



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: **Town Manager Evaluation Form Distribution and questions**

ISSUE: The Town Manager is to be evaluated yearly, and evaluation should coincide with the Fiscal year.

RECOMMENDATION: The Town Manager requests disbursement of Evaluation forms and that they be returned to the Clerk by the Work Session scheduled for May 26, 2026 for discussion in closed session.

TIMING: FY 2026 is near its end.

BACKGROUND:

ENCLOSED DOCUMENTS: Please see attached document for details.

STAFF/SPONSOR: Michael Campbell – Town Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- Councilor Timothy W. Garrett
- Councilor Jack Hensley
- Councilor James Boyce, Sr.
- Councilor McKinley Cardwell

Y N

- Councilor Danielle Ulmer
- Councilor Mary Lou Spiggle
- Mayor Richard Conner (if required)

TOWN OF APPOMATTOX, VIRGINIA

Town Manager Performance Evaluation

Town Manager: Michael Campbell
Evaluation period: August 2025 – May 2026

This document is designed to assist in the evaluation of the Town Manager's performance, to recognize positive contributions and achievements, and to provide the necessary feedback to identify areas in need of improvement.

Each member of the Town Council should complete this evaluation form individually, sign it in the space below, and return it to the Clerk. The deadline for submitting this performance evaluation is _____, 20__. Evaluations will be summarized and included on the agenda for discussion, in closed session, on **May 26, 2026**.

Town Council Member's Name: _____ Signature: _____

Date Submitted: _____

INSTRUCTIONS

This evaluation form presents 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 manager's performance.

- 5 = Exceptional Performance (consistently and significantly exceeds the performance standard)**
- 4 = Exceeds Expectations (often exceeds the performance standard)**
- 3 = Meets Expectations (generally meets the performance standard)**
- 2 = Needs Improvement (partially meets the performance standard; improvement or further development is needed)**
- 1 = Does Not Meet Expectations (rarely meets the performance standard)**
- N/A = Not Applicable (unable to rate; no opportunity to observe)

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period. If more room is needed, please ensure that it is clear which section the comments refer to. Please feel free to add additional pages to the back of this document if additional space is needed to adequately complete your review.

If you are filling this form out by hand, please write legibly. Sign and date the cover page. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the Mayor during a closed meeting discussion with the Town Manager.

PERFORMANCE CATEGORY SCORING

1. RELATIONSHIP WITH THE TOWN COUNCIL

- _____ Maintains good, non-partisan and professional relations with the Town Council, without favoritism or deference to a single member or minority of the council.
- _____ Is available and responsive to individual Council members, addressing their individual concerns within the context of overall policy guidance and direction from the Council as the governing body.
- _____ Keeps the Town Council informed of town issues, activities and projects; disseminates complete and accurate information equally to all members in a timely manner.
- _____ Facilitates decision making without usurping the Council's authority; provides the Council with appropriate alternatives and a well-reasoned recommendation.
- _____ Implements Council actions in accordance with the intent of the Council; supports the actions of the Council, both inside and outside the organization, after a decision has been reached.
- _____ Responds in a positive way to suggestions and guidance from the Council.

Comments:

2. HUMAN RESOURCES MANAGEMENT

- _____ Overall, Town employees are effective in providing services to the community; employees are responsive to citizens and businesses with timely follow through.
- _____ Employee morale is good.
- _____ The employee compensation and benefits plan is professionally managed.
- _____ Teamwork, innovation and effective problem solving among staff members is encouraged.

_____ Training and development opportunities are promoted for employees at all levels of the organization.

Comments:

3. FINANCIAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level directed by the Town Council and reflective of the Council's priorities; the budget document is presented in an intelligent and accessible format.

_____ Makes the best use of limited financial resources, conscious of the need to operate efficiently and effectively.

_____ Monitors and manages the fiscal activities of the Town appropriately; provides periodic reports on financial performance to the Council.

_____ Monitors and evaluates financial trends, the impacts of federal and state actions, and the overall economic picture; plans ahead to ensure fiscal sustainability.

_____ Develops and implements a realistic capital improvements plan (CIP), including project timing and sources of funding.

Comments:

4. STRATEGIC AWARENESS AND PLANNING

_____ Maintains a knowledge of new technologies, systems and methods in relation to Town services.

_____ Provides regular information and reports to the Town Council concerning matters of importance to the local government; takes the initiative to provide information, advice, and recommendations on matters that are nonroutine and not administrative in nature; keeps the Town Council advised of new or impending legislation and developments in the area of public policy.

_____ Anticipates future needs and challenges and develops plans to address them.

_____ Reviews ordinances, policies, and procedures periodically and suggests changes in response to changing conditions and to achieve greater effectiveness.

_____ Establishes and maintains an awareness of developments occurring within other jurisdictions that may have an impact on Town activities.

_____ Overall degree of confidence that the Town Council will be setting policy with the Town Manager's help in a proactive manner rather than a reactive manner.

Comments:

5. LEADERSHIP

_____ Leads the organization by setting a good example.

_____ Inspires employees to follow his lead without fear or obligation.

_____ Is an effective leader and advocate for the Town of Appomattox in the regional community.

_____ Displays foresight, imagination, and vision, and demonstrates reasonable risk-taking where rewards may be great.

Comments:

6. INTERPERSONAL RELATIONS

_____ Supports positive citizen and community relationships; meets with and listens to members of the community to discuss their concerns and strives to understand their interests; is responsive to citizen complaints and inquiries, providing timely and accurate response.

_____ Is available and responsive to town staff; develops and maintains a friendly and informal relationship with the workforce yet maintains the dignity of the office.

_____ Maintains good communications and cooperative relationships with local Constitutional Officers, and other local government actors.

_____ Maintains good intergovernmental relations at the local, regional, and state level.

Comments:

7. COMMUNICATIONS

_____ Communicates effectively, both orally and in writing.

_____ Exhibits strong listening skills, demonstrates empathy and a desire to understand.

_____ Produces reports that are accurate, comprehensive, concise, and written appropriately for their intended audience.

_____ Projects a positive image of the Town in presentations to various stakeholders and interest groups.

_____ Accurately represents the county's position with the public and the media.

Comments:

8. DECISION MAKING, PROBLEM SOLVING, AND JUDGEMENT

_____ Exhibits fairness, impartiality, and objectivity in considering important decisions.

_____ Analyses and reports are logical, clear, complete, and concise.

_____ Possesses good negotiation skills and achieves successful outcomes.

_____ Exercises good judgement in decision making; decisions are timely and effective.

_____ Acknowledges and accepts responsibility for errors; takes immediate steps to correct; learns from mistakes.

Comments:

9. PERSONAL AND PROFESSIONAL

_____ Displays integrity, honesty, and ethical behavior in all interactions; is committed to the principles of open government.

_____ Approaches the job with enthusiasm, energy, and a positive attitude.

_____ Demonstrates a good sense of self-awareness and a desire for improvement; actively engages in self-development.

_____ Enjoys an excellent personal and professional reputation.

_____ Demonstrates full dedication and commitment to the Town organization and the community.

_____ Maintains knowledge of current developments affecting the practice of local government management; pursues professional development opportunities.

Comments:

10. ORGANIZATIONAL PERFORMANCE AND ACCOMPLISHMENTS

_____ Applicable federal and state laws, and town ordinances, policies, and procedures are understood and appropriately followed.

_____ Town programs and projects have been efficiently and effectively implemented.

Please identify up to three (3) S.M.A.R.T. goals for the next evaluation period. Each goal should be Specific, Measurable, Achievable, Relevant, and Time-bound so that progress can be clearly evaluated during the next performance review.

_____ Goal #1:

_____ Goal #2:

_____ Goal #3:

Comments:

NARRATIVE EVALUATION

What organizational successes occurred during the evaluation period?

Were there any disappointments or missed opportunities that should be acknowledged?

What strengths has the Town Manager exhibited during the evaluation period?

Are there any areas where improvement or additional attention would be beneficial to reaching a higher level of performance?

What other comments do you have for the Town Manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

_____ **Overall evaluation of the Town Manager's performance on a scale of 1 to 5 where 5 = Exceptional Performance, 4 = Exceeds Expectations, 3 = Meets Expectations, 2 = Needs Improvement, and 1 = Does Not Meet Expectations.**