



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 11



February 3, 2021

City of Kenedy, Texas
Attn: William Linn, City Manager
303 W. Main St.
Kenedy, Texas 78119

Via Email: citymanager@cityofkenedy.org

Re: Escondido Creek Parkway Annexation Request

Dear Mr. Linn:

The San Antonio River Authority ("River Authority") operates and maintains a linear park adjacent to Escondido Creek situated in Karnes County, Texas, more commonly known as Escondido Creek Parkway. The park is comprised of approximately 21.12 acres. Approximately 8.4 acres are within the city limits of Kenedy, Texas and approximately 12.6 acres are situated outside of city limits as depicted in the attached Exhibit "A".

Please accept this as our formal request to Kenedy City Council to voluntary annex the 12.6 acres of Escondido Creek Parkway, as described on Exhibit "B", into Kenedy, Texas city limits. The aforementioned portions of the Escondido Creek Parkway require police patrolling. Since these portions are outside of the city limits, it is outside of the Kenedy Police Departments jurisdiction and cannot be regularly patrolled. Annexing the above tracts would ensure the safety of park visitors.

Thank you for your consideration and cooperation on this matter. Should you require any additional information to fulfill this request, please do not hesitate to contact Veronica Escalera-Ibarra, Real Estate Representative at vescalera-ibarra@sariverauthority.org.

Sincerely,

Stephen T. Graham, P.E., CFM,
Interim General Manager San
Antonio River Authority

Allison Elder, Director of Legal
San Antonio River Authority
Approved as to Form

EXECUTIVE COMMITTEE

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Stephen T. Graham, P.E., CFM

CITY OF KENEDY

ORDINANCE NO. 21-03

ANNEXATION ORDINANCE

AN ORDINANCE OF THE CITY OF KENEDY, TEXAS, TO VOLUNTARILY ANNEX ADJACENT AND CONTIGUOUS TERRITORY INTO THE INCORPORATED MUNICIPAL BOUNDARIES OF THE CITY OF KENEDY, TEXAS INCLUDING THE FOLLOWING: FINDINGS OF FACT; EFFECTIVE DATE; A REPEALER; SEVERABILITY; AND PROPER NOTICE AND MEETING.

WHEREAS, Section 43.003 of the Texas Local Government Code authorizes a general law municipality to extend the boundaries of the municipality and annex area adjacent to the municipality in accordance with the procedural rules prescribed by Texas Local Government Code Chapter 43; and

WHEREAS, the City of Kenedy (The "City") is a general law municipality with the rights and privileges thereto; and

WHEREAS, the San Antonio River Authority owns approximately 12.6 acres more commonly known as Escondido Creek Parkway that it operates and maintains adjacent to the City of Kenedy (The "City") municipal boundaries; and

WHEREAS, the San Antonio River Authority has requested annexation of the Escondido Creek Parkway into the City of Kenedy; and

WHEREAS, the City Council has fulfilled all requirements of Texas Local Government Code Chapter 43 regarding this annexation of Escondido Creek Parkway already in the City's ETJ, and on which there are no inhabitants; and

WHEREAS, the City has prepared a service plan for the area to be annexed in accordance with Section 43.065 of the Texas Local Government Code providing for full municipal services to such area, which service plan was made available to the public; and

WHEREAS, the City Council deems it to be in the best interest of the citizens of the City to annex said territory into the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KENEDY, TEXAS:

1. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of Kenedy and are hereby approved and incorporated into the body of this Ordinance as if copied herein in their entirety.

2. ANNEXATION OF TERRITORY

- A.** The area described in Exhibit "A" (and shown in Exhibit "B"), which is attached hereto and incorporated herein for all purposes, is hereby annexed and brought into the municipal boundaries (i.e., corporate limits) of the City of Kenedy, and is made an integral part, hereof.
- B.** The official map and boundaries of the City of Kenedy are hereby amended and revised so as to include the area annexed.
- C.** A service plan prepared in accordance with applicable provisions of state law pertaining to annexation is attached hereto as Exhibit "C" and incorporated herein for all intents and purposes.

3. EFFECTIVE DATE

This ordinance is effective and the annexation achieved herein shall be final and complete upon adoption of this Ordinance on the date set forth below.

4. FILING

- A.** The City Secretary is hereby instructed to include this Ordinance in the records of the City and to have maps depicting the new municipal boundaries prepared, as necessary.
- B.** The City Secretary is hereby instructed to file a certified copy of this Ordinance with the Karnes County Clerk.

5. SEVERABILITY

It is hereby declared to be the intention of the City Council of the City of Kenedy that the phrases, clauses, sentences, paragraphs and sections of this Ordinance be severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, and the remainder of this Ordinance shall be enforced as written.

6. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED this the 9th day of February 2021, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions) of the City Council of the City of Kenedy, Texas.

THE CITY OF KENEDY

APPROVED:

Joe Baker, Mayor

ATTEST:

Amanda Hines, City Secretary

Exhibit "A"

DESCRIPTION OF AREA TO BE ANNEXED

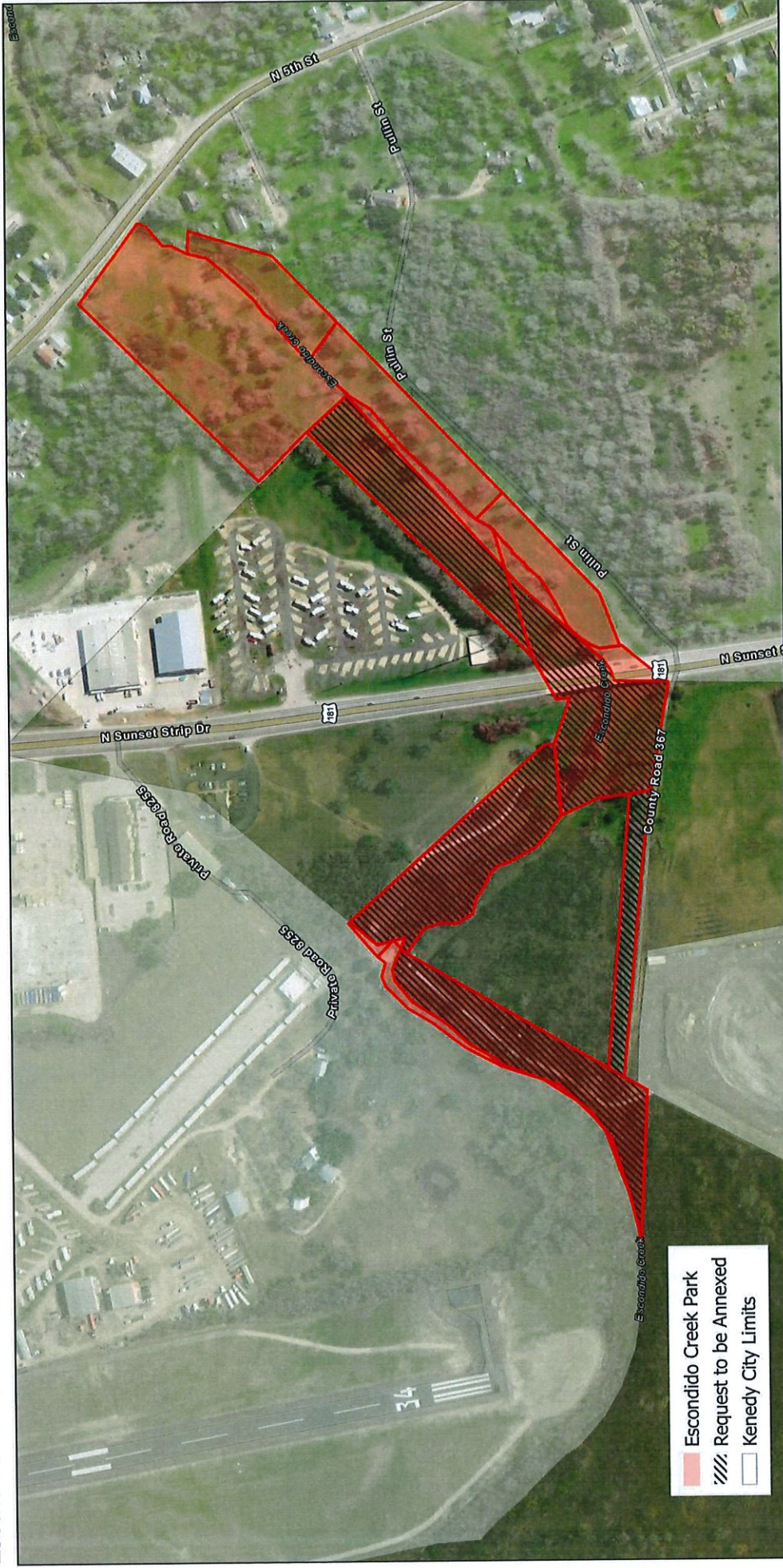
(INSERT LAND SURVEY)

Exhibit “B”

(INSERT MAP)

Escondido Park Annexation Area

Exhibit "A"



Disclaimer:

The GIS material included with this transmittal is made available as a public service. The maps and/or data are to be used for reference and/or informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The data herein shall be used and relied upon only at the user's sole risk, and the user agrees to indemnify and hold harmless the San Antonio River Authority, its officials and employees from any liability arising out of the use of the data or information provided. If there are any questions about the appropriateness of this data, please email saragis@sara-b.org.

Produced by:

Date: 1/29/2021

Path: X:\5_GIS_Requests\internal\real_estate\Escalera-Ibarra\20210128_EscondidoParkAnexArea\aprx\aprx.aprx

Exhibit "C"

ANNEXATION SERVICE PLAN FOR PROPERTY ANNEXED BY ORDINANCE 21-03 CITY OF KENEDY, TEXAS

SERVICES TO BE PROVIDED ON THE EFFECTIVE DATE OF ANNEXATION

MAINTENANCE

1. POLICE PROTECTION

The City will provide protection to the newly-annexed tracts at the same or similar service now being provided in other areas of the City, with the same or similar topography, land use and population density.

2. FIRE PROTECTION

The City will provide fire protection through the City Fire Department.

3. SOLID WASTE COLLECTION

Once necessary Solid Waste collection will be provided to the newly-annexed area by private contractors, through companies that are franchised by the City.

4. MAINTENANCE OF WASTEWATER FACILITIES

Any and all wastewater facilities acquired by the City or installed subsequent to the annexation of the proposed area shall be dedicated to and maintained by the City, to the extent of its ownership.

5. MAINTENANCE OF ROADS AND STREETS

Any and all public roads, streets or alleyways which are owned by the City, shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar topography, land use and population density. Any and all future private roads, streets or alleyways, shall be maintained by the property owner. Any and all future lighting of private roads, streets and alleyways which may be positioned in a roadway or utility company easement shall be privately owned and maintained by the property owner. Any future lighting to be installed in the public right-of-way, streets or alleys shall be maintained by the City.

6. MAINTENANCE OF PUBLIC PARKS

The City is not aware of the existence of any parks, facilities or playgrounds now located in the area proposed for annexation. There are no public parks, playgrounds, facilities or

trails anticipated to be dedicated to the City. Any private parks, facilities and trails will be maintained by the property owner.

7. MAINTENANCE OF MUNICIPALLY-OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City is not aware of the existence of any public-owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly-owned facility, building or municipal services does exist and are public facilities, the City will maintain such areas to the same extent and degree that it maintains publicly-owned facilities, buildings or municipal services of the City now incorporated in the City.

8. INSPECTIONS

The City will provide building inspection services upon any future approved building permits from the City to the newly-annexed tract at the same or similar level of service now being provided to other areas of the City with the same or similar topography, land use, and population density.

9. CODE ENFORCEMENT

The City will provide code enforcement services to the newly-annexed area at the same or similar level of service now being provided to other areas of the City with the same or similar topography, land use and population density.

10. MOWING

The City will provide any future right-of-way mowing services adjacent to the newly-annexed tract at the same or similar level of service now being provided to other areas of the City with the same or similar topography, land use and population density.

11. DRAINAGE

The property owner will provide maintenance of drainage facilities since there are no publicly dedicated drainage facilities on this tract.

CAPITAL IMPROVEMENTS:

1. POLICE PROTECTION, FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The City finds and determines it to be unnecessary to acquire or construct any capital improvements for the purposes of providing police protection, fire protection, or emergency medical services. The City finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City with the same or similar topography, land use and population density.

2. ROADS AND STREETS

The City will undertake to provide the same degree of road and street lighting as is provided in areas of the same or similar topography, land use and population density within the present corporate limits of the City.

3. WATER FACILITIES

The City will provide water services to the property at the same level administered to other areas already incorporated in the City with the same or similar topography, land use, and population density.

4. WASTEWATER FACILITIES

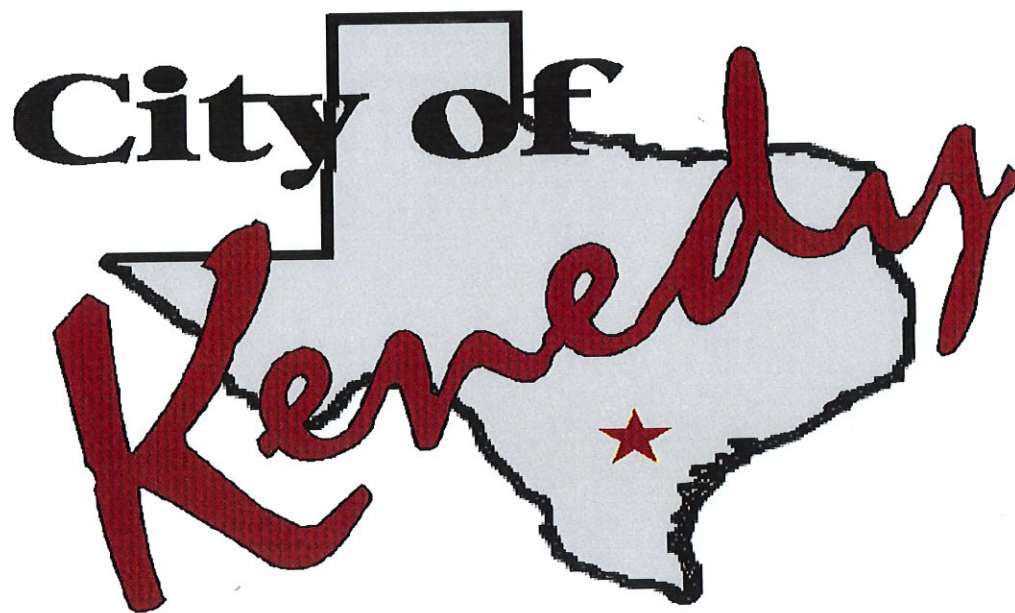
Construction of the City wastewater system is complete. The City will provide wastewater services to the property at the same level administered to other areas already incorporated in the City with the same or similar topography, land use, and population density.

SPECIFIC FINDINGS

The City Council finds and determines that this proposed Municipal Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Because of the differing characteristics of topography, land utilization, and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from the services provided in other areas of the City. These differences are specifically dictated because of differing characteristics of the property and the City will undertake to perform consistent with this contract so as to provide the newly-annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City who reside in areas of the same or similar topography, land utilization and population density.

APPROVED ON THE 9TH DAY OF FEBRUARY, 2021.



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 12

KENEDY PUBLIC LIBRARY
303 W. MAIN ST.
KENEDY, TEXAS 78119
BUSINESS PHONE: 830.583.3313
FAX #: 830.583.3270
kenedylibrary@sbcglobal.net

January 8, 2021

Attention: Mr. Lawrence Linn – City Manager

Greetings Mr. Linn,

Kenedy Public Library would like to submit the following name for approval to join our library advisory board. Our library's advisory board consist of 7 -10 members as stated in By-Laws.

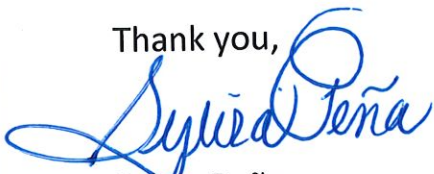
"The library will be governed by an Advisory Board. The library board will consist of no more than ten, or no less than seven members. Any new members will be selected by present board and approved by the Kenedy City Council to serve alternating terms of three years each. Any member in good standing at the end of their term may be reappointed for a subsequent term if he or she desires with the approval of majority votes. Terms will be arranged so that no more than four new members are appointed in any one year."

The name we are submitting is Debbie Mead. Mrs. Mead has accepted to be part of our library advisory board. She will replace Mr. Franklin Knocke whose term ended December 31, 2020.

Our library's advisory board member term is 3-years.

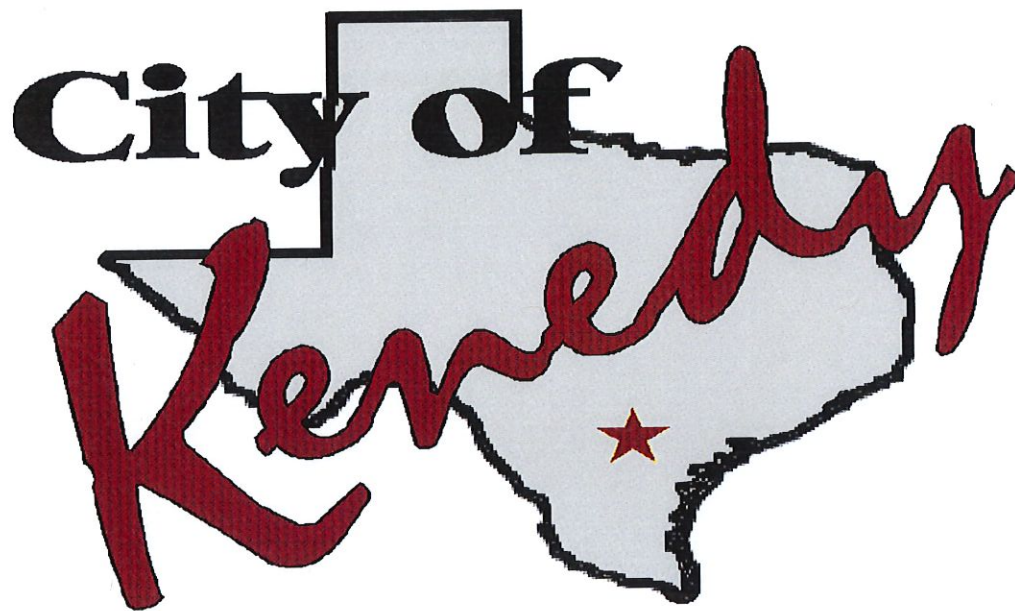
Upon approval, Mrs. Mead will join our board.

Thank you,



Sylvia Peña

Kenedy Public Library Director



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 13

MINUTES OF A REGULAR CITY COUNCIL MEETING
FEBRUARY 11, 2019- 6:00 P.M.
COUNCIL CHAMBERS IN THE RUHMAN C. FRANKLIN MUNICIPAL BUILDING
303 W. MAIN ST., KENEDY, TX. 78119

MEMBERS PRESENT: JAMES D SUTTON (MAYOR), CINDY SAENZ (DISTRICT 1), BRENDA CANO (DISTRICT 2), BRANDON BRIONES (DISTRICT 3), JUSTIN MEYER (DISTRICT 4), LESLIE WYNN (DISTRICT 5)
CITY PRESENT: CHRIS BRATTON (INTERIM CITY MANAGER), AMANDA HINES (CITY SECRETARY), RICHARD ASHE (POLICE CHIEF)

1. Call Regular City Council meeting to order and announce a quorum is present.

Mayor James D Sutton called the meeting to order and announced a quorum was present at 6:00 P.M.

2. Roll Call.

Leslie Wynn, Cindy Saenz, Brenda Cano and James were present. Brandon Briones arrived at 6:14 P. M.

3. Prayer.

4. Pledge of Allegiance.

5. Citizen Comment. – There were no public comments.

6. Consider/Act on the Consent Agenda:

- A. Airport Board Report**
- B. Animal Control Report**
- C. City Council Minutes**
- D. Code Compliance Report**
- E. Financial Report**
- F. Fire Department Report**
- G. Kenedy 4B Corporation Report**
- H. Human Resources Report**
- I. Municipal Court Report**
- J. Parks & Recreation Report**
- K. Police Department Report**
- L. Street Department Report**
- M. Water & Wastewater Report**

Councilor Cindy Saenz made a motion to pull items F (Fire Department Report) and M (Water & Wastewater Report). Councilor Cindy Saenz was questioning the agreement for the Fire Department, the attorney stated they are still working on the agreement. Councilor Cindy Saenz was asking for an update on the Maytag project and the bids. City Manager Deck Shaver said the bids would be going out this week.

Councilor Leslie Wynn made a motion to approve the Consent Agenda. Councilor Justin Meyer seconded the motion. All voted in favor. Motion passed.

superseded by a new schedule on or about January 1, 2021) of the rate sheet Mr. Underbrink passed out. Mrs Underbrink stated that any changes to the contract would have to be presented in front of City Council. Councilor Cindy Saenz asked how much the City of Kenedy has paid Hanson since 2017 until now, Mr. Underbrink estimated 2-3 million dollars with all the projects involved. Mr. Underbrink went of the progression of some of the projects.

Councilor Leslie Wynn made a motion to approve the Resolution 20-05. Councilor Brenda Cano seconded the motion. Councilors Brandon Briones and Cindy Saenz voted in opposition, Councilors Leslie Wynn, Brenda Cano and Justin Meyer voted for the resolution. Motion passed.

10. Consideration and possible action in regard to Resolution 20-06 authorizing a construction contract with Play and Park Structures of Southern Texas for bleacher and shade structures at the Larry Kiesling Youth Sports Complex, in the amount of \$209,467.00 and to authorize the Mayor to execute the contract.

Councilor Brandon Briones made a motion to open Item 10 for discussion. Brenda Cano seconded the motion. All voted in favor

Mr. Underbrink made the presentation for the bleacher and shade structures at the Larry Kiesling Youth Sports Complex. Councilor Meyer asked why the mesh instead of hard material, and Mr. Underbrink cited that it was less expensive and more economical. Councilor Wynn said that using the mesh was to keep the sun off of the spectators. Councilor Briones questioned the durability of the mesh, Mr. Underbrink replied that it is rated to with stand winds.

Councilor Brandon Briones made a motion to approve Resolution 20-06. Councilor Brenda Cano seconded the motion. All voted in favor. Motion passed

11. Consideration and possible action in regard to approving Change Order #2 to the Civil Sitework Contract with R.L Rohde General Contracting, Inc. for the Larry Kiesling Youth Sports Complex in the amount of \$10,002.21.

Councilor Justin Meyer made a motion to open Item 11 for discussion. Councilor Leslie Wynn seconded the motion.

David Underbrink made the presentation concerning AEP giving incorrect specifications for the foundation for the generator that caused the contractor to spend some more money. This will make a correction to the amount of money used to bring electricity into the park.

Councilor Brandon Briones made a motion to approve the Change Order #2. Councilor Leslie Wynn seconded the motion. All voted in favor. Motion passed.

pay for a ticket, the City Court will send a notice to DPS that you owe a ticket and when you go to renew your license, they will deny the renewal until the ticket is paid.

Councilor Justin Meyer made a motion approve the agreement. Councilor Leslie Wynn seconded the motion. All voted in favor. Motion passed.

15. Consider and take appropriate action in regard to Resolution 20-08, for the adoption of the Karnes-Wilson Counties Multi-Jurisdictional Hazard Mitigation Action Plan in its entirety.

Councilor Justin Meyer made a motion to open Item 15 for discussion. Councilor Brandon Briones seconded the motion.

Councilor Justin Meyer stated that without this plan in place, the city would not be receiving any funds from FEMA, due to a disaster.

Councilor Leslie Wynn made a motion to approve Resolution 20-08. Councilor Brandon Briones seconded the motion. All voted in favor. Motion passed

16. Consideration and possible action to re-appoint Suzanne Nunez and appoint Alicia Sandoval and Gerardo Salas to the City of Kenedy Parks and Recreation Board for a two-year term beginning March 1, 2020 to March 1, 2022.

Councilor Justin Meyer made a motion to open Item 16 for discussion. Councilor Brenda Cano seconded the motion.

Albert Balderomos stated that the Parks and Recreation Board received 4 letters for citizens interested in serving on the board. He stated they met and these are the candidates they are recommending. Mayor Sutton explained the process to which the Board is selected.

Councilor Justin Meyer made a motion approve the appointment. Councilor Cindy Saenz seconded the motion. All voted in favor. Motion passed.

17. Consideration and possible action to re-appoint Minnie Robinson, Brenda Jalufka, Norma Atkinson and to appoint Roger Schultz to the City of Kenedy Board of Adjustments for a two-year term beginning March 1, 2020 to March 1, 2022.

Councilor Brandon Briones made a motion to open Item 17 for discussion. Councilor Leslie Wynn seconded the motion.

Mayor Sutton questioned the appointment of Norma Atkinson, due to being told that she would not be on the board. Brenda Jalufka stated she had not spoken to Norma Atkinson about the reappointment. The meeting of the Board of Adjustments had been cancelled

Councilor Justin Meyer made a motion to open Item 20 for discussion. Councilor Cindy Saenz seconded the motion.

Councilor Brenda Cano questioned why Monday; April 20, 2020 was only until 4:00 p.m. The City Manager Mr. Shaver agreed that it should be 5:00p.m.

Councilor Justin Meyer made a motion approve Resolution 20-09 and to amend the resolution to say Monday April 20th from 8:00a.m. to 5:00p.m. Councilor Leslie Wynn seconded the motion. All voted in favor. Motion passed.

21. Consideration and possible action in regard to Resolution 20-10 entering into an Election Agreement with Karnes County to run the General Election for Early voting and Election Day voting.

Councilor Leslie Wynn made a motion to open Item 21 for discussion. Councilor Justin Meyer seconded the motion.

City Manager, Deck Shaver explained that the staff did not have this ready for the council and that we have not gotten the contract from the county at this time. City Manager Shaver asked that we pull this off of the agenda. Mayor Sutton asked if we still have time for the contact. City Manager Shaver said he would make contact with County tomorrow.

Council Brandon Briones made a motion to table Resolution 20-10 for another date. Council Leslie Wynn seconded the motion. All voted in favor. Motion passed.

22. Closed Session: City Council will meet in Closed Session in accordance with the Texas Open Meetings Act, Texas Government Code under Section 551.071 (Consultations with Attorney); Pending or contemplated litigation; and matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly requires discussion in closed session.

A. Discussion with City Attorney regarding complaint concerning water and wastewater service extensions, service taps, City Ordinances pertaining to the application and permit of such, and TCEQ environmental requirements.

Councilor James Meyer made a motion to convene into Executive Session. Councilor Leslie Wynn seconded the motion. All voted in favor Motion passed.

Councilor Cindy Saenz did not attend the closed session.

Council convened into Executive Session at 7:56 P.M.

ONLY 3 Payments Made in 2020 totaling \$5,547 20%
 Account Number - 03-1765-00 PECAN GROVE RV PARK Service Address: 431 N SUNSET STRIP

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
11/30/2020	008282	Cutoff		Disconnect Fee	50.00		8,023.87
11/30/2020	008239	Memo		Cutoff Posting			7,973.87
11/30/2020	008277	Bill		10/06-11/05 12/15	1,511.72		7,973.87
11/17/2020	008239	Late Charge			121.60		6,462.15
10/30/2020	008211	Bill		9/06-10/06 11/15	810.62		6,340.55
10/28/2020	008206	Payment	224772			1,843.31	5,529.93
10/26/2020	008200	Cutoff		Disconnect Fee	50.00		7,373.24
10/27/2020	008181	Memo		Cutoff Posting			7,323.24
10/16/2020	008181	Late Charge			143.76		7,323.24
09/30/2020	008160	Bill		8/07- 9/06 10/15	958.32		7,179.48
08/31/2020	008105	Bill		7/08- 8/07 09/15	1,321.12		6,221.16
07/31/2020	008029	Bill		6/08- 7/08 08/15	2,084.72		4,900.04
06/30/2020	007971	Bill		5/09- 6/08 07/15	2,815.32		2,815.32
06/16/2020	007952	Payment	219507	3587		1,432.50	0.00
05/30/2020	007927	Adjustment		APPLY CREDITS			1,432.50
05/30/2020	007927	Bill		4/09- 5/09 06/15	1,703.02		1,432.50
04/30/2020	007874	Adjustment		APPLY CREDITS			270.52CR
04/30/2020	007874	Bill		3/10- 4/09 05/15	968.72		270.52CR
03/31/2020	007816	Adjustment		APPLY CREDITS			1,239.24CR
03/31/2020	007816	Bill		2/08- 3/10 04/15	988.52		1,239.24CR
02/28/2020	007767	Adjustment		APPLY CREDITS			2,227.76CR
02/28/2020	007767	Bill		1/09- 2/08 03/16	806.62		2,227.76CR
12/31/2019	007701	Adjustment		APPLY CREDITS			3,034.38CR
12/31/2019	007701	Bill-Adjustment		11/10-12/10 MANUAL	759.12		3,034.38CR
12/31/2019	007701	Bill-Reverse		11/10-12/10 MANUAL		1,975.12	3,793.50CR
01/31/2020	007700	Adjustment		APPLY CREDITS			1,818.38CR
01/31/2020	007700	Bill-Adjustment		12/10- 1/09 MANUAL	1,205.62		1,818.38CR
01/31/2020	007700	Bill-Reverse		12/10- 1/09 MANUAL		4,697.12	3,024.00CR
07/31/2019	007699	Bill-Adjustment		6/13- 7/13 MANUAL	2,536.12		1,673.12
07/31/2019	007699	Bill-Reverse		6/13- 7/13 MANUAL		3,614.12	863.00CR
05/31/2019	007698	Bill-Adjustment		4/14- 5/14 MANUAL	2,418.12		2,751.12
05/31/2019	007698	Bill-Reverse		4/14- 5/14 MANUAL		4,364.12	333.00
01/31/2020	007692	Adjustment		APPLY CREDITS			4,697.12
01/31/2020	007692	Bill-Void		12/10- 1/09	4,697.12		4,697.12
01/16/2020	007646	Payment	213403	3468		2,271.39	0.00
01/15/2020	007644	Memo		Excluded Cutoff-PEN			2,271.39
01/15/2020	007644	Late Charge			296.27		2,271.39
12/31/2019	007617	Bill-Void		11/10-12/10	1,975.12		1,975.12
12/13/2019	007592	Payment	211997	3452		804.72	0.00
11/29/2019	007562	Bill		10/11-11/10 12/15	804.72		804.72
11/05/2019	007528	Payment	210035	3424		634.12	0.00
10/31/2019	007513	Bill		9/11-10/11 11/15	634.12		634.12
10/15/2019	007490	Payment	209289	3397		634.12	0.00
09/30/2019	007470	Bill		8/12- 9/11 10/10	634.12		634.12
09/25/2019	007464	Payment	208389	3353		779.25	0.00
09/25/2019	000000	Memo	208389	Reinstate-PMT			779.25
09/25/2019	007458	Cutoff		Disconnect Fee	50.00		779.25
09/24/2019	007448	Memo		Cutoff Posting			729.25
09/17/2019	007448	Late Charge			95.13		729.25
08/30/2019	007411	Bill		7/13- 8/12 09/15	634.12		634.12
08/27/2019	007392	Memo		Excluded Cutoff			0.00
08/26/2019	007406	Payment	206992	3270		4,156.25	0.00
08/26/2019	000000	Memo	206992	Ex CUT-PMT 4,156.25C			4,156.25
08/16/2019	007392	Late Charge			542.13		4,156.25
07/31/2019	007349	Bill-Void		6/13- 7/13	3,614.12		3,614.12
07/09/2019	007294	Payment	204838	3210		634.12	0.00
06/28/2019	007268	Bill		5/14- 6/13 07/15	634.12		634.12

#14,650.48

Account Number - 03-1765-00 PECAN GROVE RV PARK Service Address: 431 N SUNSET STRIP

Service: 100 007 WW COMM INSIDE 1" Meter: 47009111

		Read		Total	Demand		Reading		
Month	Date	Previous	Current	Consumption	Read	Consumption	Flag	Source	Occupan
Year : 2020 Total 11									
Nov	11/18/2020	0	39	3900			Regular	Manual Read	00
Oct	10/06/2020	13557	13557	0			Regular	Manual Read	00
Sep	09/06/2020	13557	13557	0			Regular	Service Order	00
Aug	08/07/2020	13426	13557	13100			Regular	Hand Held	00
Jul	07/08/2020	13260	13426	16600			Regular	Hand Held	00
Jun	06/08/2020	13260	13260	0			Regular	Meter Reading Input	00
May	05/09/2020	13181	13260	7900			Regular	Hand Held	00
Apr	04/09/2020	13118	13181	6300			Regular	Hand Held	00
Mar	03/09/2020	13034	13118	8400			Regular	Hand Held	00
Feb	02/08/2020	12971	13034	6300			Regular	Manual Read	00
Jan	01/09/2020	12814	12971	15700			Regular	Manual Read	00
Year : 2019 Total 11									
Dec	12/10/2019	11341	11446	10500			Regular	N/A	00
Nov	11/10/2019	12006	12098	9200			Regular	Manual Read	00
Oct	10/11/2019	12006	12006	0			Regular	Meter Reading Input	00
Sep	09/11/2019	12006	12006	0			Regular	Meter Reading Input	00
Aug	08/12/2019	12006	12006	0			Regular	Meter Reading Input	00
Jul	07/13/2019	11700	12006	30600			Regular	Service Order	00
Jun	06/13/2019	11700	11700	0			Regular	Meter Reading Input	00
May	05/14/2019	11440	11700	26000			Regular	Service Order	00
Apr	04/14/2019	11440	11440	0			Regular	Meter Reading Input	00
Mar	03/15/2019	11440	11440	0			Regular	Meter Reading Input	00
Feb	02/13/2019	11326	11440	11400			Regular	Hand Held	00
				Avg 7541					

out standing Bill

FINAL

still
owed
to city

WA 4513 5430 91700 850.33
SW SEWER 91700 536.87
GA GARBAGE 16.07
TX TAX 1.33
DEPOSIT REFUND 40.00-
CITY OFFICES WILL BE CLOSED DEC 24&25
FOR CHRISTMAS

02-0625-01 1,364.60

01/17/2018 1,364.60

11/20/2017 12/15/2017

423 E STATE HIGHWAY 72 TR



11/20/2017

423 E STATE HIGHWAY 72 TR

12/15/2017

PECAN GROVE RV PARK II
431 N SUNSET STRIP
KENEDY TX

1,364.60 01/17/2018

1,364.60

78119

FINAL

02-0625-01

Account Management - (View)

File Edit Options Functions Consoles Help



Account Number
 Zone

Address
 Name

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices Notifications

Pending Activity Balance

Drag a column header here to group by that column

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
12/23/2017	006040	Deposit		DEPOSIT RETURN-BILL		40.00	1,364.60
12/29/2017	006040	Bill		11/20-12/15 FINAL	1,404.60		1,404.60
12/07/2017	005987	Payment	178140	1633		217.28	0.00
11/30/2017	005968	Bill		10/20-11/20 12/15	217.28		217.28
11/13/2017	005931	Payment	177138	1904		64.51	0.00
10/31/2017	005900	Bill		9/20-10/20 11/15	64.51		64.51
10/09/2017	005854	Payment	175435	1848		43.01	0.00
09/29/2017	005836	Bill		8/20- 9/20 10/15	43.01		43.01
09/27/2017	005832	Payment	175049	11196		481.86	0.00
09/26/2017	000000	Memo	175029	Reinstate-PMT			481.86
09/26/2017	005827	Cutoff		Disconnect Fee	50.00		481.86
09/25/2017	005816	Memo		Cutoff Posting			431.86
09/18/2017	005816	Late Charge			56.33		431.86
08/30/2017	005790	Payment	173728	1829		90.34	375.53
08/31/2017	005787	Bill		7/20- 8/20 09/15	375.53		465.87

☐ Edit This Record

View

Account Management - (View)

File Edit Options Functions Consoles Help



Account Number New Occupant
 Zone Outstanding S/O

Address
 Name

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices Notifications

Mailing Address

Attention
 Address

Account Details

Status
 Start Date
 Bill Thru Date
 Last Bill Date
 Balance
 Pending Activity
 Credit History
 Deposits
 Cutoff
 Contracts
 Draft

Profile

Statement Bill ☒
 Statement Group
 Class
 E-Mail
 Exceptions

SSN
 DL #
 HOME PHONE

☐ Edit This Record

Clear

View

debra

FINAL

WA	4513	5430	91700	850.33	02-0625-01	1,364.60
SW	SEWER		91700	536.87		
GA	GARBAGE			16.07		
TX	TAX			1.33	01/17/2018	1,364.60
	DEPOSIT REFUND			40.00-		
CITY OFFICES WILL BE CLOSED DEC 24&25					11/20/2017	12/15/2017
FOR CHRISTMAS						

423 E STATE HIGHWAY 72 TR



11/20/2017 423 E STATE HIGHWAY 72 TR

12/15/2017
PECAN GROVE RV PARK II
431 N SUNSET STRIP
KENEDY TX

1,364.60 01/17/2018 1,364.60 78119

FINAL

02-0625-01



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 14

ITEMS FROM ATTORNEY

NOT AVAILABLE

AT TIME OF

PACKET DISTRIBUTION



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 15

THIS

ITEM

LEFT

INTENTIONALLY

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February 16, 2021

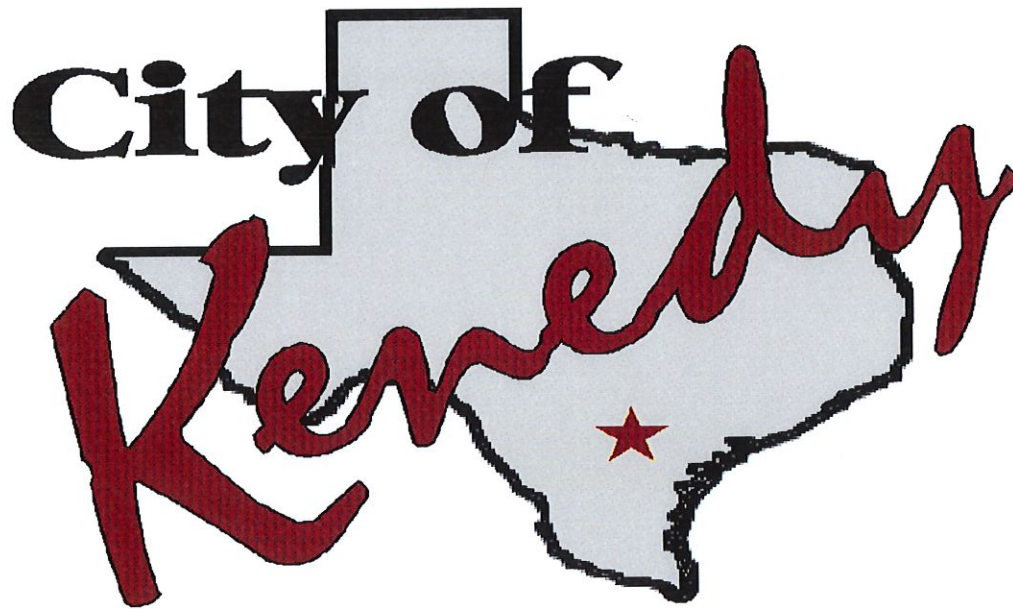
CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 16





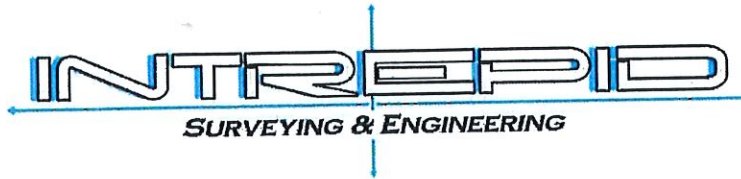
February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 17



June 30, 2020

City Manager
City of Kenedy
303 W Main St
Kenedy, Texas 78119

RE: Mettle Equities Subdivision

To whom it may concern:

Please accept this as an application letter for the Mettle Equities Subdivision Re-Plat. The Mettle Equities Subdivision project is a minor replat of 0.44 Acres of land out of the J.M. Nichols Addition No. II to the Town of Kenedy, Karnes County located within the City of Kenedy located at the intersection of Carol and Seventh Street. The Plat will subdivide the 0.44 Acres out of the existing layout and create 2 lots of 0.20 acres and 0.24 acres.

Sincerely,
Intrepid Surveying & Engineering
TBPLS Firm #10193936, TBPE Firm #16550

Russell J. Jaskinia, PE, CFM
Civil Engineer

T6S, R9E/BLK 18 LOT 7-10
TO THE TOWN OF HENRY, LAUREN COUNTY,
WISCONSIN

SEVENTH STREET

CAROL STREET

2ND ALLEY

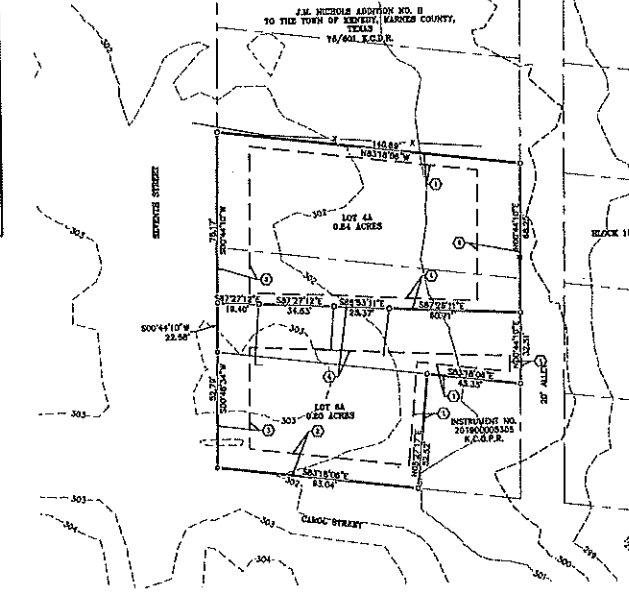
LOT 3		LOT 10
LOT 4	BLOCK 18	
		LOT 9
LOT 5		
		LOT 8
LOT 6		
		LOT 7

0.44 ACRES BEING REPLATTED WAS PREVIOUSLY PLATTED AS LOT 4, LOT 5, AND A PORTION OF LOT 6 OF THE 214 RECHOLS ADDITION HQ. 2 TO THE TOWN OF KENEDY, KARNES COUNTY, TEXAS RECORDED IN VOLUME 73, PAGE 801 OF THE KARNES COUNTY DEED RECORDS. ESTABLISHING LOT 4A, CONSISTING OF LOT 4 AND A PORTION OF LOT 5, AND LOT 6A, CONSISTING OF A PORTION OF LOT 5 AND A PORTION OF LOT 6.

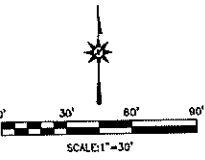
REMARKS: 1. OBSERVATION DISTANCES & SLOPES ARE GIVEN AS IS IN SOUTH CENTRAL ZONE AND ARE CORRECTED FROM NORMAL GPS TID-GROUND
2. HIGH ROOF SET ARE 1/2 HIGH FROM DEBRIS WITH PLASTIC CAPS MARKED "WATER"
3. TOPOGRAPHIC INFORMATION SHOWING MARLINE WAS OBTAINED FROM U.S. DATA WITH AN INTERVAL OF ONE (1) FOOT AND IS FOR GRAPHICAL USES ONLY.

LEGEND

.....	BOUNDARY LINE	① 3' IN.
.....	ADJACENT LINE	② 10' IN.
.....	EASEMENT LINE	③ 15' IN.
.....	PROPOSED EASEMENT LINE	④ 20' IN.
.....	CONTOUR MAJOR	■ 1/2"
.....	CONTOUR MINOR	■ 1/4"
.....	APPROX. CITY LIMITS	■ 600'
.....	FENCE	■ 1000'
.....	OVERHEAD ELECTRIC LINE	■ WOOD
(BRO.-DST.)	RECORD CALL	■ IRON
X.C.P.R.	KARNES COUNTY PLAT RECORDS	■ WOOD
X.C.D.R.	KARNES COUNTY DEED RECORDS	■ IRON
X.C.O.P.R.	KARNES COUNTY OFFICIAL PUBLIC RECORDS	

[illegible]

<p>I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE SURVEY INFORMATION FOUND ON THIS PLAT WAS DERIVED FROM ACTUAL FIELD NOTES OF ONE OF THE CARNER SURVEYS MADE BY ME OR UNDER MY SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THE TRUTH OF THIS SURVEY, NO WARRANTY IS MADE OR INTENDED FOR THE LOCATION OF ANY OF ALL EASEMENTS THAT MAY EXIST WITHIN THE BOUNDS OF THIS SURVEY.</p>	<p>I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THIS PLAT IN MATTERS OF STREETS, LOTS AND BRANZAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION ORDINANCE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE SUBDIVISION BOARD/COMMITTEE.</p>
<p>THIS PLAN IS RELEASED FOR INTERIM REVIEW ONLY AND IS NOT TO BE USED AS THE FINAL DOCUMENT UNTIL ALL REVIEWS HAVE BEEN COMPLETED.</p>	<p>THIS PLAN IS RELEASED FOR INTERIM REVIEW ONLY AND IS NOT TO BE USED AS THE FINAL DOCUMENT UNTIL ALL REVIEWS HAVE BEEN COMPLETED.</p>
<p>REGISTERED PROFESSIONAL LAND SURVEYOR DATE</p>	<p>LICENSED PROFESSIONAL ENGINEER DATE</p>



SUBDIVISION RE-PLAT ESTABLISHING
METTLER EQUITIES
KARNES COUNTY, TEXAS

RE-PLAT ESTABLISHING WETLIE COUNTIES OUT
THE CARLOS MARTINEZ GRANT, ABSTRACT NO.
WITHIN THE CITY OF KENEDY IN KARNES CO.
TEXAS AND BEING THAT CERTAIN 0.11 AC
TRACT DESCRIBED IN VOLUME 1133, PAGE 798
THE OFFICIAL PUBLIC RECORDS OF KARNES
COUNTY, TEXAS AND BEING THAT CERTAIN 0.
ACRE TRACT DESCRIBED IN VOLUME 1133, PA
798 OF THE OFFICIAL PUBLIC RECORDS
KARNES COUNTY, TEXAS.

(WE) THE UNDERSIGNED, UNDESIRING OF ANY
LAND SHOWN ON THIS PLAT AND NOT DESIGNATED
THEREIN AS THE MELE EXTERES SUBDIVISION,
THE CITY OF KENNEY, TEXAS AND WHOSE NAME IS
THE SUBJECT HERETO, HEREBY DEDICATE TO THE
USE OF THE PUBLIC ALL STREETS, ALLEYS,
PARKS, WATERCOURSES, GRAINS, EASEMENTS,
WATERLINES, GROUND LINES, STORM DRAINS, FILL
HYDRAULICS, AND PUBLIC PLACES WHICH ARE
INSTALLED ON WHICH I (WE) WILL CAUSE TO BE
INSTALLED THEREON, SHOWN OR NOT SHOWN,
OR RECORDED OTHERWISE TO BE INSTALLED
DEDICATED TO THE SUBDIVISION APPROVED
BY THE COUNCIL OF THE CITY OF KENNEY, ALL IN
SAME FOR THE PURPOSES THEREIN EXPRESSED
EITHER ON THE PLAT HEREOF OR ON THE
OFFICIAL MINUTES OF THE APPLICABLE
AUTHORITIES OF THE CITY OF KENNEY.

OWNER/DEVELOPER
METTLE EQUITIES, LLC

SWORN TO AND SUBSCRIBED BEFORE ME THIS
DAY OF 20

NOTARY PUBLIC

THE PLANNING & ZONING COMMISSION CITY
AFFIRMATIVELY TO RECOMMEND THIS PLAN
THE CITY COUNCIL FOR APPROVAL AND
FILING OF RECORD

QUARRELL, KENEDY PLANNING &
CONSTRUCTION

APPROVED FOR PREPARATION OF FINAL
SUBJECT TO ANY CONDITIONS ENUMERATED
THE PLANNING & ZONING COMMISSION IN
OF THIS DATE.

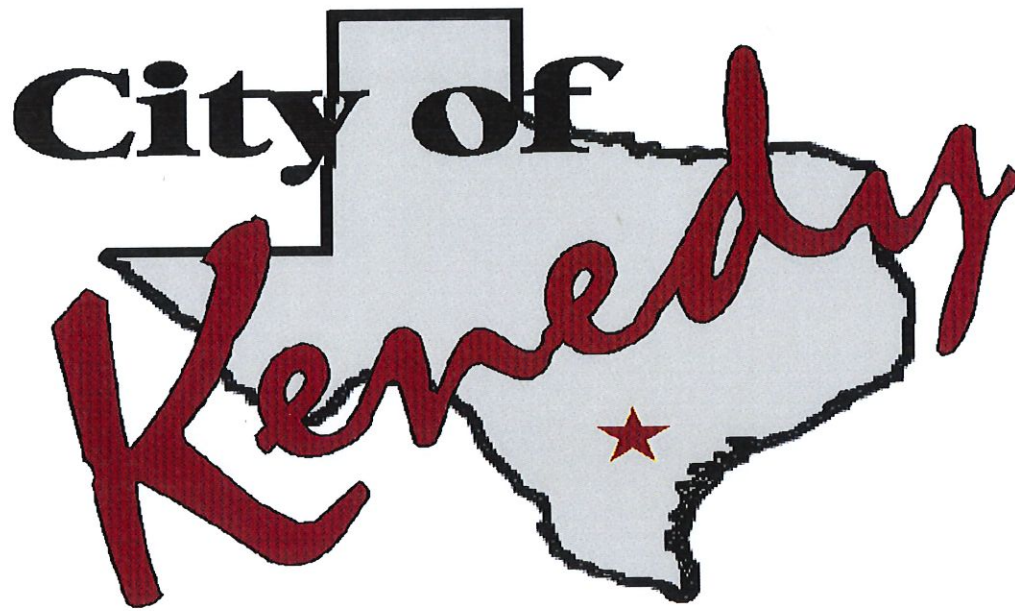
MAYOR, CITY OF KENEDY 6

_____ COUNTY CLERK
 KARNES COUNTY, TEXAS, DO HEREBY CERTIFY
 THAT THIS PLAT WAS FILED FOR RECORD
 OFFICE ON THE _____ DAY OF _____
 A.D. AT _____ O'CLOCK _____ M AND
 RECORDED IN VOLUME _____ PAGE(S) _____
 PLAT RECORDS OF KARNES COUNTY, TEXAS.
 IN TESTIMONY WHEREOF, WITNESS MY HAND
 OFFICIAL SEAL OF OFFICE THIS _____ DAY OF _____

COUNTY CLERK, KARNES COUNTY, TEXAS

SHEET 1 OF 1

புது தலைநகரம் - புதுச்சேரி



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 18

RESOLUTION NO. 21-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENEDY APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR THE OCHILTREE'S PREVENTIONS, PREPARE, AND RESPOND PROJECT BY THE KENEDY POLICE DEPARTMENT; PROVIDING A REPEALING CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Council finds it in the best interest of the citizens of CITY OF KENEDY, that the Ochiltree's Prevention, Prepare, and Respond Project be operated for the FY 2021; and

WHEREAS, The City Council agrees to provide **NO MATCH** for the said project as required by the Coronavirus Emergency Supplemental Funding (CESF) Program grant application; and

WHEREAS, The City Council agrees that in the event of loss or misuse of the Office of the Governor funds, City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, City Council designates The City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENEDY, TEXAS THAT:

SECTION 1. The City Council approves submission of the grant application for the Ochiltree's Prevention, Prepare, and Respond Project to be submitted by the Kenedy Police Department to the Office of the Governor of the State of Texas.

SECTION 2. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this resolution be severable, and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this resolution and the remainder of this resolution shall be enforced as written.

SECTION 3. Repealer. This resolution shall be cumulative of all other resolutions of the City of Kenedy, and this resolution shall not operate to repeal or affect any other resolutions of the City except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this resolution, in which event such conflicting provisions, if any, are hereby repealed. The repeal or amendment of any resolution or part of resolutions effectuated by the enactment of this resolution shall not be construed as abandoning any action now pending under or by virtue of such resolution or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City

of Kenedy under any section or provisions of any resolutions in effect at the time of passage of this resolution.

SECTION 4. That it is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 5. Effective Date. This Resolution will take effect upon its adoption by the City Council.

PASSED and ADOPTED on the 9th day of February 2021.

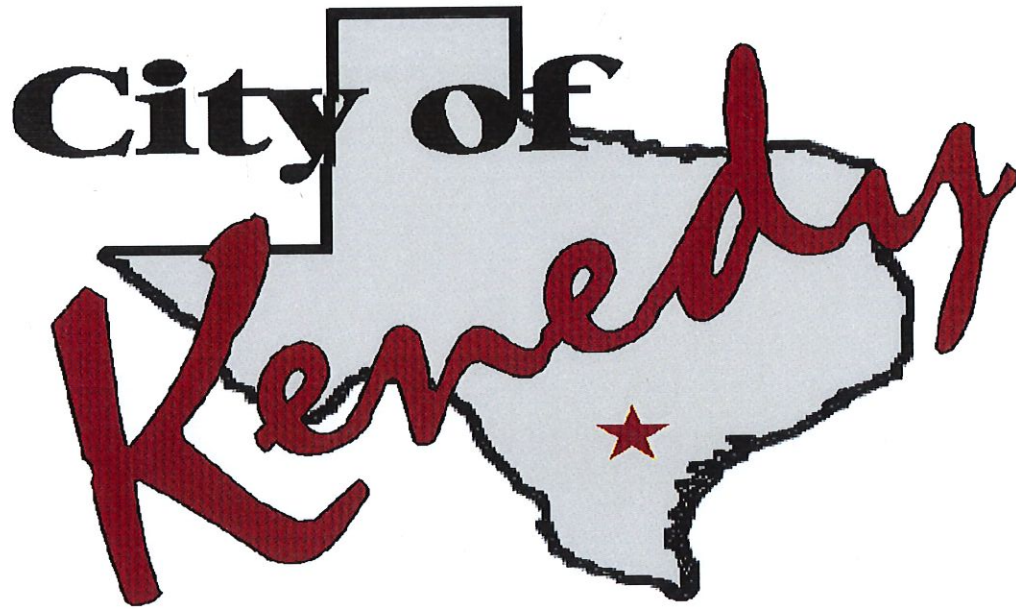
CITY OF KENEDY:

Joe Baker, Mayor

ATTEST:

Amanda Hines, City Secretary

Grant Number: **4159401**



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 19



City of Kenedy
Performance Evaluation Form
ADMINISTRATIVE / SUPPORT



General Information

Employee Name: _____

Job Title: _____

Department: _____ Date From: _____ Date To: _____

Evaluation Type: ☐ Introductory ☐ Annual ☐ Other

Evaluator Name: _____

Evaluator Job Title: _____

This Performance Evaluation Completed on: _____

Scoring Interpretation

5.0 Excellent – Very high rating in most dimensions of the job performance.

4.0 – 4.99 Above Expectations – High ratings in most dimensions of the job performance.

3.0 – 3.99 Satisfactory – Fully successful in most dimensions of job performance.

2.0 – 2.99 Needs Improvement – Needs some improvement in most dimensions of job performance.

OPR Score/Merit Percent Increase
Matrix
(Maximum 2.5% Salary Increase)

OPR Score	Percent Merit Increase
0 – 2.99	0%
3.0 – 3.24	0.75%
3.25 – 3.49	1.00%
3.50 – 3.74	1.25%
3.75 – 3.99	1.50%
4.00 – 4.24	1.75%
4.25 – 4.49	2.0%
4.50 +	2.5%

OPR (Overall Performance Rating) = Subtotal / # of Factors Scored

_____ / _____ = _____ OPR

Evaluation Rating Factors

ADMINISTRATIVE SUPPORT

Dimension 1 – Work Standards	RATING (1 – 5)
Productivity <ul style="list-style-type: none"> • Produces a volume of work consistent with the job's responsibilities and requirements. • Effectively plans and schedules work activities and meets established deadlines. • Produces work within standards with minimal supervision. • Prioritizes workload and resources. • Completes documentation accurately. • Ensures records are up-to-date and organized. 	
Job Knowledge and Skill <ul style="list-style-type: none"> • Possesses and utilizes job related knowledge and skills. • Utilizes computer software and tools to complete work in an efficient and effective manner. • Correctly reads/interprets technical manuals and instructions. • Applies accepted practices within the field of specialization. • Working knowledge of policies, rules and regulations within the profession. 	
Decision Making <ul style="list-style-type: none"> • Effective decision making skills. • Reviews all facts and responds effectively to critical situations in the absence of a supervisor. • Proposes creative solutions as needed. • Understands implications and uses sound judgment. 	
Communication <ul style="list-style-type: none"> • Conveys verbal and written information in a clear and concise manner. • Listens actively and exercises sensitivity when interacting with others. • Prepares concise, accurate and meaningful tables, charts, slides and reports. 	
Integrity <ul style="list-style-type: none"> • Doing what is right regardless of circumstances • Accountability (<i>Includes budget, policy, effective records management, use of technology, efficient and safe work processes</i>); Follows work instructions/directives. • Accepts responsibility for commitments and actions. • Treats others with respect. • Complies with established policies and procedures, including safety. 	

Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.

ADMINISTRATIVE SUPPORT

Dimension 2 – Organizational Effectiveness	RATING (1 – 5)
Innovation <ul style="list-style-type: none"> Fosters an environment receptive to new ideas by encouraging creativity, inclusiveness, adaptability, and resourcefulness. Demonstrates flexibility. Adapts well to new methods and situations and/or changes in priorities, resources, organization, policies or technology. 	
Performance Under Pressure <ul style="list-style-type: none"> Works effectively under pressure conditions such as heavy workloads, emergencies or deadline situations, exercises good judgment. Consistent productivity with minimal margin of error. 	
Problem Solving <ul style="list-style-type: none"> Analyzes problems-takes action as appropriate. Demonstrates ability to recognize & respond successfully to problem situations. Takes suitable courses of action when confronted by obstacles or in absence of supervisor or co-workers. 	
Relations with Supervisor <ul style="list-style-type: none"> Contributes to good working relationships by communicating, responding to questions, problems and suggestions. Provides leadership when solving problems. Develops a productive work climate. 	
Customer Experience <ul style="list-style-type: none"> Is transparent in communicating with and providing information to the public. Treats everyone the way we want to be treated and providing effective solutions in a courteous, respectful manner. 	
Teamwork <ul style="list-style-type: none"> Influences others in a positive way. Shares knowledge freely with others. Leads by personal example. Professional collaboration based on respect, trust and accountability to achieve success for the organization, customers, and community. Supports others to accomplish team and organizational goals. 	
Professionalism <ul style="list-style-type: none"> Choosing daily to be held to the highest standards of excellence. Demonstrating passion and commitment to continuous improvement. 	
Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.	
SUBTOTAL ALL SCORED ITEMS	

ADMINISTRATIVE SUPPORT

Evaluator:

Achievements for Current Evaluation Period:

Goals for Next Evaluation Period:

Career Development Plan:

	Name (printed)	Signature	Date
Evaluator			
Director / Assistant Director			

Employee:

Comments:

Employee Signature:

Date:



City Manager Evaluation Form

Name _____ Evaluation Date _____

Position City Manager Evaluator(s) CITY COUNCIL

This evaluation form has four parts, "Cover Sheet", "Responsibilities", "Values", and "Employee Comments." All four, including this cover sheet, should be utilized for evaluation purposes.

After all councilmembers complete their individual ratings, an averaged composite evaluation form will be created by Human Resources and the averaged composite totals shall constitute the overall final evaluation.

Instructions for completing the individual evaluation form:

1. Assign one of the ratings below to the "Rating" column (***supporting documentation should be attached for any rating of 2.99 or less***).
2. Multiply the rating in the "Rating" column by the weighted % percent.
3. Place the weighted total in the "Score/Comments" column.
4. Add all weighted scores and total at the bottom of each category
5. Place the weighted score for each category in the appropriate total column.
6. Multiply each score by the weighted % percent and add both numbers together to arrive at the overall evaluation score.

Instructions for completing the averaged composite evaluation form:

1. Calculate the average of each of the five (5) Councilman's rating for each category rated and place that average in the "Rating" column for each associated category.
2. Then follow steps two (2) through six (6) above to arrive at the overall combined average evaluation total score.

The following rating scale guide is being provided to assist the evaluators in assigning the most appropriate measurement of the City Manager's performance factors, behavioral traits and supervisory factors.

- 1 = **Poor:** Rarely meets the performance standard.
- 2 = **Below Average:** Usually does not meet the performance standard.
- 3 = **Average:** Generally meets the performance standard.
- 4 = **Above Average:** Generally exceeds the performance standard.
- 5 = **Excellent:** Almost always exceeds the performance standard.

City of Kenedy , Texas
City Manager Evaluation Form

Job Responsibilities	Weight	Rating	Score	Comments
City Council Relations: Disseminates complete and accurate information equally to all members in a timely manner. Assists by facilitating decision making without usurping authority. Responds well to requests, advice, and constructive criticism.	<u>20%</u> X		= —	
Fiscal Management: Prepares a balanced budget to provide services at a level directed by Council. Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively. Appropriately monitors and manages the fiscal activities of the organization.	<u>20%</u> X		= —	
Policy Execution: Supports the actions of the governing body after a decision has been reached, both inside and outside the organization. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	<u>20%</u> X		= —	
Professional Skills: Sets a professional example by handling affairs of the public office in a fair and impartial manner. Maintains knowledge of current developments affecting the practice of local government management.	<u>15%</u> X		= —	

City of Kenedy , Texas
City Manager Evaluation Form

<p>Supervision: Encourages teamwork, innovation, and effective problem solving among staff members. Ensures projects are completed timely and efficiently, and that services are delivered to citizens with superior customer service.</p>	<p style="text-align: center;">15% X</p>	<p style="text-align: center;">=</p>
<p>Citizen Relations: Meets with and listens to members of the community to discuss their concerns, makes appropriate efforts to maintain citizen satisfaction with City services. Shares responsibility for addressing the difficult issues facing the City.</p>	<p style="text-align: center;">10% X</p>	<p style="text-align: center;">= —</p>

100%
(Must = 100%)

(5.00 max.)

City of Kenedy , Texas
City Manager Evaluation Form

Values	Weight	Rating	Score	Comments
Leadership: Inspires staff to succeed, actively promotes efficient operations, and demonstrates high regard for personal ethics.	<u>30%</u> X		= <u> </u>	
Planning: Recognizes future needs and develops adequate plans to address long term trends. Anticipates and analyzes problems to develop effective solutions.	<u>20%</u> X		= <u> </u>	
Communication: Communicates information in an appropriate manner. Utilizes active listening and communicates effectively with all audiences.	<u>20%</u> X		= <u> </u>	
Interpersonal Skills: Displays enthusiasm, cooperation, and willingness to adapt.	<u>10%</u> X		= <u> </u>	
Innovation: Willing to try new ideas proposed by governing body and/or staff.	10% X		= <u> </u>	
Accountability: Takes ownership for the projects and services provided by the City.	<u>10%</u> X		= <u> </u>	

100%
(Must = 100%)

(5.00 max.)

City of Kenedy , Texas
City Manager Evaluation Form

Values _____ X 50% = _____

Responsibilities _____ X 50% = _____

Total _____

Does not meet standards = less than 3.00
Meets standards = 3.00 – 3.99
Exceeds standards = 4.00 or greater

Mayor	_____	City Manager	_____
Council Member	_____		
Council Member	_____		
Council Member	_____		
Council Member	_____		
Council Member	_____		
Council Members	_____		

**City Of Kenedy, Texas
City Manager Evaluation Form**

Employee/Councilmember Comments



City Secretary Employee Evaluation Form

Name _____ Evaluation Date _____

Position City Secretary Evaluator City Manager

This evaluation form has four tabs, "Cover Sheet", "Responsibilities", "Values", and "Employee Comments." All four, including this cover sheet, should be utilized for evaluation purposes.

After all councilmembers complete their individual ratings, this master file will incorporate the ratings from all councilmember and shall reflect the evaluation.

Once completed and signed, please return this master form to Human Resources to be included in the employee's permanent personnel file.

The following rating scale guide is being provided to assist the evaluators in assigning the most appropriate measurement of the City Secretary's performance factors, behavioral traits and supervisory factors.

- 1 = **Poor:** Rarely meets the performance standard.
- 2 = **Below Average:** Usually does not meet the performance standard.
- 3 = **Average:** Generally meets the performance standard.
- 4 = **Above Average:** Generally exceeds the performance standard.
- 5 = **Excellent:** Almost always exceeds the performance standard

City of Kenedy, Texas
City Secretary Evaluation

Job Responsibilities	Weight	Rating	Score	Comments
City Council Relations: Disseminates complete and accurate information equally to all members in a timely manner. Responds well to requests, advice, and constructive criticism.	<u>20%</u> X		= —	
Official Duties: Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings. Provides qualified candidates for nomination to boards and commissions. Manages municipal elections and exhibits knowledge of principals and practices of municipal code and election law.	<u>20%</u> X		= —	
Reporting and Records: Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. Responds in a timely manner to requests from the governing body for special reports. Effectively manages records, and indexing of records, for public use.	<u>20%</u> X		= —	
Professional Skills: Sets a professional example by handling affairs of the public office in a fair and impartial manner. Maintains knowledge of current developments affecting the practice of local government laws and ordinances.	<u>15%</u> X		= —	
Supervision: Encourages teamwork, innovation, and effective problem solving among staff members. Ensures projects are completed timely and efficiently, and that services are delivered to citizens with superior customer service.	<u>15%</u> X		= —	

City of Kenedy, Texas
City Secretary Evaluation

<p>Citizen Relations: Meets with and listens to members of the community to discuss their concerns, makes appropriate efforts to maintain citizen satisfaction with City Secretary services.</p>		<p>= <u> </u></p>
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Total Weight 100% (Must = 100%) (5.00 max.)

**City of Kenedy, Texas
City Secretary Evaluation**

Values	Weight	Rating	Score	Comments
Leadership: Inspires staff to succeed, actively promotes efficient operations, and demonstrates high regard for personal ethics.	<u>25%</u> X		= <u> </u>	
Customer Service: Ability to meet and serve the public with tact and credibility.	<u>25%</u> X		= <u> </u>	
Communication: Communicates information in an appropriate manner. Utilizes active listening and communicates effectively with all audiences.	<u>20%</u> X		= <u> </u>	
Planning: Recognizes future needs for boards and commissions and develops adequate plans to address needs.	<u>10%</u> X		= <u> </u>	
Interpersonal Skills: Displays enthusiasm, cooperation, and willingness to adapt.	10% X		= <u> </u>	
Innovation: Willing to try new ideas proposed by governing body.	<u> </u> <u>10%</u> X		<u> </u> = <u> </u>	

Total Weight 100%
(Must = 100%)

(5.00 max.)

City of Kenedy, Texas
City Secretary Evaluation

Values _____ X 50% = _____
Responsibilities _____ X 50% = _____
Total _____

Does not meet standards = less than 3.00
Meets standards = 3.00 – 3.99
Exceeds standards = 4.00 or greater

City Manager _____

City Secretary _____

**City Of Lubbock, Texas
City Secretary Evaluation Form**

Employee Comments



City of Kenedy

Annual Director Performance Evaluation

Employee: _____

Evaluation Date: _____

Job Title: _____

Department: _____

Employee Number: _____

Scoring Interpretation

- 5.0 Excellent** – Very high rating in most dimensions of the job performance.
- 4.0 – 4.99 Above Expectations** – High ratings in most dimensions of the job performance.
- 3.0 – 3.99 Satisfactory** – Fully successful in most dimensions of job performance.
- 2.0 – 2.99 Needs Improvement** – Needs some improvement in most dimensions of job performance.
- 0-1.99 Unacceptable** – Needs much improvement in most dimensions of job performance.

OPR Score/Merit Percent Increase Matrix (Maximum 2.5% Salary Increase)

OPR Score	Percent Merit Increase
0 – 2.99	0%
3.0 – 3.24	0.75%
3.25 – 3.49	1.00%
3.50 – 3.74	1.25%
3.75 – 3.99	1.50%
4.00 – 4.24	1.75%
4.25 – 4.49	2.0%
4.50 +	2.5%

Performance Criteria Scoring Sheet

	Factor Title:	Rating
1	Performs Duties	
2	Delegating Responsibilities	
3	Innovation	
4	Budget Development	
5	Decision Making	
6	Professionalism	
7	Time Management	
8	Human Resources Management	
9	Intra/Inter-Department Teamwork	
10	Customer Service	
11	Developing Policies and Procedures	
12	Accountability	
Subtotal (add items 1 -12)		

OPR (Overall Performance Rating) = Subtotal / # of Factors Scored

_____ / _____ = _____ OPR

Signature of Employee	Date
Signature of Supervisor	Date
Department/Division Head Signature	Date

Employee: I understand that my signature indicates only that I have had the opportunity to review this completed rating, and that my supervisor has discussed it with me. My signature does not mean that I necessarily agree with the appraisal. I understand that I may appeal my rating (annual only) with my Department Head. I also understand that I may use the "comments" section of this form to make any comments I wish concerning this appraisal. I understand that any comments added after I sign this form will be reviewed with me before the appraisal is finalized. (Additional pages may be attached.)

Select your rating under each category topic.

1. Performs Duties: Work is thorough and shows special attention to detail.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Does not show attention to details Does not attempt to solve problems on own Constantly requests guidance 	<ul style="list-style-type: none"> Slow to learn new work methods Error rates need improvement Occasionally attempts to solve problems on own, but never informs other staff of unusual situations 	<ul style="list-style-type: none"> Demonstrates the knowledge and skills necessary to complete work assignments Accomplishes work objectives Works independently Shows some attention for detail 	<ul style="list-style-type: none"> Solves problems on own regularly Communicates unusual situations or problems to other staff Utilizes knowledge and skills in areas other than normal work routine Shows much attention for detail 	<ul style="list-style-type: none"> Displays continual growth Adept at problem solving and provides solutions and sets objectives when problems are encountered Uses written and oral communication, personnel, or other resources to accomplish objectives
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

2. Delegating Responsibilities: Assigns work to subordinates and holds them accountable for effective completion of projects.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Never assigns projects to subordinates Consistently does not complete projects in a timely manner due to attempting to handle work load alone 	<ul style="list-style-type: none"> Rarely assigns projects to subordinates Usually does not follow through with subordinates to hold them accountable for effective completion of projects assigned 	<ul style="list-style-type: none"> Occasionally assigns projects to subordinates when work load becomes unmanageable Usually holds subordinates accountable for effective completion of projects assigned Does not always understand how to effectively use staff capabilities 	<ul style="list-style-type: none"> Usually always delegates in an effective and logical way to staff when work load requires Most often ensures that projects assigned are completed in an effective manner 	<ul style="list-style-type: none"> Recognizes and utilizes staff capabilities effectively Understands the need to delegate projects for maximum effectiveness of the organization Holds subordinates accountable for completion of projects assigned to them
Rating				
Examples or reasons for giving this rating are:				
Performance Goals:				

3. Innovation: Adapts to changing priorities by utilizing alternative resources and methods in the accomplishment of duties and tasks.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Never searches for new ways to accomplish goals or duties, even when the old way 	<ul style="list-style-type: none"> Considers methods offered by other employees for accomplishment of goals, but usually never 	<ul style="list-style-type: none"> Searches for new ways to accomplish goals once the old way is noticeably outdated Is not opposed to new 	<ul style="list-style-type: none"> Searches for new methods of accomplishing goals when it becomes apparent that the 	<ul style="list-style-type: none"> Understands that utilizing alternative resources for accomplishment of goals can be cost-effective and efficient for the organization

<ul style="list-style-type: none"> is outdated Does not accept advice on new methods to accomplish goals or duties 	<ul style="list-style-type: none"> implements them Does not search for new ways to accomplish goals or duties, even when the old way is outdated 	<ul style="list-style-type: none"> ideas brought forth by other staff, and occasionally implements their methods 	<ul style="list-style-type: none"> need to do so will soon arise Encourages other staff to do the same and is eager to implement their new, effective strategies 	<ul style="list-style-type: none"> Searches for new methods of accomplishing goals when it becomes apparent that the need to do so will soon arise Is eager to implement new, effective strategies
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

4. Budget Development: Utilizes the budgetary system to acquire and allocate necessary resources for departmental operation.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Spends by preference rather than by the adopted budget Never checks spending levels to determine funds remaining in budget Depends on Finance Department to make budget adjustments 	<ul style="list-style-type: none"> Usually doesn't check spending levels to determine funds remaining in budget Almost always depends on Finance Department to make budget adjustments 	<ul style="list-style-type: none"> Monitors current operations in relation to the adopted budget Makes budget adjustments as they become necessary 	<ul style="list-style-type: none"> Monitors current operations in relation to the adopted budget Makes budget adjustments to meet prioritized needs 	<ul style="list-style-type: none"> Monitors current operations in relation to the adopted budget Holds subordinates accountable for their spending patterns Makes budget adjustments in a timely manner to meet prioritized needs
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

5. Decision Making: Evaluating situations and making sound decisions through logic and reasoning.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Consistently demonstrates lack of ability to determine through logic or reasoning, the correct course of action Performs/decides inappropriate action for solutions 	<ul style="list-style-type: none"> Often demonstrates lack of ability to determine, through logic or reasoning, the correct course of action Occasionally decides inappropriate action for solutions 	<ul style="list-style-type: none"> Usually does not demonstrate lack of ability to determine, through logic or reasoning, the correct course of action Only occasionally identifies inappropriate solutions 	<ul style="list-style-type: none"> Demonstrates ability to determine, through logic or reasoning, the correct course of action Determines appropriate solutions for problems or unusual situations 	<ul style="list-style-type: none"> Uses the ability to determine through logic, reasoning and analysis, the correct course of action Determines appropriate action for solutions and exhibits timely and decisive action
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

6. Professionalism: Consistently presents one's self in a professional manner through conduct, appearance, and job performance.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
Rude and curt to citizens of the community Behaves in an immature and undisciplined manner while on the job or job related situations Does not behave in a competent manner	Rude and curt to citizens of the community Behaves in an immature and undisciplined manner during job related situations	Polite and tactful to citizens in the community Behaves in a competent, disciplined manner on the job and in job related situations	Promotes positive public image by being courteous, tactful, and polite Behaves in a competent, disciplined manner on the job and in job related situations	Promotes positive public image by being courteous and tactful Is helpful and polite in all situations Behaves in a competent, disciplined manner on the job and in job related situations
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

7. Time Management: Anticipates activities and efficiently plans work for self and subordinates.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Takes a significant amount of unscheduled, non-emergency time off Engages in non-work related pursuits at work Spends time distracting others from their work Frequently fails to accept assigned responsibilities Frequently late to work 	<ul style="list-style-type: none"> Schedules time off without consideration of impact on work Fails to optimize use of work time Shirks responsibilities at times Fails to follow through on assignments Late to work and fails to notify supervisor 	<ul style="list-style-type: none"> Recognizes the importance of being at work and limits unscheduled time off to emergency situations Optimizes use of work time Punctual in reporting to work Provides reasonable notice when late or absent Organizes and manages time effectively 	<ul style="list-style-type: none"> Schedules time off with workload in mind/cancels time off when necessary/ works overtime when necessary Maximizes use of work time Organizes and manages time effectively Prioritizes assignments and sets deadlines for activities to achieve desired results 	<ul style="list-style-type: none"> Defers time off requests to needs, preferences of others Maximizes use of work time Organizes and manages time effectively Completes projects on time Prioritizes assignments and sets deadlines for activities to achieve desired results Advises others in advance when timetables need to be adjusted Reviews workflow on a regular basis
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

8. Human Resources Management: Acts fairly and thoroughly in relations to subordinates and new hires.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Selects the first available personnel for open positions, with no regard to application, qualification or background checks Does not conduct performance evaluations accurately, fairly, and thoroughly in a written format or in a timely manner Provides no training for subordinates for effective and consistent job performance and offers no positive feedback whatsoever 	<ul style="list-style-type: none"> Attempts to select best available personnel through evaluating applications and interviews Does not conduct performance evaluations accurately, fairly, and thoroughly in a written format or in a timely manner 	<ul style="list-style-type: none"> Attempts to select best available personnel through evaluating applications, interviews, and reference checks Conducts performance evaluations accurately, fairly, and thoroughly in a written format and in a timely manner 	<ul style="list-style-type: none"> Selects best available personnel through evaluating applications, interviews, and reference checks Conducts performance evaluations accurately, fairly, and thoroughly in a written format and in a timely manner Provides training for subordinates for effective and consistent job performance 	<ul style="list-style-type: none"> Selects best available personnel through evaluating applications, interviews, and reference checks Conducts performance evaluations accurately, fairly, and thoroughly in a written format and in a timely manner Provides training for subordinates for effective and consistent job performance Provides subordinates with positive reinforcement and feedback
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

9. Intra/Inter-Department Teamwork: Demonstrates certain total quality principles while interacting with others to achieve organizational objectives.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Rude or offensive Demonstrates behavior that is destructive to self-esteem Fails to ask for help when appropriate Works against team goals Fails to attend meetings 	<ul style="list-style-type: none"> Lack of concern for problems or needs of others Impatient with others Makes others uncomfortable when they seek his or her assistance Makes minimal contributions to team goals 	<ul style="list-style-type: none"> Sensitive to the needs of others Actively listens to ensure accurate understanding of others' needs Cooperates with team members in achieving goals Develops rapport and trust with team members Promotes harmony 	<ul style="list-style-type: none"> Responds with empathy under stress Proactive in responding to the needs of others Makes appropriate referrals and maintains contact to ensure needs are met Shares and facilitates information exchange 	<ul style="list-style-type: none"> Exhibits courteous, tactful, and helpful behavior toward other departments Helpful and Supportive Appreciates, understands, and works effectively with other outside and inside the immediate work group Actively solicits and encourages others to participate while inspiring enthusiasm among team members
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

10. Customer Service/Customer Relations: Address the needs of the customer in a professional manner.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> • Rude • No follow-up • Non-responsive 	<ul style="list-style-type: none"> • Assumes customer's needs rather than listening to the customer, passes on 	<ul style="list-style-type: none"> • Courteous • Listens to the customer 	<ul style="list-style-type: none"> • Assumes ownership of problem and helps resolve the problem 	<ul style="list-style-type: none"> • Interacts with all customers in a courteous and
<ul style="list-style-type: none"> • Demonstrates behavior that is destructive to self-esteem 	<ul style="list-style-type: none"> • incomplete information to the customer • Is curt and robotic in responding to the customer • Frequently refers customer's questions to other staff 	<ul style="list-style-type: none"> • Attends to the customer's needs and passes correct information to the customer • Responds with empathy 	<ul style="list-style-type: none"> • Stays involved with the issue until it is resolved • Anticipates customer needs and follows up as needed • Makes customer feel important and appreciated • Makes appropriate referrals and maintains contact to ensure needs are met 	<ul style="list-style-type: none"> • customer-service oriented manner • Answers customer inquiries promptly and politely • Exceeds the customer's expectations by proactively initiating solutions to the needs of the customer and the organization
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

11. Developing Policies and Procedures: Develops, implements, and updates policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines.				
Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> • Never implements policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines 	<ul style="list-style-type: none"> • Rarely implements policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines 	<ul style="list-style-type: none"> <input type="checkbox"/> Implements policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines <input type="checkbox"/> Clarifies policies and procedures to subordinates 	<ul style="list-style-type: none"> <input type="checkbox"/> Implements and updates policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines <input type="checkbox"/> Clarifies policies and procedures to subordinates 	<ul style="list-style-type: none"> <input type="checkbox"/> Develops, implements, and updates policies and procedures to facilitate organization's operations that are consistent with legal and organizational guidelines <input type="checkbox"/> Clarifies policies and procedures to subordinates
Rating:				
Examples or reasons for giving this rating are:				
Performance Goals:				

12. Dependability/Accountability: Reliable in performing work assignments and carrying out instructions. Accepts responsibility for own actions.				
	Excellent	Good	Fair	Excellent
	Excellent	Good	Fair	Excellent

Unacceptable (0)	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Excellent (4)
<ul style="list-style-type: none"> Constant supervision is required Never meets deadlines Always late for meetings and appointments 	<ul style="list-style-type: none"> Often requires supervision Occasionally meets deadlines Occasionally on time for meetings or appointments Often has excuses or blames others when deadlines are missed 	<ul style="list-style-type: none"> Occasionally supervision is required Usually meets deadlines Almost always on time for meetings or appointments 	<ul style="list-style-type: none"> Little or no supervision required Almost always meets deadlines Always on time for meetings or appointments 	<ul style="list-style-type: none"> No supervision required Always meets deadlines Always in attendance of meetings and on time Always on time for appointments Always ensures that all duties will be attended to during absence Takes on responsibilities and takes accountability for them
<ul style="list-style-type: none"> Consistently blames other when deadlines are missed 		<ul style="list-style-type: none"> Usually ensures that all duties will be attended to during absence 	<ul style="list-style-type: none"> Ensures that all duties will be attended to during absence 	

Rating:

Examples or reasons for giving this rating are:

Performance Goals:

Comments:



City of Kenedy

Performance Evaluation Form

FIELD OPERATIONS



General Information

Employee Name:			
Job Title:			
Department:	Date From:	Date To:	
Evaluation Type:	<input type="checkbox"/> Introductory	<input type="checkbox"/> Annual	<input type="checkbox"/> Other
Evaluator Name:			
Evaluator Job Title:			
This Performance Evaluation Completed on:			

Scoring Interpretation

5.0 Excellent – Very high rating in most dimensions of the job performance.

4.0 – 4.99 Above Expectations – High ratings in most dimensions of the job performance.

3.0 – 3.99 Satisfactory – Fully successful in most dimensions of job performance.

2.0 – 2.99 Needs Improvement – Needs some improvement in most dimensions of job performance.

OPR Score/Merit Percent Increase Matrix

(Maximum 2.5% Salary Increase)

OPR Score	Percent Merit Increase
0 – 2.99	0%
3.0 – 3.24	0.75%
3.25 – 3.49	1.00%
3.50 – 3.74	1.25%
3.75 – 3.99	1.50%
4.00 – 4.24	1.75%
4.25 – 4.49	2.0%
4.50 +	2.5%

OPR (Overall Performance Rating) = Subtotal / # of Factors Scored

_____ / _____ = _____ OPR

Evaluation Rating Factors FIELD OPERATIONS

Dimension 1 – Work Standards	RATING (1 – 5)
Productivity <ul style="list-style-type: none"> • Produces a quantity and quality of work consistent with the job's responsibilities and requirements. • Demonstrates ability to effectively plan and schedule work activities and meets established deadlines. • Produces work within standards with minimal supervision. • Prioritizes workload and resources. • Completes work assignments and uses time wisely. 	
Job Knowledge and Skill <ul style="list-style-type: none"> • Possesses and utilizes job related knowledge and skills. • Utilizes computer software and tools to complete work in an efficient and effective manner. • Correctly reads/interprets technical manuals, drawings and instructions for application in the field. • Applies accepted practices within the field of specialization. • Working knowledge of policies, rules and regulations within the profession. 	
Decision Making <ul style="list-style-type: none"> • Effective decision making skills. • Reviews all facts and responds effectively to critical situations in the absence of a supervisor. • Proposes creative solutions as needed. • Understands implications and uses sound judgment. 	
Communication <ul style="list-style-type: none"> • Conveys verbal and written information in a clear and concise manner. • Listens actively and exercises sensitivity when interacting with others. • Treats others with respect. • Resolves conflicts in a positive way. 	
Accountability/Integrity <i>(Includes budget, policy, effective records management, use of technology, efficient and safe work processes)</i> <ul style="list-style-type: none"> • Follows work instructions/directives • Doing what is right regardless of circumstances. • Accepts responsibility for commitments and actions. • Completes documentation accurately. • Ensures records are up-to-date and organized. • Complies with established policies and procedures, including safety. • Performs work independently and accurately. • Treats others with respect. 	

Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.

FIELD OPERATIONS

Dimension 2 – Organizational Effectiveness		RATING (1 – 5)
Innovation <ul style="list-style-type: none">Fosters an environment receptive to new ideas by encouraging creativity, inclusiveness, adaptability, and resourcefulness.Demonstrates flexibility.Adapts well to new methods and situations and/or changes in priorities, resources, organization, policies or technology.		
Performance Under Pressure <ul style="list-style-type: none">Works effectively under pressure conditions such as heavy workloads, emergencies or deadline situations, exercises good judgment.Consistent productivity with minimal margin of error.		
Problem Solving <ul style="list-style-type: none">Analyzes problems-takes action as appropriate.Demonstrates ability to recognize & respond successfully to problem situations.Takes suitable courses of action when confronted by obstacles or in absence of supervisor or co-workers.		
Relations with Supervisor <ul style="list-style-type: none">Contributes to good working relationships by communicating, responding to questions, problems and suggestions.Provides leadership when solving problems.Develops a productive work climate.		
Customer Experience <ul style="list-style-type: none">Is transparent in communicating with and providing information to the public.Treats everyone the way we want to be treated and providing effective solutions in a courteous, respectful manner.		
Teamwork <ul style="list-style-type: none">Influences others in a positive way.Shares knowledge freely with others.Leads by personal example.Professional collaboration based on respect, trust and accountability to achieve success for the organization, customers, and community.Supports others to accomplish team and organizational goals.		
Professionalism <ul style="list-style-type: none">Choosing daily to be held to the highest standards of excellence.Demonstrating passion and commitment to continuous improvement.		
Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.		
SUBTOTAL ALL SCORED ITEMS		

Evaluator:**Achievements for Current Evaluation Period:****Goals for Next Evaluation Period:****Career Development Plan:**

	Name (printed)	Signature	Date
Evaluator			
Director / Assistant Director			

Employee:**Comments:****Employee's Signature:****Date:**



City of Kenedy
Performance Evaluation Form
PROFESSIONAL/TECHNICALLY SKILLED



General Information

Employee Name:			
Job Title:			
Department:		Date From:	Date To:
Evaluation Type:	<input type="checkbox"/> Introductory	<input type="checkbox"/> Annual	<input type="checkbox"/> Other
Evaluator Name:			
Evaluator Job Title:			
This Performance Evaluation Completed on:			

Scoring Interpretation

5.0 Excellent – Very high rating in most dimensions of the job performance.

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**OPR Score/Merit Percent Increase
Matrix**
(Maximum 2.5% Salary Increase)

OPR Score	Percent Merit Increase
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3.50 – 3.74	1.25%
3.75 – 3.99	1.50%
4.00 – 4.24	1.75%
4.25 – 4.49	2.0%
4.50 +	2.5%

OPR (Overall Performance Rating) = Subtotal / # of Factors Scored

_____ / _____ = _____ OPR

Evaluation Rating Factors PROFESSIONAL/TECHNICALLY SKILLED

Dimension 1 – Work Standards		RATING (1 – 5)
Productivity <ul style="list-style-type: none"> Produces the quality and quantity of work consistent with the job's responsibilities and requirements. Works with minimal supervision. Effectively plans and schedules work activities and meets established deadlines. Prioritizes workload and resources. 		
Job Knowledge and Skill <ul style="list-style-type: none"> Possesses, acquires and maintains the professional/technical expertise required to effectively perform the job responsibilities through problem solving, professional judgment and job competence. Stays abreast of internal and external trends and influences. Keeps a big picture and long range in mind. Utilizes computer software and tools to complete work in an efficient and effective manner. Correctly reads/interprets technical manuals, drawings and instructions. Applies accepted practices within the field of specialization. Working knowledge of policies, rules and regulations within the profession. 		
Decision Making <ul style="list-style-type: none"> Effective decision making skills. Reviews all facts and responds effectively to critical situations in the absence of a supervisor. Proposes creative solutions as needed. Understands implications and uses sound judgment. 		
Communication <ul style="list-style-type: none"> Conveys verbal and written information in a clear and concise manner. Listens actively and exercises sensitivity when interacting with others. Prepares concise, accurate and meaningful tables, charts, slides and reports. 		
Accountability/Integrity <i>(Includes budget, policy, effective records management, use of technology, efficient and safe work processes)</i> <ul style="list-style-type: none"> Follows work instructions/directives Doing what is right regardless of circumstances. Accepts responsibility for commitments and actions. Completes documentation accurately. Ensures records are up-to-date and organized. Complies with established policies and procedures, including safety. Performs work independently and accurately. Treats others with respect. 		

Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.	
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PROFESSIONAL/TECHNICALLY SKILLED

Dimension 2 – Organizational Effectiveness	RATING (1 – 5)
Innovation <ul style="list-style-type: none"> Fosters an environment receptive to new ideas by encouraging creativity, inclusiveness, adaptability, and resourcefulness. Demonstrates flexibility. Adapts well to new methods and situations and/or changes in priorities, resources, organization, policies or technology. 	
Performance Under Pressure <ul style="list-style-type: none"> Works effectively under pressure conditions such as heavy workloads, emergencies or deadline situations, exercises good judgment. Consistent productivity with minimal margin of error. 	
Problem Solving <ul style="list-style-type: none"> Analyzes problems-takes action as appropriate. Demonstrates ability to recognize & respond successfully to problem situations. Takes suitable courses of action when confronted by obstacles or in absence of supervisor or co-workers. 	
Relations with Supervisor <ul style="list-style-type: none"> Contributes to good working relationships by communicating, responding to questions, problems and suggestions. Provides leadership when solving problems. Develops a productive work climate. 	
Customer Experience <ul style="list-style-type: none"> Is transparent in communicating with and providing information to the public. Treats everyone the way we want to be treated and providing effective solutions in a courteous, respectful manner. 	
Teamwork/Leadership <ul style="list-style-type: none"> Influences others in a positive way. Shares knowledge freely with others. Leads by personal example. Professional collaboration based on respect, trust and accountability to achieve success for the organization, customers, and community. Supports others to accomplish team and organizational goals. 	
Professionalism <ul style="list-style-type: none"> Choosing daily to be held to the highest standards of excellence. Demonstrating passion and commitment to continuous improvement. 	
Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.	
SUBTOTAL ALL SCORED ITEMS	

PROFESSIONAL/TECHNICALLY SKILLED

Evaluator:

Achievements for Current Evaluation Period:

Goals for Next Evaluation Period:

Career Development Plan:

	Name (printed)	Signature	Date
Evaluator			
Director / Assistant Director			

Employee:

Comments:

Employee's Signature:

Date:



City of Kenedy
Performance Evaluation Form
SUPERINTENDENT



General Information

Employee Name: _____

Job Title: _____

Department: _____ Date From: _____ Date To: _____

Evaluation Type: ☐ Introductory ☐ Annual ☐ Other

Evaluator Name: _____

Evaluator Job Title: _____

This Performance Evaluation Completed on: _____

Scoring Interpretation

- 5.0 Excellent** – Very high rating in most dimensions of the job performance.
- 4.0 – 4.99 Above Expectations** – High ratings in most dimensions of the job performance.
- 3.0 – 3.99 Satisfactory** – Fully successful in most dimensions of job performance.
- 2.0 – 2.99 Needs Improvement** – Needs some improvement in most dimensions of job performance.

OPR Score/Merit Percent Increase
Matrix
(Maximum 2.5% Salary Increase)

OPR Score	Percent Merit Increase
0 – 2.99	0%
3.0 – 3.24	0.75%
3.25 – 3.49	1.00%
3.50 – 3.74	1.25%
3.75 – 3.99	1.50%
4.00 – 4.24	1.75%
4.25 – 4.49	2.0%
4.50 +	2.5%

OPR (Overall Performance Rating) = Subtotal / # of Factors Scored

_____ / _____ = _____ OPR

Evaluation Rating Factors SUPERINTENDENT

Dimension 1 – Work Standards		RATING (1 – 5)
Productivity <ul style="list-style-type: none"> • Produces a quality and quantity of work consistent with the job's responsibilities and requirements. • Effectively plans and schedules work and meets established deadlines. • Prioritizes workload and resources. • Skill in selecting, acquiring and utilizing professional and material resources and recommending additional resources to accomplish objectives. • Effectively manages projects and initiatives. 		
Job Knowledge and Skill <ul style="list-style-type: none"> • Possesses and utilizes job related knowledge and skills. • Utilizes computer software and tools to complete work in an efficient and effective manner. • Working knowledge of law, rules and regulations within the profession. • Knowledge of local, state and federal requirements. 		
Decision Making <ul style="list-style-type: none"> • Reviews all facts and responds accordingly. • Develops creative solutions as needed. • Involves stakeholders. • Understands implications and uses sound judgment. 		
Communication <ul style="list-style-type: none"> • Conveys verbal and written information in a clear and concise manner. • Listens actively and exercises sensitivity when interacting with others. • Prepares concise, accurate and meaningful tables, charts, slides and reports. • Conducts effective meetings and prepares meaningful presentations. 		
Accountability/Integrity <i>(Includes budget, policy, effective records management, use of technology, efficient and safe work processes)</i> <ul style="list-style-type: none"> • Follows work instructions/directives • Doing what is right regardless of circumstances. • Accepts responsibility for commitments and actions. • Completes documentation accurately. • Ensures records are up-to-date and organized. • Complies with established policies and procedures, including safety. • Performs work independently and accurately. • Treats others with respect. 		

Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.

SUPERINTENDENT

Dimension 2 – Organizational Effectiveness	RATING (1 – 5)
Innovation <ul style="list-style-type: none"> Fosters an environment receptive to new ideas by encouraging creativity, inclusiveness, adaptability, and resourcefulness. Demonstrates flexibility. Adapts well to new methods and situations and/or changes in priorities, resources, organization, policies or technology. Develops contingency plans for unexpected situations. 	
Performance Under Pressure <ul style="list-style-type: none"> Works effectively under pressure conditions, exercises good judgment, coordinates necessary resources and functions in stressful situations. Recognizes internal and external impacts of problems. 	
Problem Solving <ul style="list-style-type: none"> Recognizes and analyzes problems and takes suitable courses of action. Responds successfully to problem situations. Takes suitable courses of action when confronted by obstacles or in absence of supervisor or co-workers. 	
Relations with Supervisor <ul style="list-style-type: none"> Contributes to good working relationships by communicating, responding to questions, problems and suggestions. Provides leadership when solving problems. Develops a productive work climate. 	
Customer Experience <ul style="list-style-type: none"> Is transparent in communicating with and providing information to the public. Treats everyone the way we want to be treated and providing effective solutions in a courteous, respectful manner. 	
Leadership: Coaching, Mentoring and Staff Development <ul style="list-style-type: none"> Contributes to good working relationships by communicating, responding to questions, problems and suggestions. Shares organizational vision and goals encouraging staff development to meet evolving needs. Delegates effectively. Solicits input and engages staff feedback on leadership effectiveness. Motivates and inspires employees. Involves subordinates in formulating objectives and planning work activities. Provides resources for staff development. Recognizes employee contribution. Professional collaboration based on respect, trust and accountability to achieve success for the organization, customers, and community. 	
Professionalism <ul style="list-style-type: none"> Choosing daily to be held to the highest standards of excellence. Demonstrating passion and commitment to continuous improvement. 	
Supporting Statements: Provide a minimum of three supporting statements for ratings in this dimension.	
SUBTOTAL ALL SCORED ITEMS	

SUPERINTENDENT

Evaluator:

Achievements for Current Evaluation Period:

Goals for Next Evaluation Period:

Career Development Plan:

	Name (printed)	Signature	Date
Evaluator			
Director / Assistant Director			

Employee:

Comments:

Employee's Signature:

Date:



February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 20

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February 16, 2021

CITY OF KENEDY

CITY COUNCIL

MEETING

Item # 21

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