



City of Tamarac
CITY MANAGER Annual Performance Evaluation
DRAFT

City Manager's Name: _____

Evaluation period: _____ to _____

Rater's Name/Title: _____

Each member of the City Commission should complete this evaluation form, sign it in the space below, and return it to HR Director _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the Commission agenda for discussion on _____.

Evaluation purpose:

- To strengthen relationship and communication between the City Commission and the City Manager.
- To provide a regular mechanism to discuss the performance of the City Manager in the accomplishment of the assigned duties and responsibilities based on the implementation of the City's Strategic Plan, Budget and other jointly developed criteria as applicable.
- To establish specific work-related goals and objectives for the next evaluation period.

Evaluation process:

- The City Manager will annually submit to the City Commission a list of accomplishments achieved during the evaluation period.
- HR Director will distribute the Evaluation form to the Mayor and Commissioners.
- Each member of the City Commission will complete the form independently and submit it to HR Director by the indicated deadline.
- HR director will compile the results and place the discussion item on the City Commission agenda, along with the merit award approval resolution, if warranted.
- Commission members may meet with the City Manager individually prior to the public meeting discussion to review the accomplishments and performance expectations and ratings.

Rater's Signature

Date

Date submitted to HR

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For each rating area place a check mark in the box that best describes the performance of the person being rated. Make sure to base your rating on the entire evaluation period and in light of the resources available to accomplish expectations. Feel free to offer specific examples that explain your rating under comments. Blank ratings will be interpreted as "Meets expectations".

Rating area	Criteria	Rating	Comments
INDIVIDUAL CHARACTERISTICS	<ul style="list-style-type: none"> • Diligent and thorough in the discharge of duties, "self-starter" • Exercises good judgment • Displays enthusiasm, cooperation, and will to adapt • Mental and physical stamina appropriate for the position • Exhibits composure, appearance and attitude appropriate for executive position 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> • Maintains knowledge of current developments affecting the practice of local government management • Demonstrates a capacity for innovation and creativity • Anticipates and analyzes problems to develop effective approaches for solving them • Willing to try new ideas proposed by governing body members and/or staff • Sets a professional example by handling affairs of the public office in a fair and impartial manner 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
RELATIONS WITH ELECTED CITY OFFICIALS	<ul style="list-style-type: none"> • Carries out the direction of the City Commission as opposed to those of any one member or minority group • Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions • Disseminates complete and accurate information equally to all members in a timely manner • Assists by facilitating decision making without usurping authority • Responds well to requests, advice, and constructive criticism 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	

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POLICY EXECUTION	<ul style="list-style-type: none"> • Implements governing body actions in accordance with the intent of Commission • Supports the actions of the governing body after a decision has been reached, both inside and outside the organization • Understands, supports and enforces local government's laws, policies and ordinances • Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness • Offers workable alternative to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
REPORTING	<ul style="list-style-type: none"> • Provides regular information and reports to Commission concerning matters of importance to the City, using the city charter as a guide • Responds in a timely manner to requests from Commission for special reports • Takes the initiative to provide information, advice, and recommendations to Commission on matters that are non-routine and not administrative in nature • Reports produced by the manager are accurate, comprehensive, concise, and written to their intended audience • Produces and handles reports in a way to convey the message that affairs of the City are open to public scrutiny. 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	

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Rating area	Criteria	Rating	Comments
COMMUNITY RELATIONS	<ul style="list-style-type: none"> • Responsive to requests from community members • Demonstrates a dedication to service to the community and its residents • Maintains a nonpartisan approach in dealing with the news media • Meets with and listens to members of the community to discuss their concerns and strives to understand their interests • Gives an appropriate effort to maintain community satisfaction with City services 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
COMMUNITY VISION AND COLLABORATION	<ul style="list-style-type: none"> • Shares responsibility for addressing the difficult issues facing the City • Avoids unnecessary controversy • Cooperates with neighboring communities, county, regional, state, federal and other entities • Helps the Commission address future needs and develops adequate plans to address long term trends and vision via strategic, capital and other planning 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
ORGANIZATIONAL LEADERSHIP- STAFFING	<ul style="list-style-type: none"> • Recruits and retains competent personnel for staff positions • Applies an appropriate level of supervision to improve any areas of substandard performance • Stays accurately informed and appropriately concerned about employee relations • Professionally manages the compensation and benefit plans • Promotes training and development opportunities for employees at all levels of the organization 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	

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ORGANIZATIONAL LEADERSHIP – SUPERVISION	<ul style="list-style-type: none"> Encourages department heads to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback Encourages teamwork, innovation, and effective problem-solving among the staff members 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	
FISCAL MANAGEMENT	<ul style="list-style-type: none"> Prepares a balanced budget to provide services at a level as directed by the Commission Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively Prepares a budget and budgetary recommendations in an intelligent and accessible format Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability Appropriately monitors and manages fiscal activities of the City 	<p>Exceeds expectations <input type="checkbox"/></p> <p>Meets expectations <input type="checkbox"/></p> <p>Needs improvement <input type="checkbox"/></p>	

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NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the key results achieved during the rating period? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What priorities, expectations, goals or objectives do you have for the manager for the new rating period?

One Time Merit Bonus Recommendation:

0% ☐ 1% ☐ 2% ☐ 3% ☐ Other: _____

Rater's Name, Title

Signature