



AGENDA

VILLAGE MANAGER PERFORMANCE EVALUATION AD HOC COMMITTEE

Monday, March 31, 2025

1:00 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

ADDRESSING THE VILLAGE COUNCIL: Each person wishing to address the village council shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

1. **Call to Order**
2. **Roll Call and Determination of Quorum**
3. **Call to the Public**
4. **Other Items**
 - A. Election of Committee Chair and Secretary
 - B. Discussion on 2025 Village Manager Performance Evaluation Process
5. **Call to the Public**
6. **Adjournment**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que

se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.



COMMITTEE ACTION SUMMARY SHEET

MEETING DATE: March 31, 2025

TOPIC Election of Committee Chair and Secretary

BACKGROUND BRIEF:

The Village Manager Performance Evaluation Committee is scheduled to elect a Chair and Secretary.

SUMMARY OF PREVIOUS COMMITTEE ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To elect _____ to serve as Chair of the Village Manager 2025 Performance Evaluation Ad Hoc Committee.

To elect _____ to serve as Secretary of the Village Manager 2025 Performance Evaluation Ad Hoc Committee.



COMMITTEE ACTION SUMMARY SHEET

MEETING DATE: March 31, 2025

TOPIC Discussion on 2025 Village Manager Performance Evaluation Process

BACKGROUND BRIEF:

The Committee is scheduled to review the process utilized by Council in 2024 for the evaluation of the performance of the Village Manager and to discuss a proposed evaluation process for 2025.

SUMMARY OF PREVIOUS COMMITTEE ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None

FIRST ADDENDUM TO EMPLOYMENT AGREEMENT

THIS ADDENDUM TO EMPLOYMENT AGREEMENT made and entered into on this 1st day of August, 2024 by and between the **VILLAGE OF LAKE ORION**, a Michigan Municipal Corporation ("Village") and **DARWIN D. P. MCCLARY** ("Manager"), shall amend the original Agreement between the parties dated October 20, 2022 only as to the following:

SECTION 7. SALARY

For all services which the Manager renders under the Agreement dated October 20, 2022, the Village agrees to pay Employee an annual salary of Ninety-Five Thousand Five Hundred Dollars (\$95,500) commencing on July 1, 2024.

SECTION 11. HOLIDAY AND VACATION LEAVE

The number of paid holidays the Manager shall be entitled to will increase from Thirteen (13) to Fourteen (14) to reflect the change previously approved by the Village Council for non-union and union employees generally.

SECTION 13. DISABILITY, HEALTH AND LIFE INSURANCE

The Manager elects not to accept the village's health insurance. An annual health insurance opt out payment equal to 40% of the State of Michigan public employee health care contribution hard cap amount for the level of insurance coverage the Manager is eligible to receive will be paid by the Village.

SECTION 14. RETIREMENT

The Village agrees to increase the Village's contribution to the Manager's retirement from 15% of base salary to 25% of base salary.

All other terms and conditions of the Agreement executed October 22, 2022 shall remain the same.


IN WITNESS WHEREOF, the Village of Lake Orion has caused this First Addendum to Agreement to be signed and executed on its behalf by its Village President, and duly attested by its Village Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

VILLAGE OF LAKE ORION, a Municipal Corporation

August 1, 2024

By: 
Darwin D. P. McClary

August __, 2024

By: 
Jerry Narsh, Village President

August __, 2024

By: 
Sonja Stout, Village Clerk

APPROVED BY LAKE ORION VILLAGE COUNCIL ON 07/22/2024

**VILLAGE OF LAKE ORION
VILLAGE MANAGER EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made as of the date it is fully signed and is between the Village of Lake Orion, Oakland County, Michigan, a Michigan municipal corporation, whose address is 21 East Church Street, Lake Orion, Michigan 48362, hereinafter referred to as "Village", and Darwin D. P. McClary, whose address is [REDACTED], Ypsilanti, MI 48197, hereinafter referred to as "Manager."

RECITALS:

WHEREAS, pursuant to Section 3.7 of the Village Charter, the Village Council desires to employ Manager to hold the office of and serve at the pleasure of the Council, as Village Manager of the Village of Lake Orion; and,

WHEREAS, Manager has been selected by the Council on the basis of training, experience and ability in work which would qualify him for the position of Village Manager, and Manager desires to accept employment as Village Manager of the Village of Lake Orion; and,

WHEREAS, the Parties to this Agreement desire to set forth the terms, conditions, benefits and other provisions that the Village Council and Manager have agreed upon with respect to Manager's employment by the Village as Village Manager;

NOW THEREFORE, in consideration of the promises and mutual agreements herein, the parties agree as follows:

SECTION 1. DUTIES

The Village agrees to employ Manager and Manager agrees to serve as the Village Manager of the Village of Lake Orion to perform the functions and duties specified in the Charter and Code of Ordinances for and of the Village of Lake Orion, and such other legally permissible and proper duties and functions as the Village Council shall from time to time assign to the Manager. Effective upon commencement of the Term of employment under this Agreement, Manager shall not maintain or be engaged in any other full or part time employment or business.

SECTION 2. TERM

- A. The term of this Agreement shall be for an indefinite term commencing on the date the Manager begins employment with the Village and the Manager shall serve at the pleasure of the Village Council, subject to the provisions in Sections 4 and 5.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Village Council to terminate the services of the Manager at any time, subject to the provisions in Sections 4 and 5.



- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Manager to resign at any time, subject only to the provisions set forth in Section 5.

SECTION 3. SUSPENSION

The Village may suspend the Manager with full pay and benefits at any time during the term of this Agreement by a majority vote of the Village Council.

SECTION 4. TERMINATION

- A. The Manager shall serve at the pleasure of the Village Council and may be terminated without cause by a majority vote of the Village Council. Such a termination shall be effective no earlier than 30 days after the Manager receives written notice of the termination and the severance pay specified in Section 5.
- B. The Manager may be terminated for cause by a majority vote of the Village Council after the Manager has been given written notice stating the cause for termination at least ten (10) days prior to a hearing by the Village Council at which Manager shall have the opportunity to be heard. Cause for termination under this Section is defined as a failure to perform duties, after written notice from the Village and reasonable opportunity to correct performance or for a conviction of a crime, a violation of the standards of conduct for public officers under MCL 15.342, breach of this Agreement, malfeasance, misfeasance, and nonfeasance, or a violation of any federal, state, county or other governmental law or regulation while acting as Village Manager. In the event the Manager is terminated based upon cause, the Village shall have no obligation to pay the Manager any severance pay or payment for any accrued vacation, PTO, holiday, sick, compensatory or personal leave time that may otherwise be payable to the Manager.

SECTION 5. TERMINATION PROVISIONS

- A. In the event the Manager is terminated without cause at a time when the Manager is willing and able to perform the duties under this Agreement, the Village agrees to pay the Manager a lump sum cash payment equal to six (6) months' base salary as severance pay.
- B. The Manager may resign effective no earlier than 30 days, or such other period of time as the Manager and Village Council agree, after written notice of the resignation is given to the Village Council by delivery to the Village Clerk. Failure of the Manager to give the required 30 day prior notice of resignation will result in forfeiture of the right to payment for any accrued vacation, PTO, holiday, sick, compensatory or personal leave time that may otherwise payable to resigning Village department heads.

- C. By agreement of the Manager and Village Council, the Manager may continue to serve as Village Manager after the otherwise effective date of a termination without cause or resignation in which event the Manager's then-current salary and benefits shall be continued.

SECTION 6. DISABILITY

Subject to and consistent with, the requirements of federal and state law and the severance pay requirements of Section 5A, if the Manager is permanently disabled or is otherwise unable to perform the duties required because of sickness, accident, injury, mental incapacity, or health for a period of four (4) successive weeks beyond the amount of any accrued sick, vacation, personal and compensatory leave time, the Village Council may terminate this Agreement. In such case, the Village will take steps necessary to ensure that Manager receives any short term disability and long term disability payments the Manager would be eligible for and the Manager shall be compensated for any accrued sick, vacation, personal and compensatory leave time and other accrued benefits in the same manner as department heads who resign.

SECTION 7. SALARY

The Village agrees to pay the Manager an annual salary for services rendered pursuant to this Agreement, to be distributed through the Village's normal payroll system, in an amount to be determined annually by the Village Council. Upon commencement of Manager's employment under this Agreement, the annual base salary shall be \$85,000.00. The annual determinations of the base salary for the fiscal year that begins July 1 shall be made by the Village Council no later than the last regular Council meeting in March of that year, taking into account the performance evaluations described in Section 8. Any increases in the base salary and/or other benefits of the Manager shall be in such amounts and to such extent as the Village Council may determine desirable or appropriate.

SECTION 8. PERFORMANCE EVALUATIONS

The Village Council shall review and evaluate the performance of the Manager as provided in this Section. During the first year of service, the evaluation shall be done after six (6) months, and then on an annual basis in March of each year. Performance evaluations are intended to provide a means for communication between the Village Council and Manager, and shall be conducted in a manner determined by the Village Council. The review shall include a review of performance since the last evaluation and an identification by the Council of goals, objectives and expectations for and of the Manager that will be included as criteria in the next performance evaluation. The performance evaluation tools and methods shall be mutually agreed upon.

SECTION 9. HOURS OF WORK

The duties of the Manager require a great deal of time outside the normal established Village operating days and hours, and include attendance at meetings and providing necessary administrative support to the Village Council, Planning Commission, Board of Zoning Appeals, Downtown Development Authority, Parks & Recreation Advisory Committee and other existing or future Village boards and

commissions. With prior notice to the Village Council, the Manager may designate another employee or consultant of the Village to attend a meeting when the Manager is unable due to a conflict with other Village business, scheduled vacation or illness. The Village Clerk is to be notified of scheduled vacation, personal, sick or other times the Manager is out of the office. The Village acknowledges and agrees that the Manager is being employed in a bonafide, executive, administrative and professional capacity and to that end the Manager shall be allowed to establish an appropriate work schedule to accommodate for the duties requiring time spent outside of normal business hours.

SECTION 10. AUTOMOBILE ALLOWANCE

The Manager shall receive a monthly automobile allowance of \$600.00 for the use of his personal vehicle for village business, payable with the first payroll each month. Such allowance shall be used to purchase, lease, or own, operate, and maintain a vehicle. The monthly allowance shall be increased annually by 5%. The Manager shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

SECTION 11. HOLIDAY AND VACATION LEAVE

The Manager shall be entitled to thirteen (13) paid holidays to be taken in the same manner and subject to the same limitations as provided for the Village's department heads and in accordance with the Village's policy in effect from time to time. These include the Day before New Year's Day, New Year's Day, Martin Luther King, Jr., Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Day before Christmas Day and Christmas Day.

In addition, the Manager shall receive 25 days of paid PTO leave per year, increased by 5 days per year thereafter up to maximum of 40 days to be used at his discretion credited on the first day of employment and on the anniversary date of each year thereafter. No carryover of PTO days will be allowed and payment shall not be received for any unused PTO days at the time of termination of employment.

SECTION 12. GENERAL/SICK LEAVE

The Manager shall be credited with 40 hours of sick leave on the first day of employment and annually thereafter. Sick leave will be carried over at the end of each fiscal year.

Upon termination from Village employment, retirement or death, the Village will pay 50% of the unused sick leave hours to the Manager or the Manager's designated beneficiary up to the maximum of 100 hours, or, in the event of no designated beneficiary, the Village shall pay the same to the Manager's estate.

SECTION 13. DISABILITY, HEALTH AND LIFE INSURANCE

The Manager shall be entitled to the Group Term Life Insurance Benefits for a Class 1 Employee under the Village of Lake Orion's Group Policy held with American United Life Insurance Company.

The Manager shall be entitled to health and disability benefits equal to those provided to the Village's salaried employees. If the Manager elects not to accept the village's health insurance, a health insurance opt out payment equal to 40% of the health insurance premium that would have been paid by the Village for that full-time Employee for health insurance during the prior calendar year shall be paid to any full-time Employee who received no health insurance benefit during said year, (quarterly) in a separate check by the first pay period in January, April, July and October. The reimbursement will be a maximum of \$6,000 per calendar year. An opt out form must be signed by the Manager and it shall remain in effect until it is rescinded by the Manager. If the Manager signed the opt out form subsequently has a spouse who loses his/her health insurance coverage, the Manager may opt into the Village's health insurance plan and be paid on a pro-rata basis for the months he/she opted out. Manager, according to Blue Cross/Blue Shield requirements, must opt in within 30 days of loss of coverage or wait until the new open enrollment period.

SECTION 14. RETIREMENT

The Village agrees to an immediate vesting contribution on behalf of the Manager, in an amount which is equal to 15% of the Village Manager's base salary to a legal and appropriate retirement program as selected by the Manager and the Village Council. Contributions to the Manager retirement shall be payable in equal increments each payroll period. The Village agrees to consider periodic increases in the amount of contribution, based upon performance and taking into consideration any current statutory limitations. This shall be the sole retirement program that the Village that will be providing to the Manager. The Manager shall not be entitled to participate in the Michigan Employment Retirement System ("MERS") or any other retirement program otherwise provided to any other Village employee.

SECTION 15. DUES AND SUBSCRIPTIONS

On an annual basis, the Village agrees to paying for the following professional dues and subscriptions of the Manager and any other organizations, upon approval of Council, which will contribute to the continued professional participation, growth and advancement of the Manager, and for the good of the Village: (1) Michigan Municipal Executives and (2) International City/County Management Association; and (3) The Michigan Public Employer Labor Relations Association.

SECTION 16. PROFESSIONAL DEVELOPMENT

On an annual basis, the Village agrees to pay for the Manager's travel and subsistence expenses for his attendance at the ICMA annual conference and MME Winter Institutes and agrees to consider budgeting and paying for the travel and subsistence expenses of the Manager for other professional and office travel, meetings, and occasions which the Village deems adequate to

continue the professional development of the Manager, and to pursue those official and other functions specifically designated by the Village which are deemed by the Village Council to be necessary. The adequacy of the budget and the extent of the expenses will be determined solely by the Village Council.

SECTION 17. INDEMNIFICATION

The Village shall defend, save harmless and indemnify the Manager against any professional liability claim and demand or other legal action by a third party whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Managers duties. The Village may, in its sole discretion, compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Notwithstanding anything herein to the contrary, the Village will not indemnify the Manager for any acts which are determined by judgment of a court to be criminal acts or intentional torts.

SECTION 18. BONDING

The Village shall bear the full cost of any fidelity or any other bonds required of the Manager under any law or ordinance.

SECTION 19. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The Village Council, in consultation with the Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Village Charter or any other law.
- B. All provisions of the Village Charter and Code, and regulations and rules of the Village relating to other fringe benefits and working conditions, as they now exist or hereafter may be amended, also shall apply to the Manager as they would to any other full-time employee of the Village, except as herein provided or as specifically noted otherwise.

SECTION 20. NOTICES

Notices pursuant to this Agreement shall be given in writing either personally or by certified mail with the United States Postal Service, postage pre-paid to:

(1) VILLAGE: Village Clerk, 21 East Church Street, Lake Orion, Michigan 48362.

(2) MANAGER: Darwin D. P. McClary, [REDACTED], Ypsilanti, MI 48197

Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

SECTION 21. GENERAL PROVISIONS

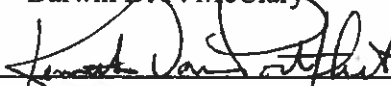
- A. The text herein shall constitute the entire Agreement between the parties.
- B. No modification of this agreement shall be valid unless such modification is approved by the Council, in writing and signed by the Village and Manager.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the Manager and the Village.
- D. If any provisions, or any portion thereof contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement shall be governed by the laws of the State of Michigan, County of Oakland.

IN WITNESS WHEREOF, the Village of Lake Orion has caused this Agreement to be signed on its behalf by its Village President and Village Clerk, and the Manager has signed this Agreement on the dates indicated.

October 20, 2022

By: 
Darwin D. P. McClary

October 25, 2022

By: 
Ken Van Portfliet, Village President

October 25, 2022

By: 
Susan Galeczka, Village Clerk



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: April 6, 2024

RE: **2024 VILLAGE MANAGER AND CLERK/TREASURER PERFORMANCE EVALUATIONS**

Village Council is scheduled to complete the Village Manager and Clerk/Treasurer evaluations at your April 22, 2024, regular meeting. The evaluation meetings will be held in closed session at the request of the employees in accordance with the Michigan Open Meetings Act. Council will utilize the evaluation form already distributed by email to complete the Clerk's evaluation and will utilize the new form finalized by the Village Manager Performance Evaluation Tool Development Committee at its April 2 meeting. The new form is attached.

The committee has developed the following schedule and process for completing the evaluations:

1. Forms distributed to Village Council on Monday, April 8, 2024.
2. Council members will complete the evaluation forms and submit them in sealed envelopes to the Village offices no later than 6:30 PM on Monday, April 15, 2024. Clerk/Treasurer Stout will forward the sealed envelopes, as well as the village staff 360 evaluations of the Village Manager to President Narsh.
3. The Village Manager Performance Evaluation Tool Development Committee (excluding the Village Manager) will meet during the week of April 15 to open and review the evaluations and prepare a summary of the evaluation ratings and comments for presentation to Village Council, Village Manager, and Clerk/Treasurer on April 22.
4. Village Council will conduct the evaluations in closed session on Monday, April 22. Copies of the completed individual council evaluations and evaluation summary reports will be provided to the Village Manager and Clerk/Treasurer for their information and review. Only the committee's summary report of village staff 360 evaluations will be provided to the Village Manager so as to maintain the anonymity of individual staff evaluations.
5. Village Council will hold a second evaluation meeting on Monday, May 13 in closed session to review the evaluation data and discuss with the Village Manager and Clerk/Treasurer performance goals. The Village Manager and Clerk/Treasurer will also provide written responses to the Village Council on the evaluation results and proposed performance goals.

6. Village Council will formally announce the overall ratings for the Village Manager and Clerk/Treasurer at your May 27 meeting and formally adopt the performance goals for 2024-25.
7. **PLEASE NOTE:** The committee has determined that each council member **MUST** identify themselves on their completed evaluation forms and **MUST** provide an explanation of the reasons for any ratings of 0, 1, or 2 in any category as well as specific suggestions as to how the employee may improve their scores in those areas. Failure to provide this information could result in the Village Council omitting those ratings from overall evaluation scores.

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

I. INTRODUCTORY STATEMENT

The Village Manager and the Village Council recognize the need to review the Manager’s performance annually. This review will consist of the completion of a written performance evaluation instrument and the discussion of this instrument at a meeting.

Each Council member will complete an individual written performance evaluation and deliver it to the Village President. The Village President will compile these and complete a composite instrument to be signed by the President and the Manager and placed on file. The completed composite performance evaluation instrument will be discussed with the Manager at a meeting.

II. CONSIDERATIONS

The evaluation of the performance of the Village Manager will become part of the Manager’s personnel records and may affect his future salary or employment possibilities, so please consider the following points.

- 1. Be sure you are familiar with the Village Manager’s duties, responsibilities and the way they are carried out.
- 2. Communicate honestly with the Manager concerning his performance during employment.
- 3. In rating the Village Manager, be honest and unbiased. Base the rating on recurring successes or deficiencies and not necessarily on any single, exceptional occurrence.
- 4. Feel free to make constructive suggestions for improvement as well as praise.

III. EVALUATION GUIDELINES

- A. At least a quorum of Council members must complete individual evaluation instruments for the composite instrument to be valid.
- B. At least a quorum of the Council members must be present at the meeting to review the Manager’s performance.
- C. The Manager and Council members will be given a copy of the composite evaluation instrument no less than three (3) days prior to the meeting to review the Manager’s performance.
- D. The Manager will be given the opportunity to attach written comments to the composite appraisal instrument up to ten (10) days following the meeting. These must be provided to all Council members if they are to be attached.

IV. EVALUATING CRITERIA

You will be evaluating the Manager in three (3) areas:

- A. Individual Qualities
- B. Managerial Performance

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

C. Job Responsibilities

There are three (3) objectives that you should keep in mind when completing a performance evaluation.

- 1. Normal Performance Objectives-the broad objectives or basic requirements expected of every manager.
- 2. Personal Development Objectives-Review the Manager’s personal development and plans for the future.
- 3. Incentive Objectives-Performance beyond the normal requirements or excellence in areas of management that may be used as a basis for extra compensation.

V. **INSTRUCTIONS:**

Each Council member is to evaluate the Village Manager on each of the items listed using a scale of 0 to 5 – Unacceptable to Outstanding or UE – Unable to Evaluate if you feel you do not have sufficient knowledge or information to be able to rate the Village Manager on that item. A RATING OF 0, 1, or 2 MUST BE ACCOMPANIED BY AN EXPLANATION OF THE REASON FOR THE RATING AND SUGGESTIONS ON HOW TO IMPROVE PERFORMANCE IN THAT AREA. Council shall have the discretion to omit a rating or comment that, in council’s opinion, is not fair or unbiased. A space is provided under each item for Council members to write in comments. After all the forms are completed, the Council President will compile a total picture of the Village Managers’ performance.

RATING SCALE

<u>Points</u>	<u>Category</u>	<u>Description</u>
0	Unacceptable	– Never exhibits this quality. Disciplinary action is warranted.
1	Unsatisfactory	- Very seldom exhibits this quality. Needs improvement immediately.
2	Needs Strengthening	– Makes effort, but does not exhibit this quality or performance up to minimum expectations. Needs to be improved.
3	Satisfactory Performance	– Exhibits this quality or meets minimum expectations. Acceptable.
4	Good Performance	– Meets and exceeds minimum expectations and requirements most of the time. Good effort.
5	Outstanding Performance	– Consistently performs in an exceptional manner and exceeds minimum expectations.
UE	Unable to Evaluate	– Sufficient information or knowledge is not available to be able to provide a rating on this quality.

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

INDIVIDUAL QUALITIES

Imagination: Does he show originality in approaching problems? Does he create effective solution? Is he able to visualize the implications of various approaches?
0 1 2 3 4 5 UE

COMMENT: _____

Objectivity: Is he unemotional and unbiased? Does he take a rational, impersonal viewpoint based on facts and qualified opinions?
0 1 2 3 4 5 UE

COMMENT: _____

Drive: Is he energetic, willing to spend whatever time is necessary to do a good job? Does he have good mental and physical stamina?
0 1 2 3 4 5 UE

COMMENT: _____

Decisiveness: Is he able to reach timely decisions and initiate action, but not be compulsive?
0 1 2 3 4 5 UE

COMMENT: _____

Attitude: Is he enthusiastic? Cooperative? Willing to adapt?
0 1 2 3 4 5 UE

COMMENT: _____

Working Style: Is he assertive, flexible and able to handle crises?
0 1 2 3 4 5 UE

COMMENT: _____

Firmness: Does he have the courage of his convictions? Is he firm when convinced, but not stubborn?
0 1 2 3 4 5 UE

COMMENT: _____

MANAGERIAL PERFORMANCE

1. How well did the manager independently recognize problems, develop relevant facts, formulate alternative solutions and decide on the appropriate conclusion?
0 1 2 3 4 5 UE

COMMENT: _____

2. How effective were the manager’s letters, memoranda and other forms of written communication?
0 1 2 3 4 5 UE

COMMENT: _____

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

3. Does the manager make the most effective use of available talent to get the work done? Does he develop staff members? Is he readily accepted as a leader? Does he foster a feeling of unity and enthusiasm among the staff?
0 1 2 3 4 5 UE

COMMENT: _____

4. Does the manager respond in a positive way to suggestions and guidance from the council? Is each assignment undertaken with enthusiasm and zest?
0 1 2 3 4 5 UE

COMMENT: _____

5. Can the manager be depended upon for sustained and productive work? Does he readily assume responsibility? Does he meet time estimates and document work papers properly?
0 1 2 3 4 5 UE

COMMENT: _____

6. Does the manager professionally advocate his recommendations in the face of opposing positions until an official position is reached?
0 1 2 3 4 5 UE

COMMENT: _____

JOB RESPONSIBILITIES

Planning: To anticipate future needs and make plans for meeting them. To recognize potential problems and develop strategies for averting them.

0 1 2 3 4 5 UE

COMMENT: _____

Organizing: To efficiently and economically organize and carry out the operation for which you are accountable.

0 1 2 3 4 5 UE

COMMENT: _____

Coordinating: To coordinate all activities related to work goals. To maintain cooperation and coordination with other departments and divisions.

0 1 2 3 4 5 UE

COMMENT: _____

Leadership: To create a leadership climate providing challenge and motivating employees to high performance.

0 1 2 3 4 5 UE

COMMENT: _____

Budgeting/Fiscal Management: To prepare operational and capital budgets, to expend within adopted budgeted limits, managing resources, revenue handling and investing.

0 1 2 3 4 5 UE

COMMENT: _____

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

Business Retention and Recruitment: To work cooperatively with the Downtown Development Authority, Chamber of Commerce, and business community to promote the successful retention of existing businesses and the recruitment of new businesses that enhance the economic stability and viability of the village..
0 1 2 3 4 5 UE

COMMENT: _____

Public Relations: To maintain a high level of contact with the public, property owners, and business owners and meet the needs of the public within available resources. Ability to form partnerships with civic and economic organizations.
0 1 2 3 4 5 UE

COMMENT: _____

Employee Relations: To equitably adjust grievances among subordinate employees.
0 1 2 3 4 5 UE

COMMENT: _____

Personnel Development: To train and develop subordinate employees.
0 1 2 3 4 5 UE

COMMENT: _____

Management: To provide quality achievement in your job. To make sound judgments and decisions. To be creative and decisive. To set and achieve goals and objectives. To adjust plans to accommodate unforeseen and uncontrollable factors.
0 1 2 3 4 5 UE

COMMENT: _____

Personal Development: To remain aware of current developments and writings in the field of public administration and his career field. Does he continue to develop personal traits?
0 1 2 3 4 5 UE

COMMENT: _____

Job Organization: Does he delegate responsibility but handle job details efficiently? Does he use time productively? Does he program activities in an orderly and systematic way?
0 1 2 3 4 5 UE

COMMENT: _____

Program Development: Skilled in designing, organizing and carrying out programs to meet policy directives.
0 1 2 3 4 5 UE

COMMENT: _____

VILLAGE OF LAKE ORION

Village Manager – Performance Evaluation

Evaluation Date: _____

Evaluator's Name: _____

Relationship with the Governing Body: Able to develop rapport between the Village President and the Council. Keeps Council members well informed on issues that should be addressed or monitored for possible action, develops short-term and long-range program goals with the Council.

0 1 2 3 4 5 UE

COMMENT: _____

Executive Role: Facilitates Council action, including adoption of ordinances, coordinates agenda preparation, provides information and/or appropriate staff and background required by Council.

0 1 2 3 4 5 UE

COMMENT: _____

Communication: Does he keep appropriate people informed? Does he present his thoughts in an orderly understandable manner? Is he able to convince people to adopt his viewpoint? Is his written correspondence clear and concise and an accurate representation of village policy?

0 1 2 3 4 5 UE

COMMENT: _____

Other: Please list other areas that you feel the Village Manager should be evaluated on or areas of concern that you have that are pertinent to his job and performance.

1. _____

2. _____

3. _____

4. _____

COMPENSATION

The Manager's current salary is \$_____ per year. The pay range is \$_____ to

\$_____. Union employees received a _____% increase over the last two years. Non-

VILLAGE OF LAKE ORION
Village Manager – Performance Evaluation
Evaluation Date: _____
Evaluator’s Name: _____

union employees received _____%. Employees not at the top of their pay scale are eligible to receive up to an additional _____% based upon a satisfactory performance review and typically reach the top of the scale within five years. Based upon this evaluation, it is recommended that the Manager receive a salary increase to \$_____ or _____%.



2023-24 VISION, MISSION, VALUES, GOALS AND OBJECTIVES

Adopted: February 13, 2023

VISION

The Village of Lake Orion is a desirable, vital, vibrant, safe, sustainable small community that cherishes its local culture, heritage and history as it moves forward into the future. Encouraging innovation and continuous improvement promoted by the diversity of its citizens and businesses through their involvement in local governance who understand their responsibility for protecting its special natural resources creating a unique place by which its citizens and businesses are proud to call "home".

MISSION

The Mission of the Village of Lake Orion is to foster the reemergence of our community with a vibrant downtown and a high quality of life that is enhanced by our historic character, trails and waterway features.

CORE VALUES

- **Trust.** We will maintain the highest levels of transparency, honesty, integrity, truthfulness, and ethical conduct.
- **Quality.** We will strive for excellence, professionalism, quality, and pride from public officials in the conduct of our work and the provision of our programs and services.
- **Innovation.** We will encourage and support new, creative ideas and reasonable risk taking, take advantage of unique and beneficial opportunities that advance our community.
- **Respect for all individuals.** We will respect individuals, embrace tolerance and diversity, treat all citizens fairly, and seek involvement and participation from individuals from all levels of the village government and from the community at large.
- **Teamwork.** We recognize and value the importance of working together to accomplish community goals.
- **Effective Service.** We strive to be trendsetters and value timely, courteous, cooperative, responsive, efficient, and effective public service.
- **Future Orientation.** We make decisions that stand the test of time, that help us to control our own destiny, that cultivate and sustain family heritage while encouraging intergenerational connection, that promote the viability and sustainability of our community for the long term, and provide a place that all citizens and businesses are proud to call "home".

GOALS AND OBJECTIVES

- **Goal 1: Promote Sound and Prudent Financial Management**
 - **Objective 1.1: Identify, classify and determine use of all Village owned properties**. Consider possible license agreement options including use agreements with property owners on the lake for the Village owned right-of-way properties. Review Village owned properties to determine if any could be sold, licensed, or leased.
 - **Objective 1.2: Address parking needs of the downtown**, including pay to park- meters on street and a parking structure. Signage for employee parking areas. Consider Lumber Yard, parking deck and grants.
 - **Objective 1.3: Review Infrastructure Projects and Water and Sewer Rates Review**- Review the water and sewer rates based on the four-year step increases from 2022-2026 compared to current and future costs including infrastructure improvements of water and sewer system including the lift/pump stations.

- **Goal 2: Promote Proper Management of Capital Assets and Infrastructure**
 - **Objective 2.1: Water System Improvement Program - Phases 3/4**- Continue water main replacement program of the remaining old (1940) and undersized (>8") mains. \$3,090,000 authorized bond balance (\$10,000,000 total) in 2018. Design engineering needs to be completed and grants/loans financing secured. This would include the lead goose neck/galvanized service lines as well.
 - **Objective 2.2: Sanitary Sewer System Improvement Program** – Prioritize a comprehensive sanitary sewer system improvement and funding plan, including repair and rehabilitation of pump/lift stations. SAD (special assessment district) option for sanitary sewer system improvements.
 - **Objective 2.3: DPW Yard site renovation plan** – Prepare a DPW Building improvement/replacement plan and provide funds for future needs. Prepare a DPW Yard site plan proposal.
 - **Objective 2.4: Create a comprehensive sidewalk improvement plan**
 - **Objective 2.5: Promote a comprehensive capital improvement plan and look for sustainable methods for funding**
 - **Objective 2.6: Replacement of Children’s Park Pedestrian Bridge** – The pedestrian bridge at Children’s Park to be replaced with bridge structure previously purchased.

- **Goal 3: Promote Quality Recreation Services and Environmental Stewardship**
 - **Objective 3.1: Paint Creek Stream Bank Stabilization** – Obtain grant funding to complete necessary improvements to the Paint Creek stream banks.

- **Objective 3.2: Review lake drawdown** – Lake lowering every five years - next 2027; structures issues; approval of EGLE/DNR; public input on value of continuing. Infrastructure spillway issue that goes under private property. Reevaluate engineering/repair of structures or abandon. Have hydrological study conducted on options. DNR cold water bottom draw down evaluation. Consider impact of further erosion of Paint Creek, consider deferring drawdown until bank is stabilized.

- **Goal 4: Promote a Positive Community Image**
 - **Objective 4.1: Increase/Promote clear & frequent communication from Village Council to residents & businesses:**
 - Newsletter (quarterly or more often)