



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 21, 2025

RE: City Manager's Performance Evaluation

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**Introduction:**

The City Commission is required to review annually the performance of the City Manager. Attached for your review and discussion is the performance evaluation form used in previous years.

**Background:**

In 2023, the City Commission approved the attached form and decided the use of the form would be voluntary by each Commissioner. The HR Director scheduled individual meetings with each City Commissioner to provide input to the City Manager on his performance and future goals to work toward. The formal review of the City Manager's performance was then placed on the City Commission agenda for discussion at a September City Commission meeting.

**Recommended Action:**

It is recommended the City Commission use the same form and to repeat the same process for this year's evaluation, unless the Commission provides other direction.

**Prepared By:**

Karen Crouch, Human Resources Director