



ANNUAL EVALUATION FORM - CITY MANAGER

Subject: Guidelines for City Manager's Annual Evaluation Form

The attached Evaluation Form has been prepared for you to use during and/or after your meeting with the City Manager to discuss her performance during the past twelve months. The form includes four (4) major sections or areas of evaluation with criteria under each section as follows:

Section I Relations with the Commission.

Section II Organizational Relations which include three (3) subsections:

- A. Fiscal Management
- B. Personnel Management
- C. Managing the Organization

Section III Relations with the Public

Section IV Relations with other Government Entities

Procedures:

At the top of the first page of the evaluation form there is a rating scale that provides the basis for evaluating each of the thirty-two (32) criteria which are included under the four major sections or areas. The scale ranges as follows:

- **Outstanding:** *Exceptional in all areas, makes extraordinary contributions to the work unit.*
- **Excellent:** *Exceeds position requirements, consistent high quality.*
- **Meets Expectations:** *Competent level of performance, meets standards.*
- **Needs Improvement:** *Deficient in some areas, improvement is needed.*
- **Unsatisfactory:** *Unacceptable, fails to demonstrate sufficient ability to perform job satisfactorily.*

Use a check-mark (✓ or X) to indicate your selection for each criterion. Each section should be reviewed as to the area being evaluated and each item scored independently. At the end of each area there is a comment section where the evaluator can document achievements accomplished by the Manager or areas that need improvement.

In the last section of the evaluation form, you are encouraged to record your comprehensive view or impression of the Manager's performance using examples from the evaluation as justification, if needed. You may also document any suggestions for overall improvements, satisfaction with the work performed, and recommend a salary increase, as warranted.



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Performance Objectives for the upcoming year may also be recorded.

The completed Performance Evaluation should be returned to Human Resources by the given deadline (see below). If you are unable to return the evaluation to Human Resources in the time allotted please notify the Director of Human Resources & Risk Management to advise of the delay. Please keep a copy of the completed form for your records.

Once all the evaluation forms have been received, the results from all the forms will be compiled into a single document and forwarded to the entire Commission and the Manager for review and discussion at the next regular Commission Meeting. The Manager will also receive copies of the individual forms and have the opportunity to discuss or clarify any items with the applicable Commission member before the Commission meeting.

Please Note:

Deadline to Return Evaluation Form: **Thursday, August 25, 2022.**

Questions? Call Theresa Smalling at 727-298-3042, or email tsmalling@dunedinfl.net.

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SECTION I RELATIONS WITH THE COMMISSION

- A. Keeps the Commission informed in an appropriate and timely manner about matters critical to the Commission policy making role.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- B. Anticipates and follows up promptly on Commission requests for information or action without having to be reminded.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- C. Is available to the Commission as needed, either personally or through a designee.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- D. Reports departmental and staff activities to the Commission in an appropriate and timely manner.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- E. Advises the Commission of relevant legislation and developments in the area of public policy affecting the City of Dunedin.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- F. Has developed, or is in the process of developing, a comprehensive understanding of the problems and issues existing in the City of Dunedin, and ways to address these issues.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

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G. Considers all available alternatives before making recommendations to the City Commission.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

H. Anticipates, plans and sets priorities for future needs and programs recognizing the potential problems confronting the City.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

I. Effectively communicates with Commission members about their concerns, and delegates or follows through to ensure that City departments implement appropriate actions.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Relations with the Commission:

SECTION II ORGANIZATIONAL RELATIONS

A. FISCAL MANAGEMENT

1. Develops and administers a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Commission in its decision-making role.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

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2. Controls operational and capital costs through adequate budgetary controls and the judicious/economical utilization of personnel, material and equipment.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

3. Provides the Commission with timely and sufficient reports on the financial status of City government in accordance with the City Charter and requirements of the City Commission.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Fiscal Management:

B. PERSONNEL MANAGEMENT

1. Motivates personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

2. Emphasizes the importance of teamwork and leadership in her relationship within the organization, and provides herself as a role model for personnel.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

3. Takes and enforces disciplinary action when necessary.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

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4. Promotes and supports the "public service role" for all city employees and emphasizes exemplary performance.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

5. Treats all city personnel in a fair and equitable manner.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Personnel Management:

C. MANAGING THE ORGANIZATION

1. Executes the policies adopted by the Commission in a timely and appropriate fashion.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

2. Plans and executes organizational priorities in a manner reflective of the City's stated mission and goals, and satisfactory to the Commission.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

3. Analyzes organizational problems or issues and identifies causes, reasons, implications, and solutions employing all available technologies, systems and methods.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

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4. Executes the short and long-term goals and objectives set forth in the City's Strategic Plan in a timely and effective manner.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

5. Communicates effectively, clearly, and to the point.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

6. Demonstrates sensitivity to the opinions and concerns of others, both in and outside of the organization.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

7. Accepts new ideas and suggestions for change.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

8. Adapts to and deals effectively with unanticipated conditions and situations.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Managing the Organization:

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SECTION III RELATIONS WITH THE PUBLIC

- A. Handles disputes or complaints involving citizens in an effective, equitable, and timely manner.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- B. Makes herself available and visible to the citizens of Dunedin in an appropriate manner.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- C. Presents Commission policies and positions on issues to the citizens and city organization accurately, equitably, and effectively.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Relations with the Public:

SECTION IV RELATIONS WITH OTHER GOVERNMENT ENTITIES

- A. Works effectively and cooperatively with other governmental agencies at all levels in representing the City of Dunedin and its interests.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

- B. Works towards finding effective partnerships and relationships that will promote the City's interests.

Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory

Comments for Relations with Other Government Entities:

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SECTION V COMMENTS & PERFORMANCE OBJECTIVES

Overall Comments:

Salary Review Recommendation:

_____ A performance salary increase should be granted. Percentage _____%

_____ A salary increase should not be given at this time; recommend re-evaluation in
_____ days.

_____ A salary increase is not recommended at this time.

Performance Objectives/Goals for the Upcoming Year:

Signature of Evaluator

Date

Print Name (Evaluator)

FOR HUMAN RESOURCES USE ONLY	Commission Meeting Date: _____
Date Received: _____	Date Sent to City Manager: _____