

**City of Dunnellon  
Employee Performance Evaluation  
Department Head**

Name (Last, First, Middle Initial) Odom, Amanda L.	Job Title: City Clerk
Department / Division Clerk	Salary Range: 52,412 – 77,213
Evaluation Type: 3 mos. 6 mos. <u>Annual</u> Special Evaluation Period: June 29, 2021 From: June 29, 2022	Date of Review: 08/08/2022

**Section I: Key Rating Factors - AVERAGED**

Rating	White	Hanchar	Williams	Kenny	Cubbage	AVG
1. Directing		4	4	4	4	4
2. Communicating		4	4	4	4	4
3. Delegating		4	3	4	4	4
4. Planning		4	4	4	4	4
5. Evaluating		4	4	4	4	4
6. Budgeting		4	4	4	4	3.75
7. Motivating		4	4	4	4	4
8. Judgment		3	4	4	4	3.75
9. Teamwork		4	4	4	4	4
10. Job Knowledge		3	4	4	4	3.75
11. Training		3	4	4	4	3.75
12. Leadership		4	4	4	4	4
13. Organization		4	4	4	4	4
14. Goal/Project 1		4	4	4	4	4
15. Goal/Project 2		3	4	4	4	3.75
16. Goal/Project 3		4	4	4	4	4
<b>TOTAL</b>		60	63	64	64	62.75

**Section II: Rating**

Total Score from Section I: 62.75

Recommendation: Designate the appropriate rating category.

<u>POINTS</u>	<u>MERIT BONUS</u>	
0 – 25	0%	
26 – 34	1%	
35 – 45	1.5%	
46 – 54	2%	
55 – 59	2.5%	
60 – 64	3%	x

Is probation being recommended? No (x) Yes ( )

**Section III: Goal / Objectives for Next Evaluation:**

Goal Number 1

1. Mayor White: Emphasize grant writing.
2. Vice-Mayor Hanchar: Create and implement the education of voters on the ballot referendum the City is placing on the November ballot.
3. Councilwoman Williams: Keep abreast of any important changes affecting city municipalities.
4. Councilwoman Cabbage: Keep Dunnellon citizens informed utilizing Facebook and Riverland News.

Goal Number 2

1. Mayor White: Hold staff accountable – be the boss.
2. Vice-Mayor Hanchar: Use the Facebook platform as a tool that all department heads should add information to for informing citizens, neighbors and visitors of emergencies, upcoming events, accomplishments, budgets, etc.
3. Councilwoman Williams: Ensure staff has the tools needed to do their jobs and effective training.
4. Councilwoman Cabbage: Keep Council informed of grant opportunities and applications.

Goal Number 3

1. Mayor White: Become more active in pushing public projects to completion
2. Vice-Mayor Hanchar: Continue to assist the Council in the goal of establishing a new police department building.
3. Councilwoman Williams: Continue to communicate and share pertinent information with Council in a timely manner.
4. Councilwoman Cabbage: Continue liaisons with Marion County departments.

**Section IV: Comments**

Reviewer/Councilmember Comments

1. Mayor White: I believe this rating system tied to a pay raise prevents me from giving a fair and constructive evaluation. Anything less than perfection would be a negative. I cannot fill out the rating system because it creates negativity.
  - Comments: Quick study, great listener, trustworthy, respectful, represents the city positively, has the confidence of staff, makes herself available, researches topics thoroughly, follows through, knowledgeable of Dunnellon’s past, has great relationships with other agencies.
  - Recommendations: Be seen more in public, delegate chain of command, create a grant writer, more “hands on” with projects, continue education, monitor staff coming and goings when on city time, promote/create an attitude among staff that we are public servants rather than having a job.
2. Vice-Mayor Hanchar: Mrs. Odom needs to feel at ease to speak at meetings when the Council, audience or other staff is giving historical misinformation, changes to protocol, etc. City Council needs to give the City Clerk goals that are obtainable, and it is not professional of us to ask a manager to perform without giving clear direction. The City Clerk needs to set goals that are deemed to meet the needs of the City, staff and the direction of the Council. Mrs. Odom is still learning this position and continues to make positive strives to understand new aspects of the position that continue to arise. Worked diligently to offer educated options to implement the required pay increases that all employers must implement by 2025.
3. Councilwoman Williams: Mrs. Odom has been a very big help in helping me to understand issues that arise the Council may have to act on.
4. Councilwoman Cabbage: Amanda Odom is a five star employee who oversees the inner workings of City of Dunnellon in regards to finances, work projects and employee responsibilities.

**Section V: Rating Justification**

Note to Reviewing Supervisor: You are required to justify all ratings above a rating of three (3) or below a rating of two (2). Please be specific, continue on a separate sheet if additional space is required.

Factor Number / Name	Comments
1. DIRECTING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Taking direction now from 5 individuals has been a learning curve, yet as always she is an individual that takes initiative to continue to move the city in a positive direction for today and tomorrow's citizens, neighbors &amp; visitors.</li> <li>• Councilwoman Williams: With Mrs. Odom's extensive background and training I am confident she gives adequate directives as needed.</li> <li>• Councilwoman Kenny: Excellent. Makes herself available to staff for input and suggestions.</li> <li>• Councilwoman Cabbage: Amanda Odom is the captain of the ship; her crew is hard working, well guided team.</li> </ul>
2. COMMUNICATING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Very good at communicating with staff, citizens &amp; council. Has continued to improve our meetings with technology that allows Zoom, YouTube for meetings &amp; social media to keep the public informed. City Clerk answers all forms of communications from council in a professional timely manner but does not &amp; should not answer non-emergency communications during off hours.</li> <li>• Councilwoman Williams: Mrs. Odom communicates with clarity and confidence that she is very knowledgeable of issues within city government.</li> <li>• Councilwoman Kenny: Excellent. Communicates well with staff, Council and public. Public is important.</li> <li>• Councilwoman Cabbage: Communications to Council are concise, clear and explains alternatives.</li> </ul>
3. DELEGATING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Uses her staff as much as possible to meet Council &amp; public demands. Goals are met &amp; Mrs. Odom delegates work to optimize the staff's strengths to complete projects. Gives credit to staff for their accomplishments.</li> <li>• Councilwoman Kenny: Critical requirement visible among department heads and council meetings.</li> <li>• Councilwoman Cabbage: Trains staff to take on appropriate work, high expectations of staff's capabilities.</li> </ul>
4. PLANNING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Well prepared for meetings, works with staff to make sure meetings are well prepared with data associated with agendas. Many special meetings have been called this year &amp; she has made sure that all legal requirements for said meetings are met. Planned Marion County Anniversary booth great success and Boomtown Days booth with staff involvement.</li> <li>• Councilwoman Williams: There is no evident of insufficient planning to carry out required duties effectively.</li> <li>• Councilwoman Kenny: Agendas and council meetings demonstrate attention to detail and organization.</li> <li>• Councilwoman Cabbage: Thorough, concise plans that achieve short and long term goals.</li> </ul>
5. EVALUATING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Monitors and sends reminders to department heads to ensure that all staff evaluations are completed in a timely manner.</li> <li>• Councilwoman Williams: Mrs. Odom's years of service in city government attest to her knowledge, skills and ability for effective evaluation of staff under her supervision.</li> <li>• Councilwoman Kenny: Attention to detail and expertise apparent.</li> <li>• Councilwoman Cabbage: Evaluation efforts result in a motivated administrative team. Evident!</li> </ul>

Evaluation Form – Department Head

6. BUDGETING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Continues to follow budget mandates given by council. This year's process is running smoothly and she gives credit to Financial Officer, Jan Smith &amp; all department heads for an efficient budget process.</li> <li>• Councilwoman Kenny: Works well with City Finance Officer.</li> <li>• Councilwoman Cabbage: Able to identify future needs and works diligently with staff to accomplish.</li> </ul>
7. MOTIVATING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Mrs. Odom encourages staff to keep working at peak performance, meeting goals and being innovative. Staff continues to work well together and it is a much more positive working environment. The events that staff attended on their days off and the prepping in advance shows positive motivation.</li> <li>• Councilwoman Williams: Staff appears to be motivated in doing their jobs, which is evidence of great leadership.</li> <li>• Councilwoman Kenny: Encourages staff and they speak highly of her.</li> <li>• Councilwoman Cabbage: Inspires all of us to excel and be attentive.</li> </ul>
8. JUDGEMENT	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Has many years of experience in City government and shares that knowledge with staff and Council when allowed or asked.</li> <li>• Councilwoman Williams: In such an important position within a municipality, I am confident Mrs. Odom uses good judgement in performing her duties.</li> <li>• Councilwoman Kenny: Excellent. Comments at meetings are clearly expressed.</li> <li>• Councilwoman Cabbage: Maintains the highest level of judgement.</li> </ul>
9. TEAMWORK	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Hands down a team player, encourages others to take the lead; does not need all the credits she shares in successes.</li> <li>• Councilwoman Kenny: Staff respects her expertise and seem happy in their work environment.</li> <li>• Councilwoman Cabbage: Readily available for guidance and is extremely cooperative in guidance offerings.</li> </ul>
10. JOB KNOWLEDGE	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: The position is still evolving and it is recommended that Mrs. Odom continue to look for training to continue to assist her in this position. She continues to learn, reaching out to experts in situations she needs education in.</li> <li>• Councilwoman Kenny: Speaks with deliberation and knowledge.</li> <li>• Councilwoman Cabbage: Continues her self-education and formal education; understands complex situations.</li> </ul>
11. TRAINING	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Continues to encourage staff training to advance their understanding of their positions and bringing new ideas to enhance performance.</li> <li>• Councilwoman Williams: Assures staff is provided necessary training to effectively carry out their job functions.</li> <li>• Councilwoman Kenny: Excellent, years of expertise is apparent!</li> <li>• Councilwoman Cabbage: Encourages professional development of staff.</li> </ul>
12. LEADERSHIP	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: All above show her leadership skills.</li> <li>• Councilwoman Williams: Excellent leadership skills from my observance and has pertinent experience in municipality.</li> <li>• Councilwoman Cabbage: Continues to inspire staff by example</li> </ul>
13. ORGANIZATION	<ul style="list-style-type: none"> <li>• Councilwoman Kenny: Excellent. She knows her position well</li> <li>• Councilwoman Cabbage: Prioritizes and schedules work in a way that accomplishes goals in a timely fashion.</li> </ul>
14-16. GOALS	<ul style="list-style-type: none"> <li>• Vice-Mayor Hanchar: Fiscal responsibility has been met throughout departments, grants researched and applied for. Preserved all information required by law. Facebook site is just now active. Continues to work with various counties, cities and state employees and officials. Please see the City Clerk's accomplishments for 2022 evaluation for further explanation of her year in review, it was provided by Mrs. Odom.</li> <li>• Councilwoman Kenny: Well done by all standards.</li> <li>• Councilwoman Cabbage: Mrs. Odom is/has proven that she is most capable of accomplishing objectives ahead of established time frame.</li> </ul>