

**City of Tamarac**  
**Interoffice Memorandum**  
**City Manager's Office**

**To:** Michael C. Cernech, City Manager  
**From:** Laura Karpaviciute, Assistant to the City Manager  
**Date:** May 19, 2021  
**Re:** City Manager's Evaluation for Commission Discussion

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**Recommendation:**

Please place the Draft City of Tamarac City Manager's Evaluation Form on the May 26, 2021 City Commission Workshop Agenda for City Commission discussion.

**Issue:**

City Commission requested a workshop discussion on the above-referenced subject.

**Background:**

Per Sec. 3.1 of City Manager's Employment Agreement, the City shall review and evaluate City manager annually in accordance with specific criteria developed jointly by the City Commission and the City Manager.

At its January 25, 2021 Strategic Planning meeting, Commission directed staff to collect evaluation samples and discuss City Manager's performance evaluation expectations with the members of the City Commission.

Sample evaluations were shared with the City Commission on February 17<sup>th</sup> for review. Interviews to learn the Commission member expectations for the City Manager's performance evaluation occurred between February 23 and March 8, 2021. The summary of the Commission feedback is outlined below:

- The majority of the members of the City Commission indicated that the City Manager should be evaluated based on how he/she meets established goals and objectives.
- Common themes of what is important in City Manager's performance were the following:
  - Accomplishments for the City/Community
  - Responsiveness to the Commission members
  - Organizational leadership, operational improvements and efficiency.
- There was no clear consensus that a list of mutually agreed upon objectives currently exists with some members agreeing that the strategic plan and budget along with responsiveness to the Commissioner inquiries and expectations provide a base for such objectives, while other members desired more focus on individual districts and projects.
- One Commissioner suggested and a couple of Commission members appeared open to consider the hiring of a consultant to help develop the mutually agreed upon objectives.
- Evaluation form should be simple, allowing to check whether expectations are met, exceeded, or improvement is needed.

Attached for the City Commission's review and consideration is a draft evaluation form that outlines the proposed City Manager evaluation process and a comprehensive list of evaluation criteria based on the ICMA's best practices.

Attachment: Draft City of Tamarac City Manager's Evaluation Form