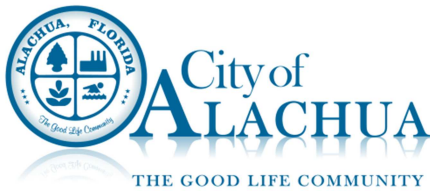


CITY MANAGER ANNUAL PERFORMANCE EVALUATION

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CITY MANAGER ANNUAL PERFORMANCE EVALUATION

INTRODUCTION

The City Manager's Annual Performance Evaluation consists of three sections:

SECTION I: PERFORMANCE EVALUATION

This section will address the City Manager's ability to meet the objectives of the City Commission and overall performance in leading the organization, as reflected by the factors defined at the beginning of the section.

SECTION II: INDIVIDUAL RATING SHEET

The Rating Sheet will provide the total score of all the Commissioner's individual Performance Evaluation ratings. From the total score for each Performance Review Factor, an average score will be calculated. Finally, the average scores for each Performance Review Factor will be added together to produce the Total Evaluation Score.

SECTION III: PERFORMANCE AGREEMENT PLAN

The plan will provide direction for improvement, if any, in the upcoming year. This plan will be mutually agreed upon between the Mayor, acting on behalf of the Commission, and the City Manager.

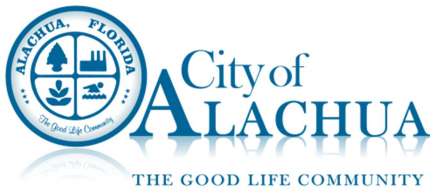
Annual Performance Evaluation Process:

The City Manager will complete Section I of the Performance Evaluation, detailing her perceptions of how she has met the Commission's expectations. A copy of this self-evaluation will be forwarded to each Commissioner.

Using a copy of the City Manager's self-evaluation, each Commissioner will complete Section I of the Performance Evaluation and the associated Section II Individual Rating Sheet. Once all Commissioners' evaluations are completed, the item will be presented at a workshop and/or Commission meeting, in which the Commissioners and the City Manager will discuss any difference between perceptions of performance. The City Commissioners will agree on an overall evaluation score and associated merit increase for the City Manager, if so directed. The following scale was approved by the City Commission on Aug. 24, 2015 for merit increase consideration and directed to be made part of the annual evaluation process. The scale correlates the total average evaluation score to the merit increase amount. The City Commission makes the final determination annually to award a merit increase, if any, and at what level.

<u>SCALE</u>			<u>RATING</u>	<u>MERIT INCREASE</u>
.00	-	5.99	Unacceptable	0%
6.00	-	6.99	Below Expectations	0%
7.00	-	7.99	Meets Expectations	2%
8.00	-	8.99	Exceeds Expectations	3%
9.00	-	10.00	Outstanding	5%

If required, the Performance Agreement Plan will then be completed and signed by the Mayor and City Manager.



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION I PERFORMANCE EVALUATION

Following are the Performance Review Factors assigned the City Manager to review/rate organizational management performance. The performance review rating will be based upon how well the expectations of the individual Commissioners, for each factor, are viewed.

<u>SCALE</u>			<u>RATING</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

1. **Reflects City Values:** The City Manager's performance should reflect the values of integrity, honesty, respect, diversity, innovation, accountability and communication.
2. **Communication:** The City Manager should make herself available to meet and discuss issues with personnel and citizens and maintain open lines of communication.
3. **Team Management:** The Manager should provide sufficient authority, direction and support to teams/departments to enable and encourage them to accomplish their goals.
4. **Fiscal Management:** The Manager will ensure the financial solvency of the City government, while exploring and recommending alternate forms of revenue.
5. **Professional Presentation:** The Manager will present a professional image in dress and action at all times. Any interaction with personnel, citizens, and peers will be conducted in a professional manner that will reaffirm the professionalism of the City.
6. **Organizational Leadership:** The Manager will exhibit strong leadership skills in moving the City operations in the direction that the Commission has chosen. The organization will be well run with high levels of satisfaction among employees and is able to obtain desired results from employees.
7. **Project Management:** The Manager will steer and oversee projects in a manner that results in achievement of goals within established timeframes and budget.
8. **Community Involvement:** The Manager will participate in community events and will foster effective and cooperative working relationships with community leaders.
9. **Goals:** The Manager should meet the objectives associated with the goals and directives of the Commission. It is important to consider external influences beyond the Manager's control.
10. **Commission/Manager Interaction:** The Manager will work with the Commission to develop effective communication practices with each member and in particular, the Mayor. The Manager will keep the Commission informed of issues of concern.

1. **Reflects City Values**

Rating _____

Comments/Explanation: _____

2. **Communication**

Rating _____

Comments/Explanation: _____

3. **Team Management**

Rating _____

Comments/Explanation: _____

4. **Fiscal Management**

Rating _____

Comments/Explanation: _____

5. **Professional Presentation**

Rating _____

Comments/Explanation: _____

6. **Organizational Leadership**

Rating _____

Comments/Explanation: _____

7. **Project Management**

Rating _____

Comments/Explanation: _____

8. **Community Involvement**

Rating _____

Comments/Explanation: _____

9. **Goals**

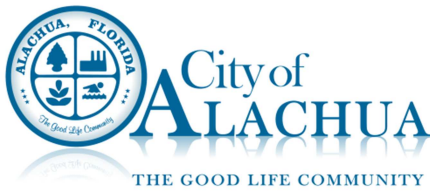
Rating _____

Comments/Explanation: _____

10. **Commission/Manager Interaction**

Rating _____

Comments/Explanation: _____



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

PERFORMANCE REVIEW FACTOR

RATING

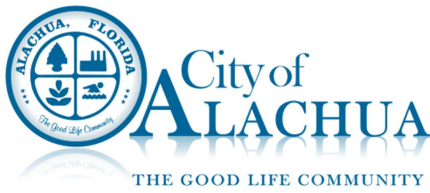
1. Reflects City Values _____
2. Communication _____
3. Team Management _____
4. Fiscal Management _____
5. Professional Presentation _____
6. Organizational Leadership _____
7. Project Management _____
8. Community Involvement _____
9. Goals _____
10. Commission/Manager Interaction _____

Total _____

Completed by: _____

Signature: _____

Date: _____



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION III PERFORMANCE AGREEMENT PLAN

OVERALL RATING _____

In the event that any of the performance categories in the performance review fall below expectations, the City Manager and the Commission will complete this Performance Agreement Plan for the upcoming year.

Performance Factor	Performance Plan Expectation
1.	
2.	
3.	
4.	

City Manager's Signature _____

Date _____

Mayor's Signature _____

Date _____