

MEMORANDUM

January 14, 2014

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: City Manager Performance Evaluation

SYNOPSIS: Commissioners will discuss the performance evaluation of the City Manager.

On July 19, 2013, the City executed an Employment Agreement with the City Manager. In accordance with Section 3 Paragraph 3.1 of the Agreement, "the City Commission shall evaluate the performance of the City Manager no later than 30 days after January 1, 2014. If the City Manager receives a positive evaluation from the City Commission, the City Manager may receive a salary adjustment or a bonus effective with his anniversary date. If the City Manager receives a negative evaluation, the City Manager shall receive no increase or bonus."

Pursuant to the Contract, Mr. Fields' official anniversary date is February 1. His next evaluation will be due February 2015.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department.

Ratings in the various evaluation categories have been compiled in a chart which is provided with this memorandum.

ATTACHMENT

Summary of Ratings

CITY MANAGER PERFORMANCE EVALUATION 8/5/13 - 2/1/14

	Fultz	Wojcik	Thornhill	Carter	Lutton	Average
I. Management of the Organization	6.00	5.00	5.00	3.00	5.00	4.80
II. Execution of Policy	6.00	5.00	5.00	3.00	6.00	5.00
III. Financial Management	6.00	5.00	4.00	5.00	5.00	5.00
IV. Relationship With the Commission	6.00	5.00	6.00	2.00	6.00	5.00
V. Community Relationship	6.00	5.00	5.00	6.00	5.00	5.40
VI. Communication	6.00	5.00	6.00	3.00	5.00	5.00
VII. Leadership	6.00	5.00	6.00	2.00	5.00	4.80
VIII. Professionalism	6.00	5.00	5.00	6.00	5.00	5.40
Overall Rating	6.00	5.00	5.25	3.75	5.25	5.05

- 0 = Unsatisfactory
- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Very Good
- 5 = Excellent
- 6 = Outstanding