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TO: City Council
FROM: Sam Anselm, Interim City Manager
DATE: 8/1/2014
RE: Weekly Report

Happy Friday, everyone. Please see below for this week's update.

Key Meetings

- On Monday I met with staff to get an update on the research for our potential new pay plan. I'll provide you a more detailed update during my evaluation on Monday evening, but it's one of the topics I'd like to discuss with you. I also met with Chad Greer to provide some clarification on the scope of services for the civil engineering portion of the renovations to Joe Becker.
- On Tuesday I met with Deputy Fire Chief Jim Furgerson to discuss naming him interim fire chief until a permanent replacement is found. As a result of that meeting, I have appointed him to that position effective as of tomorrow.
- Staff also met with Marc Williams, who has started an events promotion/organizing company to bring events to downtown Joplin. We discussed a number of issues including providing city services in support of these types of events (Oktoberfest, St. Patrick's Day). I have asked staff to research what other cities do with respect to charging these companies/organizations to cover the extra expenses associated with our support of them.
- Also on Tuesday, I attended a joint public officials meeting at the Chamber, along with Councilmen Woolston, Scarce and the mayor. There were also officials from several other surrounding communities in attendance to give updates on what's going on in each community.
- On Wednesday I met with Rob O'Brian to get an update on various ED projects that are in the works, and on Thursday the mayor and I met with Dr. Huff and Ann Sharp for what I hope will be a regular meeting between us to discuss issues of importance to both organizations. Later that morning the mayor and I toured the new high school with members of Connect2Culture to see first-hand the progress being made on the facility.
- Finally, yesterday afternoon I met with Alison Malinowski-Sunday to discuss a request on their behalf to raise the victims of domestic violence surcharge that we place on current court fines from \$2 to \$4, as a result of legislation signed into law by Governor

Nixon in July. Staff is investigating this possibility, and I will share those results with you likely next week. This surcharge has resulted in approximately \$22,000-\$25,000 in funding per year for Lafayette House, and Alison wanted to express her gratitude for the city's support through this funding mechanism.

Miscellaneous

- Just a reminder about our closed session Monday night to discuss my six-month evaluation. I've attached the evaluation form I would like to use as the template for our discussion, so please refer to that for Monday night. The main topics I'd like to discuss in addition to yours include our budget and the budget process, the pay plan, and economic development.

I look forward to seeing everyone Monday night. Enjoy your weekend.

— CITY OF —

Annual Review

Section 1 – Employee Information

Employee:	Job Title:
Department/Division:	Anniversary Date:

Section 2 – Discussion Items (check off when done with each topic)

Discuss employee’s performance on primary responsibilities/priorities in the past year. <ul style="list-style-type: none"> - Revise written responsibilities/priorities for the coming year, as needed. - Discuss how they relate to overall division/department objectives. 	
Discuss the employee’s strengths and/or areas for growth.	
Discuss barriers to effective work performance and job satisfaction.	
Discuss possible work process improvements.	
Discuss employee’s development (over past year; future needs for current job; long-term career goals and development needs to achieve them).	
Discuss whether employee continues to grow to meet future needs and demands of the position or changing environment.	
Discuss employee’s feedback/constructive suggestions for supervisor.	
Discuss anything else the employee or supervisor would like to address.	

Section 3 – Supervisor and/or Employee Comments

Supervisor/Employee Comments:

Section 4 - Determination

Employee meets or exceeds current expectations: Yes No*

* - If no, a Performance Improvement Plan needs to be completed (form available from Human Resources)

Section 5 - Signatures

Employee Signature _____	Date _____
Supervisor Signature _____	Date _____
Human Resources _____	Date _____

When the annual review is completed, provide a copy to employee, retain a copy for department file, and send original to Human Resources.