



Town Manager Performance Evaluation

Town Manager's Name: Sean O'Keefe

Council Member Name: _____

Evaluation Period: April 1, 2025 to September 30, 2025

Evaluation Date: October 7, 2025

Evaluation Instructions:

This form shall be completed by each member of the Council to evaluate the Town Manager's performance in each of the areas noted below. Each member of the Board shall sign the end of the form and forward it to the Town Clerk. Performance levels can be based on the following scale:

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|----------------------------|--|
| 5 – EXCELLENT: | The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations. |
| 4 – SUPERIOR: | The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies. |
| 3 – SATISFACTORY: | The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance. |
| 2 – FAIR: | The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance. |
| 1 – UNSATISFACTORY: | The incumbent frequently fails to meet minimum performance expectations. |

Timeline: April 1, 2025 through September 30, 2025

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Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	2
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.	1
c. Anticipates problems and develops effective approaches for solving them.	2
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	2
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	1
Total Rating for this Performance Dimension:	8
Comment:	Does not handle Town affairs in an impartial manner. I find he works more closely with the Mayor and follows his lead, often when a majority of the Council desires to go in a different direction. A recent example involved the employee and council pay raise issues. Councilor Town Manager

2. Council/Commission Relations	Rating:
a. Carries out directives of the Board as a whole rather than those of any one Boardmember.	2
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.	1
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	1
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	1
e. Is willing to try new ideas proposed by Board members.	1
Total Rating for this Performance Dimension:	
Comment:	Often does not handle controversial

lead to make a decision to remove three items from the September agenda because the Council had already decided these issues. He action several

items well, I have had to request to have an item placed on the agenda up to four times before

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 it appeared. The Mayor can introduce new items at a meeting. Example is the ^{delegation of} power of Cost Holly.

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3. Citizen and Public Relations	Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	2
b. Is willing to meet with members of the community and is responsive to their concerns.	3
c. Demonstrates a dedication to service to the community and its citizens.	2
d. Expresses information orally in a clear and concise manner when making public presentations.	2
e. Is skillful with the news media, proactively providing information that is important to the public.	2
Total Rating for this Performance Dimension:	11

Comment:

Item 3e is not seen as no media entity covers the Town of Hovey meetings. I am concerned in the way the library is operated. It seems to cater to the home school group. The library is not a substitute school.

4. Policy Execution	Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.	2
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.	2
c. Implements Board actions in accordance with the intent of the Board.	3
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	3
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	2
Total Rating for this Performance Dimension:	12

Comment:

Supports those policies he agrees with when it is convenient. Is not a leader, rather he follows the direction of the Mayor.

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5. Intergovernmental Relations		Rating:
a. Promotes a positive working relationship with other governmental entities.		4
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.		3
c. Positively and effectively represents the organization and its interests when working with other governmental agencies.		2
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.		3
e. Is willing to share resources or information with other governmental agencies as appropriate.		3
Total Rating for this Performance Dimension:		15
Comment:	<i>Works well with County government. Have not seen his work with other government entities. Needs to be more forceful in pursuing the Town's position when dealing with developers and other individuals when dealing with each other.</i>	

6. Staffing and Management		Rating:
a. Recruits and retains competent personnel for Town positions.		4
b. Is aware of staff weaknesses and works to improve their performance.		3
c. Promotes training and development opportunities for employees at all levels of the organization.		2
d. Stays accurately informed and concerned about employee relations.		2
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.		2
Total Rating for this Performance Dimension:		13
Comment:	<i>Has recruited some high quality employees for Town. Has improved employee performance by attracting better quality employees.</i>	

dealing with the Town.

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7. Fiscal Management		Rating:
a. Prepares a balanced budget to provide services at a level directed by the Board.		3
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.		3
c. Prepares the budget in an intelligent but readable format.		4
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.		2
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.		1
Total Rating for this Performance Dimension:		13
Comment:	The budget format was improved this year. The budget is more readable and the budget is more realistic.	

Comment:	The budget format was improved this year. But there items of concern is occurred during the budget execution and formulation process. First was the destruction of the Infrastructure Special Revenue fund and the diversion of its proceeds
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8. Planning and Organizational Development		Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.		3
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.		2
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.		2
d. Has a capacity for and encourages innovation.		1
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.		3
Total Rating for this Performance Dimension:		11
Comment:	Goals of Town are not clearly focused. Does not	

seemed was the salary issue previously discussed by me that was brought back to the Council negatively, as often decisions

always prioritize goals and objectives in a logical fashion. Usually, the entire introduction of items (Public housing, budget cuts, growth in street, growth and most importantly, the town manager was on vacation during the worst time, the real estate market, please average,

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9. Leadership and Decision-Making		Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.		1
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.		3
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.		2
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.		2
e. Is able to effectively make decisions rapidly in situations where information is limited, and the outcome might be uncertain.		1
Total Rating for this Performance Dimension:		9
Comment:	<i>The Town Manager leave message during station vacation was handled poorly, especially for our CEO. a poor example was set for other employees.</i>	

10. Individual Characteristics		Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.		3
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.		2
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.		3
d. Has the capacity to listen to others and to recognize their interests.		4
e. Avoids political positions, partisanship, and unnecessary controversy.		2
Total Rating for this Performance Dimension:		14
Comment:	<i>I was very disappointed by Sean's performance during this rating period</i>	

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Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	8	1.6
2. Council/Commission Relations	6	1.2
3. Citizen and Public Relations	11	2.2
4. Policy Execution	12	2.4
5. Intergovernmental Relations	15	3.0
6. Staffing and Management	13	2.6
7. Fiscal Management	13	2.6
8. Planning and Organizational Development	11	2.2
9. Leadership and Decision-Making	9	1.8
10. Individual Characteristics	14	

Total Score: 112

Total Average Rating: ~~2.2~~ 2.24

Date: OCT 17, 2024

David R. Miller