

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Agenda  
*Study Session*  
February 20, 2020  
6:00 p.m.

1. Call to Order by the Mayor
2. Roll Call
3. Adoption of the Agenda
4. New Business
  - a. Town Center Water Project
  - b. Discuss City Administrator Gerald Herman's annual performance appraisal
5. Adjournment

Map Lot #	County	Map-Parcel	Acreage	Developer	TOTAL LAND FOR COST SHARE	PERCENT SHARE	COST SHARE
1	Sumner	25% Contribution		CoWH	NA	25.0%	\$ 400,000
2	Sumner	077 076.00	4.40	Fuqua	4.40	11.7%	\$ 186,704
10	Sumner	077G C 016.00	0.12	Tate/Eden	7.50	19.9%	\$ 318,246
11	Sumner	077G C 017.00	0.26	Tate/Eden			
12	Sumner	077G C 018.00	0.20	Tate/Eden			
13	Sumner	077G C 019.00	0.27	Tate/Eden			
14	Sumner	077G C 020.00	0.28	Tate/Eden			
26	Sumner	077G C 015.00	1.10	Tate/Eden			
29	Sumner	077G C 011.00	0.46	Tate/Eden			
30	Sumner	077G C 010.00	0.83	Tate/Eden			
31	Sumner	077G C 005.00	1.15	Tate/Eden			
32	Sumner	077G C 009.00	1.00	Tate/Eden			
33	Sumner	077G C 008.00	0.10	Tate/Eden			
34	Sumner	077G C 007.00	0.73	Tate/Eden			
35	Sumner	077G C 006.00	1.00	Tate/Eden			
47	Robertson	107G A 037.00	15.75	Honeycutt	16.38	43.4%	\$ 695,050
53	Robertson	107G A 032.00	0.63	Honeycutt			

\$ 1,600,000.00 Budgetary Estimate  
28.28 Total Land Area

City Administrator Performance Evaluation

City of White House

Evaluation period: January 1, 2019 to December 31, 2019

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Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Amanda Brewton, Human Resources Director. The deadline for submitting this performance evaluation is Thursday, February 11, 2016. Evaluations will be summarized and included on the agenda for discussion at the work session on Thursday, February 18, 2016.

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Mayor's Signature

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Date

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Governing Body Member's Signature

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Date Submitted

## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city administrator's performance.

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

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

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

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city administrator as part of the agenda for the meeting indicated on the cover page.

### PERFORMANCE CATEGORY SCORING

#### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category

**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**4. POLICY EXECUTION**

- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**5. REPORTING**

\_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government

\_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports

\_\_\_\_\_ Reports produced by the administrator are accurate, comprehensive, concise and written to their intended audience

\_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**6. CITIZEN RELATIONS**

\_\_\_\_\_ Responsive to requests from citizens

\_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens

\_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

\_\_\_\_\_ Gives an appropriate effort to maintain citizen satisfaction with city services

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**7. STAFFING**

\_\_\_\_\_ Recruits and retains competent personnel for staff positions

\_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations

\_\_\_\_\_ Professionally manages the compensation and benefits plan

\_\_\_\_\_ Promotes training and development opportunities for employees at all levels of the organization

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**8. SUPERVISION**

\_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

\_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city administrator's office

\_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

\_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**9. FISCAL MANAGEMENT**

\_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council

\_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

\_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

\_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*

**10. COMMUNITY**

\_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city

\_\_\_\_\_ Cooperates with neighboring communities and the county

\_\_\_\_\_ Helps the council address future needs and develop adequate plans to address long term trends

\_\_\_\_\_ Cooperates with other regional, state and federal government agencies

*Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 4 = \_\_\_\_\_ score for this category*





