



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

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## AGENDA

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

**STUDY SESSION**  
**Monday, April 20, 2020**  
**6:00 P.M.**

**David Atchison**  
Mayor

**Vicky Clark**  
Council Member  
1<sup>st</sup> Precinct

**Lenn Reid**  
Council Member  
2<sup>nd</sup> Precinct

**Al Smith**  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Shane Williamson**  
Mayor Pro Tempore  
Council Member  
6<sup>th</sup> Precinct

**Darwin McClary**  
City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. City Manager 6-Month Performance Review
- V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- VI. CITY MANAGER REPORT
- VII. MAYOR AND COUNCIL MEMBER COMMENTS
- VIII. ADJOURN

NOTICE FOR PERSONS WITH  
HEARING IMPAIRMENTS  
WHO REQUIRE THE USE OF A  
PORTABLE LISTENING DEVICE

Please contact the City  
Clerk's office at  
517.629.5535 and a listening  
device will be provided  
upon notification. If you  
require a signer, please  
notify City Hall at least five  
(5) days prior to the posted  
meeting time.

**City of Albion**

**Study Session**

**April 20, 2020**

**6:00 P.M.**

**PLEASE TAKE NOTICE** that the meeting of the City of Albion Study Session scheduled for **April 20, 2020 starting at 6:00 p.m.** will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

Public comment will be handled by the "Raise Hand" method.

To comply with the **Americans with Disabilities Act (ADA)**, Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, (517) 629-5535, at least five business days prior to the meeting.

### **GOTOWEBINAR Instructions for Participants**

Please register for City Council Study Session on April 20, 2020 6:00 P.M. EDT at:

<https://attendee.gotowebinar.com/register/8090888660629883661>

After registering, you will receive a confirmation email containing information about joining the webinar.

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Webinars Made Easy®

You can also download the app on your phone and use Webinar ID: **610-915-963** to attend.

#### **Meeting Information:**

**City of Albion, MI is inviting you to a scheduled GOTOWEBINAR meeting**

Topic: Study Session-City Manager 6-Month Performance Review

Time: April 20, 2020 6:00 p.m. Eastern Time

Join Gotowebinar: <https://attendee.gotowebinar.com/register/8090888660629883661>

Webinar Id: **610-915-963**

\*A copy of this notice will be posted at City Hall, 112 W. Cass St, Albion, Michigan and on our website at [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov)

City of Albion  
Council Session Minutes  
December 2, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City; Kent Phillips, Acting Interim Public Service Director; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Mayor Atchison asked to add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L.

*Atchison moved, Smith supported, CARRIED, to Add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (6-0, rcv)*

Council Member Lawler asked to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D.

*Lawler moved, Spicer supported, **FAILED**, to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council*

*Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D. (3-3, rcv) (Reid, Smith, Atchison dissenting).*

*Atchison moved, Reid supported, CARRIED, to Approve the Agenda adding Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (5-1, rcv) (Lawler dissenting).*

## VI. PRESENTATIONS

### A. Open House at The Courtyard Marriott

Mayor Atchison stated the Courtyard Marriott will be hosting an Open House on Friday, December 6<sup>th</sup> from 4-6 p.m. They will have a hot cocoa bar, appetizers and drink specials.

### B. Shop Local Shop Albion

Mayor Atchison will ask a downtown business owner to update the Council on the Shop Local Shop Albion at a later date.

## VII. PUBLIC HEARINGS-FY 2020 Budget

Mayor Atchison opened the public hearing at 7:05 p.m.

Comments were received from: Jay Loomis, 408 Ash St. who asked what percentage the general fund reserve fund will be for the FY 2020 budget.

Mayor Atchison closed the public hearing at 7:07 p.m.

No Council comments were received.

## VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Garrett Brown, 1016 S. Superior St and Sonya Brown, 713 Orchard Drive.

## IX. CLOSED SESSION- None

## X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

A. Approval Study Session Minutes, November 16, 2019

B. Approval Regular Session Minutes, November 18, 2019

Smith moved, Clark supported, CARRIED, to approve the Consent Calendar as presented. (6-0, vv)

## XI. ITEMS FOR INDIVIDUAL DISCUSSION

### A. Elect Mayor Pro Tempore

Mayor Atchison asked if there was any Council Member who would not accept the Mayor Pro Tempore position if nominated.

Council Members Clark, Reid, Smith, Lawler and Spicer all would decline the position of Mayor Pro Tempore.

Clark moved, No Support, **FAILED**, to Elect Council Member Williamson as Mayor Pro Tempore.

Smith moved, Reid supported, CARRIED, to **Table** Election of Mayor Pro Tempore. (6-0, vv)

### B. Request Approval Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020

Comments were received from Council Member Lawler, City Attorney Harkness, Mayor Atchison and City Manager McClary.

Spicer moved, Reid supported, CARRIED, to Approve Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020 as presented. (6-0, rcv)

### C. Discussion/Approval Goals & Objectives for City Manager

City Manager McClary outlined the City Manager Goals & Objectives as follows:

#### CITY MANAGER'S GOALS AND PRIORITIES 2019-2020 GOAL #1 – PROMOTE SOUND AND PRUDENT FINANCIAL MANAGEMENT

Strategy – Prepare and submit for city council approval a sustainable FY 2020 budget providing measurable improvements in services to the community while maintaining minimum General Fund reserves of 20% of budgeted expenditures.

**Deadline: December 2019**

Strategy – Submit quarterly financial reports to city council demonstrating effective budget administration.

**Deadline: April 2020, July 2020, October 2020, January 2021**

Strategy – Prepare an administrative policy for the implementation of the Michigan Intergovernmental Trade Network (MITN) bid system in accordance with the city's purchasing policies.

**Deadline: February 2020**

Strategy – Prepare an administrative policy for the implementation of the BS&A Purchase Order system for improved budget management.

**Deadline: April 2020**

Strategy – Prepare and submit to city council a new budget format that supports long term planning for the city, including a comprehensive Capital Improvement Plan (CIP).

**Deadline: October 2020**

## **GOAL #2 – PROMOTE EFFICIENT AND EFFECTIVE MUNICIPAL OPERATIONS**

Strategy – Implement use of Trello web-based project management software for collaborative staff projects.

**Deadline: February 2020**

Strategy – Prepare and present to city council a plan for a vibrant, improved summer recreational program for implementation by May 2020.

**Deadline: March 2020**

Strategy – Formulate and implement a comprehensive rental inspection and certification program.

**Deadline: April 2020**

Strategy – Formulate and present to city council a plan to improve and expand the city's code enforcement efforts and community improvement.

**Deadline: April 2020**

Strategy – Prepare plan to improve city services in each city department, including metrics to measure progress and timelines for completion.

**Deadline: June 2020**

Strategy – Implement Phase II of Project Rising Tide branding strategy.

**Deadline: June 2020**

Strategy – Prepare and present to city council plan for an expanded, vibrant, city-wide, yearlong recreational program for 2021.

**Deadline: October 2020**

Strategy – Complete strategic plan for parks.

**Deadline: October 2020**

Strategy – Prepare and present to city council a plan for improving local public transportation services.

**Deadline: October 2020**

### GOAL #3 – PROMOTE PROPER MANAGEMENT OF CAPITAL ASSETS AND INFRASTRUCTURE

Strategy – Complete design and bidding of 2020 capital improvement projects.

**Deadline: March 2020**

Strategy – Complete construction of 2020 capital improvement projects.

**Deadline: October 2020**

Strategy – Complete asset management plans for water system, sanitary and storm sewer systems, streets, buildings and grounds, and other assets; utilize plan data to prepare comprehensive capital improvement plan (CIP).

**Deadline: October 2020**

### GOAL #4 – PROMOTE BENEFICIAL AND EFFECTIVE BOARD, COMMISSION, AND STAFF RELATIONS AND PROFESSIONAL DEVELOPMENT PROGRAM

Strategy – Establish and implement comprehensive annual professional development and training program for all city employees.

**Deadline: March 2020**

Strategy – Establish and implement comprehensive annual training program for boards and commissions.

**Deadline: March 2020**

Strategy – Complete classification and compensation study for all city positions and recommend new classification and compensation plan to city council.

**Deadline: October 2020**

Strategy – Improve communication skills through cultural diversity training and provide report on outcomes.

**Deadline: October 2020**

**GOAL #5 – PROMOTE OPEN, TRANSPARENT, INCLUSIVE, AND COLLABORATIVE GOVERNANCE**

Strategy – Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.

**Deadline: March 2020**

Strategy – Fully utilize city’s web site, social media, and traditional media to communicate with the public on important issues affecting the community.

**Deadline: June 2020**

Strategy – Utilize city’s web site to increase public accessibility to city documents and forms.

**Deadline: June 2020**

Strategy – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations, and other governmental units, to provide quality core municipal services and to achieve common goals (e.g., homelessness, veterans services, at-risk children, community support systems).

**Deadline: June 2020**

Comments were received from Mayor Atchison and City Manager McClary

Reid moved, Clark supported, CARRIED, to Approve the Above Goals & Objectives for the City Manager as presented. (6-0, rcv)

**D. Request Approval Resolution # 2019-38, To Approve the Purchase of One Police Vehicle**

Comments were received from Mayor Atchison and Chief Kipp

Clark moved, Reid supported, CARRIED, to Approve Resolution # 2019-38, To Approve the Purchase of One Police Vehicle as presented. (6-0, rcv)

**E. Request Approval Medical Marihuana Grower Renewal License for Greenwell BioMedicinals**

Comments were received from Council Member Smith, City Attorney Harkness, Mayor Atchison and Director of Planning, Building & Code Enforcement Tracy.

Reid moved, Spicer supported, CARRIED, to Approve Medical Marihuana Grower Renewal License for Greenwell BioMedicinals as presented. (6-0, rcv)

F. Set Study Session Date to Discuss Sidewalk Fund

Comments were received from Council Members Spicer and Clark and Mayor Atchison.

Atchison moved, Reid supported, CARRIED, To Approve Monday, December 16, 2019 at 6:00 p.m. as a Study Session to Discuss Sidewalk Fund. (6-0, vv)

G. Request Approval Boards & Commission Appointments:

- Christina Wixson, Initial Appointment, DDA, Term to Expire 12-31-2021
- Rick Lange, Reappointment, Albion Trust, Term to Expire 11-7-2022
- Joseph Verbeke, Initial Appointment, Planning Commission, Term to Expire 12-31-2022
- Richard Lewin, Initial Appointment, Board of Review (Alternate), Term to Expire 12-31-2021
- Vivian Davis, Initial Appointment, Board of Review, Term to Expire 12-31-2021

Comments were received from Mayor Atchison

Lawler moved, Reid supported, CARRIED, to Approve the Above Boards & Commission Appointments as presented. (6-0, rcv)

H. Request Approval for Holland Park Sidewalk Improvement Project

Comments were received from Council Members Spicer, Reid and Lawler, Mayor Atchison and Dale Duff, President Forks Senior Center.

Lawler moved, Smith supported, CARRIED, to **TABLE** Holland Park Sidewalk Improvement Project as presented. (6-0, vv)

I. Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group

Comments were received from Council Members Lawler, Spicer, Clark and Smith, Mayor Atchison and City Manager McClary.

Clark moved, Reid supported, **FAILED**, To Approve Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group as presented. (1-5, rcv) (Reid, Smith, Lawler, Spicer and Clark dissenting).

J. Request Approval to Apply for AFG Grant for ADPS Air Packs

Comments were received from Chief Kipp

Reid moved, Lawler supported, **CARRIED**, To Approve Applying for AFG Grant for ADPS Air Packs as presented. (6-0, rcv)

K. Request Approval to Apply for AFG Grant for a New Fire Engine and Radios

Comments were received from Chief Kipp

Reid moved, Clark supported, **CARRIED**, To Approve Applying for AFG Grant for New Fire Engine and Radios as presented. (6-0, rcv)

L. Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program

Comments were received from Chief Kipp

Clark moved, Lawler supported, **CARRIED**, to Approve \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Mayor Atchison stated Council will have a Study Session on Monday, December 16, 2019 at 6:00 p.m. to discuss sidewalk fund.
- City Attorney Harkness asked for the following items:
  - Approval of FY 2020 Budget
  - Discussion/Approval 1<sup>st</sup> Reading of Ordinance to Create a Parks, Recreation and Trails Commission for the City
- Mayor Atchison asked for Boards & Commissions Appointments
- Council Member Spicer asked for Rental Certification to be added to the first meeting in January 2020

XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Garrett Brown, 1016 S. Superior St; Wayne Arnold, 906 Hall St; Serena Smith, 903 Burr Oak; Sonya Brown, 713 Orchard Dr; Doug Jones, 201 S. Berrien St; Mattie Washington, 1211 S. Eaton St and Calhoun County Commissioner Gary Tompkins.

#### XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- Attendance at Meetings
- FY 2020 Budget Preparation
- Albion Community Gardens Property Assessment
- Irwin Avenue Reconstruction Project Update
- BIDNET/MITN Purchasing Group Membership
- City Manager Goals & Priorities
- Thanksgiving Holiday

#### XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Clark, Reid, Smith and Lawler and Mayor Atchison.

#### XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Clark moved, Lawler supported, CARRIED, To Excuse Council Member Williamson (6). (6-0, vv)

#### XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

#### XVIII. ADJOURNMENT

Spicer moved, Clark supported, CARRIED, to adjourn the regular session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 8:50 p.m.

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Date

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Jill Domingo  
City Clerk



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor and City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** April 6, 2020  
**RE:** **STATUS OF FY 2020 CITY MANAGER GOALS AND PRIORITIES**

Pursuant to the city council's request for information as part of the initial six-month evaluation of my performance as City Manager, I offer the following status summaries for each goal and priority for the period of December 2019 through April 2020:

### ***Prepare and Submit Sustainable FY 2020 Budget***

The FY 2020 budget was submitted on time, reviewed, and approved within charter time limits. Some information was limited due to the timing of the budget process and my arrival as City Manager. The FY 2021 budget process will commence earlier, and a more comprehensive capital improvement planning process will be undertaken.

### ***Trello Project Management System***

The Trello project management system has been set up for the FY 2021 budget preparation process, and department directors have been invited to sign up and participate. We will utilize the system to manage other projects as we are able to identify this tool as appropriate for those projects.

### ***MITN Bid System***

The city has joined the MITN bid system and key staff have participated in initial training, and have access to the learning environment for additional training and familiarity. This system will be used this year to undertake competitive bid processes and enter into new contracts to comply with the city's purchasing policies. I am working to develop an administrative directive to implement the system and processes.

### ***Public Engagement in Decision Making***

We are working to identify methods of engaging the public in important decisions. Recently, we conducted study sessions to engage citizens in decisions on the rental certification and inspection program and solid waste collection contract. We will be engaging property owners on North Clark Street in the design of the reconstruction project within the next few weeks. Other key

decisions for which citizen engagement will be critical include comprehensive sidewalk and street improvements programs. Further work is needed, including utilizing technology to gauge public opinion and desires and establishing processes in which the public can actively participate in the design of programs and projects.

### ***Annual Training Program for Boards and Commissions***

This item has not been started.

### ***Annual Comprehensive Training and Development Program for City Employees***

Department directors and I have developed lists of required or needed training for most employees, and the HR Coordinator is working to set up the annual training program. Some training is on hold due to the public health emergency, but we are identifying training that can be completed remotely for each employee or group of employees.

### ***2020 Capital Improvement Projects Design and Bidding***

The Irwin Avenue Phase I project is in the finishing stage. Irwin Avenue Phase II construction started last week. The project is expected to be finished by July 1.

The North Clark Street reconstruction project is being designed by Wightman. A public information meeting will be held within the next couple weeks. Bidding is expected to take place in early May. We expect the project to be completed this construction season.

The North Albion Street Bridge replacement project is being reviewed and a grant application is being prepared under the Michigan Local Bridge Program for funding. If awarded funding, the bridge would be replaced in 2023. The grant application is due May 1. Great Lakes Engineering is completing the application for the city.

First, Second, Third, and Wild Streets is being reviewed, and we intend to pursue grant funding under MTEDF Category B to complete the project. The grant application is due June 1. I will be recommending that Wightman complete this application for the city.

### ***Summer 2020 Recreation Plan***

The future of the spring and summer recreation programming is on hold due to the uncertainty of the impact of the COVID-19 public health emergency on programming.

	A	B	C	D	E	F	G	H	I	L	N
1											
2		<b>Evaluation Description</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Mayor</b>	<b>Council AVE Rating</b>	<b>CM Self Eval</b>
3	<b>1a</b>	Provides strong leadership, effective management and direction to program efforts.	2.0	2.0	2.5	3.0	4.0	2.0	1.5	2.4	4.0
4	<b>1b</b>	Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.	2.0		3.0	3.0	4.0	3.0	3.0	3.0	4.0
5	<b>2a</b>	Anticipates problems and develops effective approaches for solving them	1.0	2.0	2.0	3.0	3.5	2.0	2.5	2.3	4.0
6	<b>2b</b>	Is willing to try new ideas on approaches when proposed by council members of staff.	3.0	2.0		4.0	4.0	2.0	2.5	2.9	4.0
7	<b>3a</b>	Recommend to city council such measures as the Manager may deem necessary or expedient and attend City Council meetings with right to take part in discussion but shall not vote.	3.0	4.0	3.0	4.0	5.0	3.0	3.0	3.6	5.0

#1 #2 #3 #4 #5 #6 Mayor Council CM

	A	B	C	D	E	F	G	H	I	L	N
8	3b	Compile annual budget proposal of the city and administer the annual budget.	2.0			4.0	5.0	3.0	2.5	3.3	4.0
9	3c	Perform such other duties as may be prescribed by ordinance or by direction of council	3.0	4.0	2.0	3.0	4.0	3.0	3.0	3.1	4.0
10	4a	Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.	4.0	2.0	2.5	4.0	4.0	2.0	2.0	2.9	4.0
11	4b	Responds in a timely and professional manner to concerns expressed by individuals and community groups	2.5	2.0	2.5	3.0	3.5	2.0	2.5	2.6	4.0
12	4c	Maintains good relations with the media.		2.0	2.0	3.0			2.0	2.3	4.0
13	5a	Does the City Manager follow established policies and procedures and use proper discretion	4.0		3.0	4.0	4.5	3.0	3.0	3.6	5.0
14	5b	Is the City Manager thorough, fair, and decisive in dealing with established policies and procedures.	3.0	4.0		4.0	4.5	2.0	3.0	3.4	5.0
15	6a	City Manager presents realistic budgets that properly prioritize the needs of the city and are effectively administered	2.5	4.0		4.0	4.0	2.0		3.3	

	A	B	C	D	E	F	G	H	I	L	N
16	7a	The extent to which Human Resources are effectively utilized and sound hiring decisions are made.	2.0	2.0	2.0	3.0	5.0	1.0	1.0	2.3	3.0
17	7b	City Manager sets a good example and provides proper motivation to other city employees	3.0	2.0	2.0	4.0		1.0	3.0	2.5	5.0
18	8	Achievement of Council Adopted Goals	2.5	2.0	2.0		3.5	2.0	1.5	2.3	
27	9a	Does the City Manager have good communication with the Council as a whole	2.5	4.0	2.0	3.0	5.0	2.0	2.5	3.0	5.0
28	9b	As to the individual	3.0	4.0	3.0	4.0	5.0	2.0	2.5	3.4	3.0
29											
30			45.0	42.0	33.5	60.0	68.5	37.0	41.0	52.1	67.0
31											
32											
33		<b>Overall Score</b>	<b>2.6</b>	<b>2.8</b>	<b>2.4</b>	<b>3.5</b>	<b>4.3</b>	<b>2.2</b>	<b>2.4</b>	<b>2.9</b>	<b>3.9</b>
34			17	15	14	17	16	17	17	18.0	17.0
35			Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Mayor	AVE Rating	CA Self Eval

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

### 1. LEADERSHIP

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	3 [ ]	4 [X]	5 [ ]	UE [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 [ ]	4 [ X ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: FY 2020 Budget was prepared, presented, and adopted on schedule, despite the timing of my start with the city in relation to the budget schedule. Agendas are consistently prepared and submitted to council on a timely basis. Agenda items are currently tracked through OneNote. Routine tasks are scheduled in Outlook task manager.

### 2. MANAGEMENT SKILLS:

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	3 [ ]	4 [ X ]	5 [ ]	UE [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ]	4 [ X ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: This is a work in progress. A number of systems and processes have deteriorated over a number of years, and my staff and I are working to resolve these. We have frequent discussions on how to improve these processes. Two examples of this are the purchasing procedures and budget management. Once I identified a problem with compliance with our purchasing policies, I identified solutions (MITN bid system and purchase order system) to improve, streamline, and monitor performance in this area.

Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ X ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Maintains good relations with the news media.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
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Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------	--------------------------

Cite examples to support your evaluation: I always strive to respond to citizen requests and inquiries in a timely fashion through phone calls or E-mail correspondence and to respond with courtesy, professionalism, and competence. I believe a positive relationship with the media is very important, and I continue to work to create and maintain that positive relationship. I have recently formulated a press release template to begin communicating important information and issues with the media.

**5. JUDGMENT AND DECISION-MAKING**

- a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input checked="" type="checkbox"/>	<b>UE</b> <input type="checkbox"/>
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- b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input checked="" type="checkbox"/>	<b>UE</b> <input type="checkbox"/>
--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	---	---------------------------------------

Cite examples to support your evaluation: Complying with federal, state, and local laws and charter, as well as rules and policies, is critical to fair, uniform, and consistent decision making and treatment. I sometimes feel that city council members get frustrated with me because I adhere closely to law and policy, but I must make sure that city administration is acting within the scope of its authority and responsibility at all times while respecting the rule of law.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

- a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input type="checkbox"/>	<b>UE</b> <input checked="" type="checkbox"/>
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Cite examples to support your evaluation: I believe that more time is needed to be able to adequately assess my performance in this area.

**7. PERSONNEL MANAGEMENT**

Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ X ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: The city has not had comprehensive human resources management processes in place for many years, if ever. This is a work in progress, and I have identified this as an area of high priority for administration. I would hope that my staff feels that I am friendly and approachable and provide mentoring, coaching, and advice as needed. I hope that they also feel that I try to challenge them to reach beyond their current abilities so that they can realize their full professional potential.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

**CITY MANAGER 2017 GOALS:**

1. GOVERNANCE – Participate in MML Training
2. INFRASTRUCTURE – With available funding, City Council will determine whether to build a new water tower or expand the existing tower.
3. EMPLOYMENT & BUSINESS RECRUITMENT – Establish a work group.
4. NEIGHBORHOOD STABILATION – Research equipment, costs, programming, etc. For public access channels
5. NEIGHBORHOOD STABILATION – Research sustainable funding to address local transportation
6. GATEWAY APPEAL – Identify possible funding for I-94 bridge on Eaton Street (lights and signs)

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X ]
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Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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Cite Examples to support your evaluation: These goals appear to be from a previous time period for a previous City Manager. Attached please find my status report for the December 2019 – April 2020 Goals and Priorities.

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ X ]	<b>UE</b> [ ]
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b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: I believe strongly that information should be shared with city council members equally and try hard to try to make sure that happens. I have offered opportunities for individual council members to meet with me to talk about individual concerns and suggestions and encourage council members to take advantage of that opportunity. I would also welcome other suggestions from individual council members as to how to best address their Manager/Council communication needs.

\_\_\_\_\_   
 Council Member's Signature

\_\_\_\_\_   
 Date

Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized, and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

### 1. LEADERSHIP

a. Provides strong leadership, effective management and direction to program efforts.

1.5 [ X ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 [ X ]	4 [ ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation:

- (a) City Manager McClary is a very personable individual with a consistently positive outlook and approach. However, he does not demonstrate strong leadership nor provide effective management of city programs and services, or decisive direction to Directorate Heads. Mr. McClary consistently takes a hands-off approach, delegating **authority** for most if not all city services and programs to subordinate staff with no apparent oversight or direct feedback methods or metrics in place to monitor the quality or timeliness of those services and programs. Department Directors are left to manage as they see fit with little to no expectations communicated by City Manager McClary. Less experienced personnel assigned to fill critical “acting” leadership positions are not provided any consistent coaching or qualitative supervision. Consequently, the quality of city services in the areas of streets & roads maintenance, parks maintenance and infrastructure planning have noticeably deteriorated during his six-month tenure as city manager. Mr. McClary’s decision to be absent from Albion during an extended National, Statewide “state of emergency” showed a lack of professional judgement and personal engagement expected of the City’s Chief Operating Officer. Mr. McClary’s conclusion that he is perfectly able to properly meet all of his responsibilities remotely during this pandemic highlights his hands-off, arm’s distance approach to serving as Albion’s City Manager.
- (b) City Manager McClary meets assigned deadlines for **routine** tasks. His written City Manager reports are detailed and clearly articulates status. However, he does not consistently accommodate non-routine tasks in a timely fashion. City Manager McClary was repeatedly asked for a list of his accomplishments by multiple members of council, several pointedly stating they had no idea what he has done or is doing. On the 8<sup>th</sup> of March, CM McClary was specifically requested to supply a list of his accomplishments, status of assigned goals and his plans and expectations for the next 6 – 12 months to full Council by 23 March 2020 to support council members 6-month assessment of his performance. This request was provided the day after a 7 March 2020 Special Council meeting to discuss council’s concerns with the City Managers performance. On 29 March 2020, having not received Mr. McClary’s input, a reminder was sent him to which he finally submitted his self-assessment and status of 2020 City Manager Goals & Objectives on 4 April. Although Mr. McClary indicated it was the status for each goal for the period December 2019 thru April 2020, the information provided addressed only those goals with an assigned deadline up to March 2020. CM McClary failed to address those assigned goals with deadlines in April 2020, including
- Administrative policy for implementation of BS&A Purchase Order System

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

- Present to Council a plan to improve and expand City’s Code Enforcement efforts **and community improvement**. This priority goal in particular was the focus of much discussion during the 7 March Special Council meeting to discuss council’s concerns with his performance. Mr. McClary’s judgement in omitting any input on this goal demonstrated his lack of responsiveness to council and a fundamental disconnect between his role as Chief Operating Officer and the quality-timeliness of city services.
- Most telling is Mr. McClary’s own self-assessment of his leadership. For both 1a and 1b he rates his performance as: **4-VERY GOOD** and that his effort and performance **is in line with expectations of City Council and that little improvement or change is needed**. However, Mr. McClary did not bother to even comment on his leadership, management and direction. He offers no examples to indicate his performance is satisfactory let alone VERY GOOD. Examples he provided regarding 1b would substantiate a rating of 3-Satisfactory

**SUMMARY: Mr. McClary has failed to demonstrate any degree of urgency in any area under his authority and responsibility. His performance in this area is not at all in line with council’s expectations. Immediate and substantial improvement in this area is mandatory.**

**2. MANAGEMENT SKILLS:**

- a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

- (a) Mr. McClary has not demonstrated any particular ability to perceive the nuances of Albion’s challenges. He relies almost exclusively on his past experience rather than anticipate future problems. He reacts to problems rather than proactively manages to avoid or resolve problems. When vocal critics of city government complained that a Saturday study session was not live streamed or recorded, he offered no solution to resolve the matter. Moreover, he refused to implement a standing policy to live stream/record all public Council meetings unless/until receiving direction from the full council. When public outcry and consternation was voiced over property tax issues involving local non-profits, he maintained an arm’s length distance – refused to make meaningful efforts to resolve or at a minimum, proactively communicate with the community in general or the individual affected organizations. His unwillingness to visibly engage on this issue demonstrated a lack of awareness of community priorities and sensitivities. The end result was the State’s tax review court overturned the local assessors’ decisions and left the public with a poor opinion of the City.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

(b) Mr. McClary is averse to taking any risks which leaves creative solutions and new ideas or approaches “on the shelf”. As stated earlier, Mr. McClary typically reacts to problems rather than proactively managing to avoid them.

- Mr. McClary rates himself **4-VERY GOOD** for both 2a and 2b. He believes his performance **is in line with expectations of City Council and that little improvement or change is needed in this area.** However, after 6-months tenure as City Manager he sums up his performance as “a work in progress” and states he and staff are working **TO** resolve problems. The examples Mr. McClary provides (MITN bid system and purchase order system) were goals he set and were approved by council – yet that have not been competed/fully implemented to any significant degree. Mr. McClary’s self-assessment describes “working towards” – “conversations” and “**identifying** problems and solutions”. However, council’s expectations are **focused on results more than on level of effort.** **Identifying** problems and possible solutions are important – but council’s expectations are the **full implementation** of solutions and **demonstrating problem resolution** resulting in **measurably improved services and more cost-effective programs.**

**SUMMARY: Mr. McClary’s demonstrated management expertise does not reflect what council expects from a professionally certified municipal manager with 3 decades of municipal management experience, who was hired to create and sustain a thriving community. Improvement in this area is needed to be considered generally acceptable - SATISFACTORY (3.0).**

### 3. CITY CHARTER

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

- (a) Mr. McClary’s understanding of our city charter fully meets council’s expectations. His advice and council on municipal administration is consistently helpful and well informed. However, as previously mentioned, his risk aversion produces conservative, cookie cutter solutions in virtually every case. This is satisfactory but does not rise to the level worthy of any significant praise. His self-assessment provides no comment or any example of specific recommendations to council he initiated on his own initiative in the past 6 months.
- (b) During the 7 March Special council meeting to discuss his performance, Mr. McClary acknowledged that he played very little actual role in developing the FY2020 City Budget, leaving this fundamentally critical effort essentially to his staff with little to no direct involvement. With a start date of 30 September, Mr. McClary had ample opportunity to have had a hand in developing the city’s budget, if even limited to discussing priorities and challenges in depth with his staff and council members. Considering the city’s prior two years of being deprived of an engaged, skilled City Manager, Mr. McClary’s hands-off approach did not serve himself, his staff, the council, or the City of Albion well. During the budget review process Mr. McClary was repeatedly given feedback from council members that our FY2020 budget should reflect a commitment to and focus on improving services and programs in at least a few areas. However, this feedback had no apparent effect on the budget presented to council for approval.
- (c) Mr. McClary generally performs other duties in a satisfactory if somewhat rudimentary fashion. He is versed in the dynamics and challenges of Council-Manager form of municipal government. His typical approach to local issues and challenges is essentially to pursue his predetermined approach unless – until given specific, detailed direction otherwise by the full council. This is more effective and understandable under a strong, dynamic City Manager who communicates effectively with staff and council, and who is **proactively engaged in creating and sustaining a thriving community**. However, Mr. McClary’s approach to rely heavily on subordinate staff with limited personal direction or engaged guidance tends to leave our city services lacking in consistency and quality.

**SUMMARY: While Mr. McClary’s performance is generally satisfactory, improvement in this area is needed to warrant any rating over a 3.0.**

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ X ]	[ ]	[ ]	[ ]	[ ]

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ 2.5 ]	[ ]	[ ]	[ ]	[ ]

- c. Maintains good relations with the news media.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ X ]	[ ]	[ ]	[ ]	[ ]

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation:

- (a) Mr. McClary is unknown by the community at large. Although he is articulate, thoughtful and personable one-on-one, and he possesses a solid understanding of the principals of municipal management theory, he has failed to adequately connect with the general public. He is a self-described introvert who is averse to being in the public sphere. Consequently, he has failed to establish an image of the City to the community that reflects favorably on him as the city manager. Instead, his hands-off approach leaves the community, the better part of city employees and majority of city council with the impression that city government is drifting with no one in charge.
- (b) Early on in his tenure as City Manager, a common criticism of Mr. McClary was his non-responsiveness to city boards and commissions as well as inquiries from the public. After bringing specific complaints to his attention repeatedly, Mr. McClary has shown improvement in this area. Additional effort will serve Mr. McClary, city employees, city council and the community at large well.
- (c) Mr. McClary missed a great window of opportunity to establish good rapport with the local media. The media's first impression has been of a relatively absentee city manager. Other than stating his belief in the importance of a positive relationship with the media – Mr. McClary has done nothing to build that relationship. Without engagement – there is no relationship. The lone accomplishment in this area which Mr. Clary offers is a recently formulated template to release/communicate information to the media. This is insufficient to warrant an assessment of his performance as SATISFACTORY.

**SUMMARY: Mr. McClary's performance in the area of media relations and community relations demands substantial improvement to meet the expectations of Council and our community.**

**5. JUDGMENT AND DECISION-MAKING**

- a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

- (a) Mr. McClary's personal adherence to policy and procedure is very good. However, incidents have come to light where subordinate employees have failed to follow his example and clearly deviated from established policy and procedures. Whether Mr. McClary will take decisive action and eliminate systemic problems remain to be seen.
- (b) Mr. McClary is consistently and demonstrably thorough in approaching-dealing with policy and procedural issues. He has not demonstrated the willingness to make decisive decisions or otherwise take purposeful and unambiguous actions to establish a new standard of performance or expectation.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**6. FINANCIAL MANAGEMENT AND BUDGETING**

- a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X ]
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Cite examples to support your evaluation: I concur with Mr. McClary’s self-assessment: more time is needed to adequately assess his performance in this area.

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ X ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

- (a) Despite frequent urging by the majority of council and internal staff complaints, Mr. McClary has moved at glacial speed to fill vacant city employee positions. Prior to beginning his tenure as city manager, and immediately following his start, the necessity to fill multiple key staff positions was communicated to then-candidate McClary. Insite into what Mr. McClary considers important and therefore where he applies his energies is revealed in his self-assessment comments. Mr. McClary focuses on the **lack of HR processes** in place and his prioritization is **future** addressing these absent processes. While admirable to focus on the future, what is lacking is his grasp – acknowledgement that quickly filling key positions with qualified, experienced and highly effective personnel is arguably more important than adding process development and implementation on his “to do” list. Mr. McClary has communicated his solution for resolving this pressing issue is to hire an experienced Human Resources Manager. However, over 6-months into his tenure as city manager and that has not been completed. Mr. McClary’s delegation of decision making is admirable at times. However, internal personnel decisions which have taken place during his tenure have created as many problems as they have resolved. The re-assignment of the Code Enforcement Inspector exacerbated a wide-spread community issue by slashing assigned resources in this area and leaving the position gapped for months. Despite what Mr. McClary told Council, the re-assignment of the Code Inspector was not discussed with nor coordinated with Mr. Tracy. Mr. Tracy was unaware of the re-assignment until after it had occurred in February and it was the subordinate employee which notified Mr. Tracy of reassignment. The Code Enforcement Inspector position remains vacant today.

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

(b) Mr. McClary sets a good example of integrity and compliance with rules and regulations. However, Mr. McClary falls short in providing proper motivation to other city employees. As Chief Operating Officer, Council expectations of the City Manager are to not only set a personal example, but to inspire and motivate all city employees to demonstrate conduct that is beyond reproach. Mr. McClary appears to have a good working relationship with most of the personnel he deals directly with on a regular basis. However, he does not appear to interact with the bulk of city employees in any significant way. This hands-off detached approach does not typically motivate rank and file employees.

## 8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

<b>1</b> [ 1.5 ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite Examples to support your evaluation: NOTE: I have not included Mr. McClary’s goal on Rental Certification in my assessment. I have limited my assessment of his performance in this area to those assigned goals with due dates through the end of April 2020.

To a very large extent, Mr. McClary has failed to fully complete any of the goals and priorities which he agreed to and which City Council approved at the 2 December 2019 City Council meeting. Mr. McClary was **the leading force in establishing these goals and the deadlines formally approved**. This is evident in the goals themselves. Mr. McClary was pointedly asked during the 2 December 2019 Council meeting if he was comfortable with each of the assigned goals, particularly with the assigned due dates. He stated that he was. He was then asked again whether he felt any of the assigned due dates were too aggressive. Mr. McClary stated he did not.

-Prepare an Administrative policy for the implementation of the Michigan Intergovernmental Trade Network (MITN) bid system in accordance with the city's purchasing policies.

**Deadline February 2020 – Notable progress has been made on this goal however not completed – not fully implemented. “The system will be used...” This goal was championed by City Manager McClary as his method for substantially improving the city’s contracting process, improving city government efficiency and contributing to cost effective financial management. Mr. McClary chose to prioritize focus on this as opposed to other financial issues and concerns brought up by staff. Progress is indicative of a lack of urgency on Mr. McClary’s part.**

- Implement use of Trello web-based project management software for collaborative staff projects. **Deadline February 2020 – Modest progress appears to have been made however this system has not been implemented to any appreciable level. This goal was championed by City Manager McClary as an essential tool for improving city government efficiency and contributing to cost effective management. Mr. McClary’s status states that: “department directors have been invited to sign up and participate.” Both the limited progress made and the apparent optional nature of this “essential” tool is indicative of a lack of commitment on Mr. McClary’s part.**

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

-Prepare and present to city council a plan for a vibrant, improved summer recreational program for implementation by May 2020. **Deadline March 2020 – NOT MET – no indication that any tangible progress has been made. Council has repeatedly, and loudly communicated to City Manager McClary our high priority on this goal. The status provided by Mr. McClary demonstrates a complete lack of understanding on his part of the importance which our community and the full City Council places on this. His lack of engagement in this area is unacceptable.**

-Complete design and bidding of 2020 Capital improvement projects. **Deadline March 2020 – NOT MET: months and months away from completion.**

-Establish and implement comprehensive annual professional development and training program for all city employees. **Deadline March 2020 – NOT MET. A “list of required training for most employees” has been put together. A list is NOT a comprehensive training and development program. The list does not include ALL employees nor is it clear what definitive degree of progress is being accomplished. It appears the City Manager has simply suggested staff work on training while at home. This goal was championed by City Manager McClary but there is little evidence / metrics provided to indicate whether this is intended to be an established program contributing to improving city government services, or simply a “to do” list to check the box in employee personnel files.**

-Establish and implement comprehensive annual training program for all boards and commissions. **Deadline March 2020. NOT STARTED. This goal was championed by City Manager McClary but given no effort.**

-Actively seek participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts. **Deadline March 2020. City Manager has not engaged the community with any degree of urgency or ingenuity. He is absent from the public to a large extent.**

**SUMMARY: Mr. McClary consistently fails to demonstrate any degree of urgency in any area under his authority and responsibility. His performance in setting and achieving goals is not at all in line with council’s expectations for a city manager with the length of experience attributed to Mr. McClary and in keeping with his pay, benefits and total compensation package. Mr. McClary does not appear to be personally invested in transforming Albion into a vibrant and thriving community. Substantial improvement in this area is mandatory.**

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[2.5 ]	[ ]	[ ]	[ ]	[ ]

b. As to the individual?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[2.5 ]	[ ]	[ ]	[ ]	[ ]

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation:

- (a) Mr. McClary does a reasonable job communicating routine matters with the full council. However, his focus on communication seems to be on responding and following up on inquiries by council “*as time permits*”. While he is complemented on fastidiously including the entire city council when he communicates, he needs to improve in proactively informing council on potential issues and new developments. His approach to performing as the Chief Operating Officer for the city does not place a priority on personal engagement – direct oversight or proactive communication. He relies on delegation and depends on others to identify problems and then will react and communicate accordingly.
- (b) Mr. McClary is viewed as somewhat non-responsive by some members of council, city employees and most members of the public.

**Mr. McClary’s overall performance during this 6-month period is rated 2.4; generally unacceptable, needs improvement, and not aligned with the expectations of City Council.**

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Hasn't observed strong leadership; The City Manager does not demonstrate leadership skill when necessary. When ask to improve and correct repairs in the city such as street cleaning, code compliance issues, staff administration he is either hesitant to give obvious or clear instruction, or make give directives with deadlines to move or lead the staff in direction to resolve the concerns.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ X ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Does not demonstrate strong problem-solving skills but he is willing to ask for directions from council. He also doesn't appear to be self-directed or proactive. Some city staff employees have stated he is unable most of the time or when issues occur, he will give publicly correct answer, but he doesn't act. Some employees believe he make discussion by relying on staff without collecting enough information by his owe observation or failure to gather facts to support the discussion.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*City Manager Annual Evaluation*  
*Page 3 of 6*

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

According to the character the city manager should compile the budget proposal with any additions or proposal directive he has observe. The yearly budget submissions did not give clear improvements, or future directives for the increases or decreases expensive, projections for future allocation, and completions the year. The City Manager didn't give submissions for general observation or modification or projections for the year. All the budget summaries were compiled by the directors. The city manager did not give of his own finding. The council discussed the concerns and issues of the city and compile the top ten. Little progress has been completed. Example it has been mention repeatedly the need for a grant writer in our area to off set the lack of money in city,

**4. MEDIA AND COMMUNITY RELATIONS**

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X ]
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Cite examples to support your evaluation: The community has stated he is not available, and he is difficult to reach. Although he has scheduled a designated meeting time his flexibility is question by the community and some feel he is not vested in the community because of his lack of presence and interactions.

**5. JUDGMENT AND DECISION-MAKING**

- a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Adhering to policy and procedures is his strong point.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

- a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	---------------------	-----------------	-----------------	-----------------	------------------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation:

Prioritizing the administration doesn't seem to be managed by the city manager by direction. However, it is understood he is in gaining knowledge before proceeding with changes. Open positions have not been filled, there is a lack of urgency to change the standing issues with staffing and duty proformed

*City Manager Annual Evaluation*  
*Page 5 of 6*

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

He able to display a positive and supported motivation with some of his employees. I have asked the city manager question during the council meeting and he has avoided answering my questions on several occasion. Most recently during the city lock in and employees layoff.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a within a year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

**CITY MANAGER 2017 GOALS:**

1. GOVERNANCE – Participate in MML Training UE
2. INFRASTRUCTURE – With available funding, City Council will determine whether to build a new water tower or expand the existing tower. UE
3. EMPLOYMENT & BUSINESS RECRUITMENT – Establish a work group. 2
4. NEIGHBORHOOD STABILATION – Research equipment, costs, programming, etc.  
For public access channels 2

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

5. NEIGHBORHOOD STABILATION – Research sustainable funding to address local transportation 2
6. GATEWAY APPEAL – Identify possible funding for I-94 bridge on Eaton Street (lights and signs) 3

<b>1</b> [ ]	<b>2</b> [ 2.5]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite Examples to support your evaluation:

*City Manager Annual Evaluation*  
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**9. COMMUNICATION TO THE COUNCIL**

- a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [2.5]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [X]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

The city manager should be a little more mindful of the population or citizens who are asking questions or listening at meeting and give a comprehensible answer for all persons present and hearing the information being shared.

Example: During a meeting in Precinct 1 when he was asked a question by the community his answer did not give the people a clear solid answer. The people stated he said what he thought he should say and did not give a truthful answer.

\_\_\_\_ Vicky Lynn Clark  
Council Member’s Signature

\_3.30.2020  
Date

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

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The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

### 1. LEADERSHIP

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ x ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
----------	------------	----------	----------	----------	-----------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

c.						
1 [ ]		2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE <del>[ ]</del>

Cite examples to support your evaluation:

I was hoping that by now we would have strong people in leadership positions and things would be improving for the betterment of the city. I am constantly being asked by citizens "what is happening"? They too expected to see more positive change. I grant you we were left with a mess and I feel as though maybe all employees needed to have a chance to sit down and get it off your chest or a lets think positive about how we can move ahead conversation because there is still a lot of tension. You can feel and hear it.

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### 2. MANAGEMENT SKILLS:

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ x ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 <del>[ x ]</del>	3 [ ]	4 [ ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

\_It is my opinion that to be able to anticipate a problem you would need to know your surroundings and the players. Many people are still commenting on the lack of visibility of the manager in the community and and even city hall. ( B.) Willing to try new ideas.\_ At one of the meeting I asked that we all take

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

the city van and take a “road trip” around Albion through each precinct so that each person can see the same thing for discussion. I think I heard the manager say he did not think that was necessary. We did this once before and everyone found it very enlightening. We were able to see what others saw, see problems or soon to be problems and know better how to address them. See things that were good and made plans on how to keep them that way. It helped to see streets and side walks and get a better line up of which needed help now or later. Everyone saw and had a say.

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ x ] ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation: When asked the manager reports back to council when something is requested

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**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: Being the council person for pct. 2. it is my commitment to listen to and address the problems of or comments from the people in my pct. . I am still questioned as to why the manager is not more visible in the community. Many say if they met him they would not know him . I explain that he is a very nice person but busy.

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**5. JUDGMENT AND DECISION-MAKING**

- a. Does the City Manager follow established policies and procedures and use proper discretion?

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ x ]
-----------------	-----------------	-----------------	-----------------	-----------------	--------------------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_ often refers to what the charter says or what council has done previously

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**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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**7. PERSONNEL MANAGEMENT**

a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation: \_\_ I feel we still have problem with HR and hiring. I know that until we have that correct, we are not going to made the progress we need to make. Just my thoughts.

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**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

**CITY MANAGER 2017 GOALS:**

1. GOVERNANCE – Participate in MML Training
2. INFRASTRUCTURE – With available funding, City Council will determine whether to build a new water tower or expand the existing tower.
3. EMPLOYMENT & BUSINESS RECRUITMENT – Establish a work group.
4. NEIGHBORHOOD STABILATION – Research equipment, costs, programming, etc.  
For public access channels
5. NEIGHBORHOOD STABILATION – Research sustainable funding to address local transportation
6. GATEWAY APPEAL – Identify possible funding for I-94 bridge on Eaton Street (lights and signs)

<b>1</b> [ ]	<del><b>2</b></del> <del>[ ]</del>	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite Examples to support your evaluation: \_\_\_\_\_

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**9. COMMUNICATION TO THE COUNCIL**

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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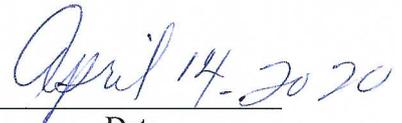
b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_ There will always be times when we disagree but I think the council and the manager have good communications. I personally have always felt we get along good. He is respectful and shows respect.



Council Member's Signature



Date

Slm\Evaluations\2015 CM Eval Form

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized, and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ 2.5]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: (a) At this time Mr. Mc Clary has not demonstrated what I would deem strong leadership. It seems he comes in on the back side of issues as they are presented to him. He is not recognizing the issues on his own.

(b) With the help of the City Clerk, meeting agendas are presented on time. As it was city budget time when Mr. McClary was contracted with the city, it would not be fair to hold him entirely responsible for the 2020 budget.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ X]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X]
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Cite examples to support your evaluation:(a) As stated above, most problems are presented to Mr. McClary for his disposition. Other than personnel problems, which have yet to be dealt with, Mr. McClary has not made it obvious that he is recognizing or cognizant of problems lying in front of him.

(b) I am rating this as EU because in only 6 months I cannot say I would recognize what would be a 'new approach' to either Mr. McClary or the City Council.

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: (a) Mr. McClary is becoming aware of Albion’s needs and is putting forth his recommendations to council in a clear and concise manner using a form he has implemented for this purpose that describes his positions very clearly.

(b) Mr. McClary was new to his position at the time the FY 2020 budget was presented to council. He had to be heavily dependent on his Dept. Heads for knowledge of Albion’s budgetary needs.

(c) I take no exception as to Mr. McClary’s performance by charter or ordinance standards. However, Mr. McClary does appear to have problem in his understanding of what council may be instructing him to do. He tends to do things his way and will only explain why he deviates after strong questioning by council.

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ 2.5 ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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<b>Ratings:</b>	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ 2.5]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [X]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: (a) Mr. McClary rarely appears in public in a professional capacity. When he is in public, he presents a very warm, open and friendly manner.

(b) Citizens have reported that Mr. McClary is difficult to reach or to get information from.

(c) To my knowledge Mr. McClary has not spoken with the media beyond his acceptance of his position.

## 5. JUDGMENT AND DECISION-MAKING

- a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X]
-----------------	-----------------	-----------------	-----------------	-----------------	-------------------

Cite examples to support your evaluation: (a) Mr. McClary has proven to be fastidious in referencing the city charter or ordinances when policy matters arise.

(b) I have not had the opportunity to witness Mr. McClary ‘in action’ when administering policy.

## 6. FINANCIAL MANAGEMENT AND BUDGETING

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

- a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ X]
-----------------	-----------------	-----------------	-----------------	-----------------	-------------------

Cite examples to support your evaluation: (a) As stated elsewhere in this evaluation. Mr. McClary was new to his position when the budget was presented to council and he had to rely on the experience of his Dept. Heads for expertise in budgetary matters for the city of Albion.

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ X]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ X]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: (a) To date and to my knowledge, Mr. McClary has only filled 2 vacant positions within the city and that was by internal transfer or promotion. I do believe 4 new Public Safety officers were added also. We still run with ‘temporary, interim’ dept. heads and supervisors. Mr. McClary has held interviews with several applicants but has yet to make any decision that will move the city forward and out of this exhausting state of limbo.

(b) Though the number has reduced, there are still some city employees who will say they have not met Mr. McClary. As Mr. McClary never seems to leave his office or city hall, I see no way that he can offer any kind of leadership or motivation to his subordinates.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite Examples to support your evaluation: I have stated in open council session, it is my belief Mr.

McClary should not be held accountable for the establishment of a rental certification program as it has become a more contentious matter than anyone originally expected.

Going back to the list of CITY MANAGER’S GOALS AND PRIORITIES 2019-2020 that was presented to council, Mr. McClary met his first goal of presenting the FY 2020 budget, but it was mostly prepared by subordinates as Mr. McClary was still new to his position.

He has implemented the BS&A Purchase Order system, but it seems to be getting side stepped by dept. heads and the budget & city charter is being trampled in the process.

Mr. McClary secured approval of council to purchase and implement the Trello web-based project management system. Council has yet to receive an update on the operation or workings of this system nor have we heard anything as to its effectiveness.

In Goal #3 Mr. McClary was to present to council a ‘Complete design and bidding of 2020 capital improvement projects. Deadline was March 2020.

Goal #4 was to establish and implement comprehensive annual training and professional development programs for all city employees and members of boards and commissions. Deadlines were March 2020.

Goal #5 Mr. McClary was to ‘Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.’

Deadline was March 2020. Other than attend a city council study session with the public for input on the new trash hauler contract and sitting on a few new commissions that were initiated and set up by the Mayor to which Mr. McClary was mandated by council to be a part of. Mr. McClary has made no outward attempt to engage any members of the general public.

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ X ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation: (a) In light of our present (COVID-19) situation Mr. McClary has shown poor judgement and leadership by requiring subordinates to remain at home and 'on call' if needed and then leaving town without informing any member of his hierarchy or members of council of his whereabouts. (b) Mr. McClary does answer inquiries of individual council members in a timely manner either by email, text or phone. He has kept council abreast of the governor's latest edicts as they develop during our present situation.

Albert L. Smith, 3<sup>rd</sup> Precinct City Council Representative  
Council Member's Signature

04/05/20  
Date

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

CW howie

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Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	<del>3</del> [ ]	4 [ ]	5 [ ]	UE [ ]
----------	----------	---------------------	----------	----------	-----------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	<del>3</del> [ ]	4 [ ]	5 [ ]	UE [ ]
----------	----------	---------------------	----------	----------	-----------

Cite examples to support your evaluation: *I think you came at a crucial time in Albion's community. I think you are still figuring us out. It will get better though!*

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	<del>3</del> [ ]	4 [ ]	5 [ ]	UE [ ]
----------	----------	---------------------	----------	----------	-----------

b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ]	<del>4</del> [ ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: *I like the fact that you make sure every move you make is a legal move!*

Ratings:	Unacceptable - 1 Needs Improvement - 2	Satisfactory - 3 Very Good - 4	Exceptional - 5 Unable to Evaluate - UE
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**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

- b. Compile the annual budget proposal of the City and administer the annual budget?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation:

*So far, so good.*

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

c. Maintains good relations with the news media.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_

*I think you're doing good in this area.*

\_\_\_\_\_

\_\_\_\_\_

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_

*I was able to accurately follow you during budget presentation.*

*Thanks!*

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

7. PERSONNEL MANAGEMENT

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 []	2 []	3 [X]	4 []	5 []	UE []
---------	---------	----------	---------	---------	----------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

1 []	2 []	3 []	4 [X]	5 []	UE []
---------	---------	---------	----------	---------	----------

Cite examples to support your evaluation: look City workers  
are they doing OR they always  
ways yes!

8. ? ACHIEVEMENT OF COUNCIL ADOPTED GOALS ?

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

CITY MANAGER 2017 GOALS:

- GOVERNANCE – Participate in MML Training
- INFRASTRUCTURE – With available funding, City Council will determine whether to build a new water tower or expand the existing tower.
- EMPLOYMENT & BUSINESS RECRUITMENT – Establish a work group.
- NEIGHBORHOOD STABILATION – Research equipment, costs, programming, etc. For public access channels
- NEIGHBORHOOD STABILATION – Research sustainable funding to address local transportation
- GATEWAY APPEAL – Identify possible funding for I-94 bridge on Eaton Street (lights and signs)

1 []	2 []	3 []	4 []	5 []	UE []
---------	---------	---------	---------	---------	----------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite Examples to support your evaluation: These goals way 2017.

9. COMMUNICATION TO THE COUNCIL

a. Does the City Manager have good communication with the Council as a whole?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

b. As to the individual?

1 []	2 []	3 []	4 <input checked="" type="checkbox"/>	5 []	UE []
---------	---------	---------	--	---------	----------

Cite examples to support your evaluation: Darwin, make sure you have what you need to be successful as Albion C.M. If you don't, ask us for help or guidance.

CM Marcello P. Zanier  
Council Member's Signature

\_\_\_\_\_  
Date

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

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Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

# City Manager Annual Evaluation Form

## 1. LEADERSHIP

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: The City was without a permanent Manager for over 9 mos. and Mr. McClary came in and hit the ground running leading + managing City staff efficiently + effectively. Council agendas are prepared timely.

## 2. MANAGEMENT SKILLS:

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	3, 5 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	---	----------	----------	-----------

b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: In time, once the assessment of City past operations + determine what worked/what did not, I am certain given CM McClary's skills + experience effective problem solving will be provided to Council. He has had to protect fires and address unforeseen situations (COVID-19) in his initial employment. I believe he is open to new ideas. It was suggest that staggered work hours be considered and I believe City employees are now engaged in this practice.  
(Some)

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 <del>[ ]</del>	UE [ ]
----------	----------	----------	----------	---------------------	-----------

- b. Compile the annual budget proposal of the City and administer the annual budget?

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 <del>[ ]</del>	UE [ ]
----------	----------	----------	----------	---------------------	-----------

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

1 [ ]	2 [ ]	3 [ ]	4 <del>[ ]</del>	5 [ ]	UE [ ]
----------	----------	----------	---------------------	----------	-----------

Cite examples to support your evaluation: 2020 Budget completed and submitted to Council timely.

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**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

1 [ ]	2 [ ]	3 [ ]	4 <del>[ ]</del>	5 [ ]	UE [ ]
----------	----------	----------	---------------------	----------	-----------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

1 [ ]	2 [ ]	3.5 <del>[ ]</del>	4 [ ]	5 [ ]	UE [ ]
----------	----------	-----------------------	----------	----------	-----------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

c. Maintains good relations with the news media.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
----------	----------	----------	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 [ ]	2 [ ]	3 [ ]	4.5 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 [ ]	2 [ ]	3 [ ]	4.5 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: City Manager McClary follows City ordinances + Chester.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 []	2 []	3 []	4 []	5 <del>[]</del>	UE []
---------	---------	---------	---------	--------------------	----------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

1 []	2 []	3 []	4 []	5 []	UE <del>[]</del>
---------	---------	---------	---------	---------	---------------------

Cite examples to support your evaluation: *I anticipate sound hiring decisions are made although there has been slim hiring since Mr. McClary began his employment. Conversations with city staff has not been had since during this evaluation period regard Mr. McClary so therefore, I am not certain as to what their feelings maybe.*

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

1 []	2 []	3.5 <del>[]</del>	4 []	5 []	UE []
---------	---------	----------------------	---------	---------	----------

Cite Examples to support your evaluation:

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Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

9. COMMUNICATION TO THE COUNCIL

a. Does the City Manager have good communication with the Council as a whole?

1 []	2 []	3 []	4 []	5 <input checked="" type="checkbox"/>	UE []
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b. As to the individual?

1 []	2 []	3 []	4 []	5 <input checked="" type="checkbox"/>	UE []
---------	---------	---------	---------	--	----------

Cite examples to support your evaluation: On numerous ~~occasions~~<sup>occasions</sup> I have telephoned and asked for a same day <sup>brief</sup> meeting of CM McClary has always accommodated me. He is also consistent in responding to my phone calls and/or requests.

Jeannette Apice  
Council Member's Signature

4/15/2020  
Date

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ x ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-------------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: *While CM McClary is timely on assignments with deadlines, there is never an urgency to the work being completed and tasks are not ahead of schedule. Leadership is not being shown. Most direct questions asked of the City Manager are automatically funneled to a department head or city employee with the phrases "I am not sure" or "I don't know" being commonplace followed up with "Let me get you in contact with (insert staff member)". It seems as though CM McClary does not know what is going on outside of his office with these reactions.*

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: *There is a lack of leadership in this area for CM McClary. Currently, the strategy for solving problems is to hear from council that they believe there is a problem (ex. DPW/City workers during the Stay Home Order) and then to propose a meeting with a sub-group of council to talk about problem solving with his department folks only to find out that the problem has been fixed or addressed since that last council meeting. Almost trying to make council members think their concerns were wrongly placed. I have had limited opportunities to talk about ideas or approaches with CM McClary as he is generally late to respond to any correspondence including telephone or email.*

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ x ]	[ ]	[ ]	[ ]

- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ x ]	[ ]	[ ]	[ ]

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ 3 ]	[ ]	[ ]	[ ]

Cite examples to support your evaluation: \_There is nothing to indicate that CM McClary is not following the Charter at the moment.

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ x ]	[ ]	[ ]	[ ]	[ ]

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ x ]	[ ]	[ ]	[ ]	[ ]

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ x ]
-----------------	-----------------	-----------------	-----------------	-----------------	--------------------

Cite examples to support your evaluation: \_\_CM McClary has a lot of improvement to make when it comes to community relations and representation. Non-attendance to the Economic forecast was noticed by all in attendance. Various city board members and community leadership still do not know who CM McClary is or what he looks like. This needs to be remedied sooner rather than later to have a successful term as City Manager.

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ x ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-------------------	-----------------	-----------------	------------------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: Nothing indicates that CM McClary does not follow procedures or policies. The reason for the low score in this category is that CM McClary has shown multiple times, especially with the city fee schedule that decisiveness is not currently a professional strength. Leadership through confusion either intentionally or unintentionally is chaos and that particular situation could have been remedied rather easily. This is the same in multiple other subject areas.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ x ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-------------------	-----------------	-----------------	-----------------	------------------

Ratings:	Unacceptable – 1 Needs Improvement – 2	Satisfactory – 3 Very Good – 4	Exceptional – 5 Unable to Evaluate - UE
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Cite examples to support your evaluation: While a reasonable proposed budget was given to council, CM McClary gave the impression that he knew little about what was in the budget or the work that his department heads had done to present that budget to him.

*City Manager Annual Evaluation*  
 Page 5 of 6

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ x ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-------------------	-----------------	-----------------	-----------------	-----------------	------------------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ x ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Currently there are several open positions in the city. Many times throughout the last six months council and its members have asked about postings and progress towards key positions being filled. CM McClary asserts that he is working on it, yet even the key position of Assistant City Manager has not been filled. There is still an interim serving in that role. In light of the pandemic that has changed the way everyone does business, it would be prudent to have a clear staffing plan and process in place.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

**CITY MANAGER 2017 GOALS:**

1. GOVERNANCE – Participate in MML Training
2. INFRASTRUCTURE – With available funding, City Council will determine whether to build a new water tower or expand the existing tower.
3. EMPLOYMENT & BUSINESS RECRUITMENT – Establish a work group.
4. NEIGHBORHOOD STABILATION – Research equipment, costs, programming, etc.  
 For public access channels

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

- 5. NEIGHBORHOOD STABILATION – Research sustainable funding to address local transportation
- 6. GATEWAY APPEAL – Identify possible funding for I-94 bridge on Eaton Street (lights and signs)

<b>1</b> [ ]	<b>2</b> [x]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-----------------	-----------------	------------------

Cite Examples to support your evaluation: Given the current situation with the pandemic, these goals should be re-evaluated. In addition to that, prior to the pandemic coming on, I was not aware what progress has been made towards the listed goals.

*City Manager Annual Evaluation*  
*Page 6 of 6*

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**9. COMMUNICATION TO THE COUNCIL**

- a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [x]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-----------------	-----------------	------------------

- b. As to the individual?

<b>1</b> [ ]	<b>2</b> [x]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: At times it is hard to tell what CM McClary is doing. Council as a whole receives minimal email and other written communication. As per me as a council member individually, CM McClary rarely responds to emails and has returned few phone calls. Improvement in communication to both the council and its individual members is desired.

Shane Williamson

April 13, 2020

\_\_\_\_\_

Council Member's Signature

\_\_\_\_\_

Date

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE