

MEMORANDUM

January 27, 2015

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: City Manager Performance Evaluation

SYNOPSIS: The City Commission 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 3.2, of the Agreement, "the City Commission shall evaluate the performance of the City Manager at least once annually no later than 30 days prior to the City Manager's Anniversary Date. Based on the results of the annual evaluation, the City Commission may, in its sole discretion, grant a salary increase and/or grant additional benefits to the City Manager effective with his anniversary date.

Performance evaluation forms were completed by each City Commission member and returned to staff as requested. The completed Evaluation forms 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.

NOTE: Mr. Fields' current contract requires negotiations for renewal to begin 180 days before its expiration (August 4, 2015), or Thursday, February 5, 2015. Please authorize the Mayor and/or the City Attorney to renegotiate the Agreement which will be placed on the February 20th Agenda for discussion and/or approval.

ATTACHMENT

Summary of Ratings

CITY MANAGER PERFORMANCE EVALUATION 2/1/14 - 2/01/15

	Fultz	Wojcik	Thornhill	Howell	Lutton	Average
I. Management of the Organization	5.00	5.00	4.00	5.00	4.00	4.60
II. Execution of Policy	6.00	5.00	4.00	5.00	5.00	5.00
III. Financial Management	6.00	5.00	3.00	5.00	4.00	4.60
IV. Relationship With the Commission	6.00	5.00	5.00	5.00	5.00	5.20
V. Community Relationship	5.00	5.00	3.00	5.00	5.00	4.60
VI. Communication	6.00	5.00	3.00	5.00	5.00	4.80
VII. Leadership	6.00	5.00	4.00	5.00	4.00	4.80
VIII. Professionalism	6.00	5.00	4.00	4.00	6.00	5.00
Overall Rating	5.75	5.00	3.75	4.88	4.75	4.83

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