



Administrative Services Committee Meeting

Meeting Date: October 28, 2025

Department Director Evaluation Forms

Department:	Administrator's Office
Presenter:	Tameka Allen, Administrator
Caption:	Receive as information the template evaluation form for department directors that report to the Augusta Commission through the Administrator.
Background:	Fifteen department directors report to the Mayor and Augusta Commission through the Administrator. These include the directors of Animal Services, Central Services, E-911, Engineering & Environmental Services, Finance, Fire, Housing & Community Development, Human Resources, Information Technology, Planning & Development, Procurement, Richmond County Correctional Institution, Recreation & Parks, Transit, and Utilities.
Analysis:	The Administrator is responsible for supervising the work of the direct report department directors. The Administrator will conduct annual performance evaluations for these directors, with the results provided to the Mayor and Augusta Commission. The attached Department Director Evaluation Form (or a digital version) will be used for these evaluations.
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Receive as information the template evaluation form for department directors that report to the Augusta Commission through the Administrator.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND</u> <u>APPROVED BY:</u>	