREATION/ MAINTENANCE:	
STREETS:	

Memo

To: Council
From: Mayor Gioia
Date: April 14, 2006
Re: Agenda Item #15, Review Procedures

I prepared the attached evaluation form for Council-appointed positions. I would like Council to consider using this form for future evaluations.

Thank you.

TOWN OF CAMP VERDE EMPLOYEE EVALUATION

Type of Review: Annual 6 Month Review Period: From _____ To: _____ Next Review Date: _____

Employee Name:
Title:
Department:
Current Salary:
Vacation Accrued:
Sick Leave Accrued:

DEFINITION OF RATINGS

Exceeds Expectations: Performance is consistently above adequate skill levels. Achieves performance objectives beyond expectations.

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Needs Improvement: Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory: Performance in several skills is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required.

PART I: PERFORMANCE DIMENSIONS - COMMENT ON PART III

ORAL COMMUNICATION:

Speaks in a clear, distinct and understandable manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in explaining Town positions, policies, procedures, services, programs and activities.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Listens attentively to others. Uses correct grammar, vocabulary and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

WRITTEN COMMUNICATON:

Writes in a clear and meaningful manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to summarize facts so that they are logical, coherent, and clear and can be understood by the reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Uses appropriate grammar, vocabulary, and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to write technical and analytical reports clearly and concisely using terms and style which are easily understood by the intended reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

INTERPERSONAL SKILLS:

Has a genuine interest and a desire to assist, participate, and supervise others.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Treats people as he/she would like to be treated and handles their problems in a manner that shows sensitivity to their needs and circumstances.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in dealing with people without arousing antagonism and demonstrates an understanding of situations.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is cooperative in dealing with others and functions as part of the "team".

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is capable of treating others in a fair, consistent, impartial manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Remains calm under difficult situations.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains an open and approachable manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Controls feelings and emotions so that they do not influence judgment and performance.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains composure and self-control.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PLANNING/ORGANIZATION:

Schedules and plans most efficient use of time.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Organizes and plans priorities so that they can be accomplished.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Establishes a course of action for self and others to accomplish a specific goal.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Plans proper assignments for personnel and appropriate use of resources. Understands and applies the concept of "completed" staff work.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Keeps appropriate manager advised of the status of projects and work assignments.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

FLEXIBILITY/ADAPTABILITY:

Is able to adapt to changing circumstances, policies, and attitudes of others.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Listens to supervisor's suggestions and considers others points of view.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Changes behavior or attitudinal responses to fit the situation and work assignment in order to obtain the desired goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PROBLEM SOLVING/DECISION MAKING:

Knows how to analyze and size up a situation.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Isolates and identifies the problem.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Evaluates alternative courses of action and makes a logical decision.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Uses good judgment and common sense in making decisions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Takes action to achieve goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to anticipate events and respond appropriately.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Recognizes problems and develops alternative solutions for consideration by appropriate higher-level staff.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADERSHIP:

Demonstrates assertive initiative in perceiving and dealing with problems.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to elicit respect from those he/she comes in contact with and in particular those whom he/she supervises.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in motivating others and firm in handling problems.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is sensitive to opportunities to improve the quality, efficiency and effectiveness of Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Accepts responsibility for the behavior of those he/she supervises.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

assertive and self-confident.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains an effective manner and demeanor and sets an example for subordinates.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Presents a positive outlook and is willing to devote the time and effort necessary to get the job done.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Demonstrates the initiative to learn new procedures and to accept new challenges.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Elicits and encourages new ideas, processes and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

JOB SKILLS:

Has a thorough knowledge and is able to effectively perform the work of the assigned organizational unit.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Fully understands the organization and interrelationship of applicable Town functions, programs and services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Has a full working knowledge of the administrative and technical duties of the assigned organizational unit.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to operate necessary tools and equipment.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Understands applicable methods, techniques and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Has a thorough understanding of the organization and functions of local government.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is familiar with applicable local, state and federal legislation and regulations related to Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

DEVELOPMENT, ADMINISTRATION AND CONTROL OF BUDGET/LOSS CONTROL:

Prepares department budgets based on prioritized needs and objectives of the Town.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Budgets are prepared in prescribed format, submitted on schedule and adhere to the "completed" staff work concept.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Manages budgets to balance expenditures and revenues unless otherwise approved by the Department Director/Town Manager. Assures that work safety standards are met.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Allow subordinates to determine where improvements may be needed before losses occur, and promptly takes appropriate corrective action.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Follows up after a loss has occurred, providing appropriate reports and taking required action including, but not limited to, discipline, policy or procedural changes, and any activity required (including training) to minimize or prevent future losses.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

GOALS AND OBJECTIVES:

Develops challenging goals and objectives which correspond with overall Department and Town goals and objectives.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to develop qualitative and quantitative measurement criteria and standards in order to achieve goals and objectives.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Effectively implements mid-year revisions in order to meet changing needs and directions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PART II: OVERALL PERFORMANCE SUMMARY AND SIGNATURES

Given the performance ratings and review of accomplishment of performance objectives, employee's overall performance is rated as:
 EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY

Comments: (Attach additional sheets if necessary)

Actions for Improvement/Development: (Attach additional sheets if necessary)

Immediate Supervisor's Signature: _____ **Date:** _____

Comments, Department Head:

Department Head Signature: _____ **Date:** _____

Comments, Town Manager

Town Manager Signature: _____ **Date:** _____

Comments, Employee:

I understand the contents of this appraisal and it has been discussed with me.

Employee Signature: _____ **Date:** _____

PERFORMANCE GOALS

GOALS - List Smart Goals in the Column	GOAL OUTCOME - Specify how goal was met in this column
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
<p>Percentage of Goals Met (0% - 100%) = (i.e. 45%, 75%, 100%)</p> <p>Recommended Annual Salary Adjustment</p>	
<p>Department Head Signature: _____</p> <p>Supervisor Signature: _____</p> <p>Employee Signature: _____</p>	

COMMENTS

DEPARTMENT	COMMENTS
ADMINISTRATION:	
CLERK:	
COMMUNITY DEVELOPMENT:	
COURT:	
FINANCE:	
LIBRARY:	
MARSHAL:	
PARKS & RECREATION/ MAINTENANCE:	
STREETS:	

**COUNCIL
AGENDA ITEM REPORT**

Council meeting of: **October 4, 2006 – Regular Session**

Title: **Discussion, consideration and possible creation of polices
and procedures for Town dedication plaques.**

Budgeted item: N/A

Description of Item: None

**Council Member's
Recommendation:** None

Comments: None

Attachments: No

Prepared by: Councilmember Ron Smith