

James Maness
Mayor

Bill Trivett
Vice-Mayor

Kenny Martin
City Manager

CITY OF MT. JULIET



Commissioners
Art Giles
Scott Hefner
Jennifer Milele

CITY MANAGER EVALUATION

Each member of the Board of Commissioners shall complete this evaluation form and return it to the Director of Human Resources by July 1st of each year.

INSTRUCTIONS

This evaluation form contains fifteen statements describing a behavior standard. For each statement, use the following scale to indicate your rating of the City Manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Sign and date the last page. All evaluations will be presented by the Board of Commissioners to the City Manager as part of the agenda for the meeting when the annual evaluation is conducted.

RATING EVALUATION

RATING	STATEMENT
	1. Appropriately handles responses to public requests, complaints, or areas of concern.
	2. Plans, organizes, and supervises implementation of Board-approved programs.
	3. Maintains an image of the City to the community that represents service, vitality and professionalism.
	4. Plans, organizes, and administers the adopted budget.
	5. Anticipates future needs and problems.
	6. Is aware of developments and plans in other cities that may relate to or affect Mt. Juliet.
	7. Maintains effective communication, both verbal and written, with Board.

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	8. Reports to Board on current plans and activities of the staff.
	9. Carries out policies adopted by the Board and developed by staff.
	10. Provides Board with up-to-date financial reports.
	11. Provides training of employees in contact with the public.
	12. Ability to build cohesiveness in staff.
	13. Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.
	14. Directs work involved in researching Board suggestions and reports findings.
	15. Maintains communication with governmental jurisdictions with which Mt. Juliet is involved or interacts.

NARRATIVE EVALUATION

- 1) What would you identify as the City Manager's strength(s), expressed in terms of the principle results achieved during the rating period?
- 2) What performance area(s) would you identify as most critical for improvement?
- 3) What constructive suggestions or assistance can you offer the City Manager to enhance performance?

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- 4) What other comments do you have for the City Manager; e.g., priorities, expectations, goals or objectives for the new rating period?

EVALUATOR'S SIGNATURE

EVALUATOR'S PRINTED NAME

DATE

