

City Manager Performance Evaluation - 6 months

Sep-24

City Manager: VALERIE HALE

Average

		CRAWFORD	TURNER	GERNT	HARRISON	SHANKS
	1. INDIVIDUAL CHARACTERISTICS					
4.88	Diligent and thorough in the discharge of duties, "self-starter"	5	5	5	5	5
	Exercises good judgment	5	5	5	5	4
	Displays enthusiasm, cooperation and will to adapt	5	5	5	5	4
	Mental and physical stamina appropriate for the position	5	5	5	5	4
	Exhibits composure, appearance and attitude appropriate for executive position	5	5	5	5	5
		25	25	25	25	22
		5	5	5	5	4.4
	2. PROFESSIONAL SKILLS AND STATUS					
4.92	Maintains knowledge of current developments affecting the practice of local government management	5	5	5	5	4
	Demonstrates a capacity for innovation and creativity	5	5	5	5	5
	Anticipates and analyzes problems to develop effective approaches for solving them	5	5	5	5	5
	Willing to try new ideas proposed by governing body members and/or staff	5	5	4	5	5
	Sets a professional example by handling affairs of the public office in a fair and impartial manner	5	5	5	5	5
		25	25	24	25	24
		5	5	4.8	5	4.8
	3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY					
4.88	Carries out directives of the body as a whole as opposed to those of any one member or minority group	5	5	5	5	4
	Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions	5	5	4	5	5
	Disseminates complete and accurate information equally to all members in a timely manner	5	5	5	5	5
	Assists by facilitating decision making without usurping authority	5	5	5	5	5
	Responds well to requests, advice and constructive criticism	5	5	4	5	5
		25	25	23	25	24
		5	5	4.6	5	4.8

Average

CRAWFORD TURNER GERNT HARRISON SHANKS

4. POLICY EXECUTION

4.76	Implements governing body actions in accordance with the intent of council	5	5	5	5	4
	Supports the actions of the governing body after a decision has been reached, both inside and outside the organization	5	5	5	5	4
	Understands, supports, and enforces local government's laws, policies, and ordinances	5	5	5	5	4
	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness	5	5	5	5	4
	Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical	5	5	4	5	4
		25	25	24	25	20
		5	5	4.8	5	4

5. REPORTING

4.92	Provides regular information and reports to the governing body concerning matters of importance to the local government, using City Charter as a guide	5	5	5	5	5
	Responds in a timely manner to requests from the governing body for special reports	5	5	4	5	5
	Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature	5	5	4	5	5
	Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience	5	5	5	5	5
	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny	5	5	5	5	5
		25	25	23	25	25
		5	5	4.6	5	5

6. CITIZEN RELATIONS

4.84	Responsive to requests from citizens	5	5	5	5	4
	Demonstrates a dedication to service to the community and its citizens	5	5	5	5	5
	Maintains a nonpartisan approach in dealing with the news media	5	5	5	5	5
	Meets with and listens to members of the community to discuss their concerns and strives to understand their interests	5	5	5	5	4
	Gives an appropriate effort to maintain citizen satisfaction with city services	5	5	4	5	4
		25	25	24	25	22

5 5 4.8 5 4.4

Average

CRAWFORD TURNER GERNT HARRISON SHANKS

7. STAFFING

4.84	Recruits and retains competent personnel for staff positions	5	5	5	5	4
	Applies an appropriate level of supervision to improve any areas of substandard performance	5	5	5	5	4
	Stays accurately informed and appropriately concerned about employee relations	5	5	5	5	4
	Professionally manages the compensation and benefits plan	5	5	5	5	4
	Promotes training and development opportunities for employees at all levels of the organization	5	5	5	5	5
		25	25	25	25	21
		5	5	5	5	4.2

8. SUPERVISION

4.84	Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff	5	5	5	5	4
	Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level	5	5	5	5	4
	Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office	5	5	5	5	4
	Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback	5	5	5	5	4
	Encourages teamwork, innovation, and effective problem-solving among the staff members	5	5	5	5	5
		25	25	25	25	21
		5	5	5	5	4.2

9. FISCAL MANAGEMENT

	Prepares a balanced budget to provide services at a level directed by council	5	5	5	5	5
	Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively	5	5	5	5	5
	Prepares a budget and budgetary recommendations in an intelligent and accessible format	5	5	4	5	5

4.96	Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability	5	5	5	5	5
	Appropriately monitors and manages fiscal activities of the organization	5	5	5	5	5
		25	25	24	25	25
		5	5	4.8	5	5

Average

CRAWFORD TURNER GERNT HARRISON SHANKS

10. COMMUNITY

4.88	Shares responsibility for addressing the difficult issues facing the city	5	5	5	5	4
	Avoids unnecessary controversy	5	5	5	5	5
	Cooperates with neighboring communities and the county	5	5	5	5	4
	Helps the council address future needs and develop adequate plans to address long term trends	5	5	5	5	5
	Cooperates with other regional, state and federal government agencies	5	5	5	5	4
		25	25	25	25	22
		5	5	5	5	4.4

4.87 TOTAL SCORE

NARRATIVES

Strengths:

SS	Valerie's knowledge and demeanor are her biggest strengths. She really is a pleasure to work with
MT	I am very pleased with Valerie's job performance. She is a true professional that loves her community.
RJC	Team builder, disciplined, knowledgeable and methodological. All of these describe what I believe to be the magic ingredients needed for a successful City Manager. I believe you possess these and more. It has been a breath of fresh air with you in the role as City Manager. I am able to complete Mayoral duties and roles and then share ideas and delegate the day-to-day operations of the City to you. Thank you!
RH	Ability to juggle multiple priorities calmly under pressure.
AG	Valerie has been outstanding. Her knowledge of all City functions and experience in Crossville had her ready to start on day 1. She represents Crossville very well.

Most critical for improvement:

RJC	Just continue doing what you are doing. I am thankful you stepped into this role. We are better because you are in this position. You, and the team that we now have at the City is probably one of the best we have put together.
RH	Might need to take some time for herself, but this should happen as she gets to know the departments and their capabilities.

Constructive suggestions for enhanced performance:

MT	Stay involved with employees, which you are already doing.
RJC	We meet multiple times a month and have scheduled meeting structures. I think this is working well and helps you and me to continue to build on the successes of the City.
RH	Remember, and you do, that our job is to find good people (and we have!). Treat them well and let/help them do their job.

Other comments:

SS	Valerie is an excellent City Manager. I felt like she was a good choice, but she is ahead of my expectations.
MT	Keep up good work.
RJC	Everything is moving along. We are in great financial shape; we are making substantial investments in our community and we are growing our economy in leaps and bounds. You and the team are doing great!
RH	Keep up the good work.
AG	Good job!

