

**APPENDIX A****MEMORANDUM**

**TO:** Mayor and City Council  
**FROM:** Personnel Clerk  
**DATE:**  
**SUBJECT:** City Manager Evaluation

---

Attached is the annual evaluation form for the City Manager. The form is designed to provide insight into the way you, the Council, perceive the City Manager's skills. Please complete the attached work sheet and send it, marked "Confidential," to MTAS, 120 Conference Center Building, Knoxville, TN 37996-4105, Attn: Kingston Consultant, who will consolidate the reports received from Council Members into one report. Your evaluation should be submitted to the MTAS Kingston Consultant by end of day of the May Council Meeting. The Consultant will summarize the report as well as provide methods of increasing the manager's expertise.

Please make every effort to be honest and objective as you complete the assessment. It is essential that you reflect your feelings concerning the City Manager's performance and leadership abilities. Please use the following rating scale on the attached work sheet:

- 7 - 9 = Exceeds Expectations (performance has been above reasonable expectations)
- 4 - 6 = Meets Expectations (performance has attained a level of reasonable expectations)
- 1 - 3 = Below Expectations (performance has been below reasonable expectations)

Do not feel constrained by the worksheet; your written comments about a particular subject or topic of interest not addressed on the work sheet are most welcome. These will be included with the summary of results given to the City Manager by the MTAS Consultant.

After private consultation to discuss the evaluation with the City Manager, the MTAS representative will provide a copy of the combined evaluation to city council members with his suggested recommendations to the City Manager that could help to broaden his expertise.

Questions about the appraisal form should be directed to the MTAS Kingston Consultant at 941-9839.

**KINGSTON CITY MANAGER EVALUATION \_\_\_\_\_ YEAR**

Evaluation of Kingston City Manager

<b>Rating</b>	<b>Description of Manager's Duty</b>
	1. Appropriately handles responses to public requests, complaints, or areas of concern.
	2. Plans, organizes, and supervises implementation of Council-approved programs.
	3. Maintains an image of the City to the community that represents service, vitality and professionalism.
	4. Plans, organizes, and administers the adopted budget.
	5. Anticipates future needs and problems.
	6. Is aware of developments and plans in other cities that may relate to or affect Kingston.
	7. Demonstrates imaginative leadership initiatives.
	8. Maintains effective communication, both verbal and written, with Council.
	9. Reports to Council on current plans and activities of the staff.
	10. Carries out policies adopted by the Council and developed by staff.
	11. Provides Council with up-to-date financial reports.
	12. Provides training of employees in contact with the public.
	13. Ability to build cohesiveness in staff.
	14. Maintains a knowledge of new technologies, systems, methods, etc., in relation to City services.
	15. Directs work involved in researching Council suggestions and reports findings.
	16. Maintains communication with governmental jurisdictions with which Kingston is involved or interacts.

7-9 = Exceeds Expectations      4-6 = Meets Expectations      1-3=Below Expectations

Please feel free to attach to this form any additional comments.

## APPENDIX B

CITY OF KINGSTON  
DRIVER EDUCATION PROGRAM  
PROGRAM STATEMENT

Rules and guidelines of the program:

- A. Those eligible to attend the program:
  - Referrals from Kingston city court;
  - Referrals from all state courts;
  - Referrals from other city courts
  
- B. Curriculum to be taught or reference list of material to be taught:
  - Tennessee Drivers manual,
  - TCA Laws and Rules of Road
  - safety films, videos, slides);
  - TCA Motor Vehicle Section;
  - National Highway Traffic Safety Administration (NHTSA) approved materials and Tennessee Department of Safety statistic materials
  
- C. Adoption of instructors position for teaching or instructing the programs:
  - Instructor will be a salaried employee of the City of Kingston
  
- D. Fees:
  - All fees collected from attendees to go through the program will be paid into the general fund of the City of Kingston.
  
- E. Department of Safety approval:
  - City courts must follow same guidelines as county courts, except City Council/Alderman must act as Governing Legislative Body.
  
- F. Instructors:
  - 1. Department of Safety must receive resume of education and experience in motor vehicle laws, enforcement and traffic control.
  - 2. Court approved recommendations with resume of the instructor.
  - 3. For four (4) hour to eight (8) hour defensive driving course the instructor must be a certified instructor for Defensive Driving Course approved by National Highway Traffic Safety Administration (NHTSA), for that time span safety program.
  - 4. Also of knowledge of safety laws and procedures for operators and passenger to use while on public highways in a motor vehicle or on a motorcycle.
  - 5. For safety program under time frame of less than four (4) hours.

6. A three (3) year experience (minimum) police officer or court officer may be accepted for instructing a less than four (4) hour safety program.
7. An instructor with minimum experience in teaching highway safety--such as a driver's education teacher with the State Board of Education will be approved for the short safety programs under four (4) hours.
8. A certified Defensive Driving Course (DDC) instructor will qualify for any program up to eight (8) hours.

An approved instructor for the court program doing an eight (8) hour defensive driving course will not be accepted to do driver improvement course for referrals of drivers to complete a (DDC) unless they are approved by the Department of Safety Driver Improvement Division for the state.