

# CITY OF EUSTIS

## CITY MANAGER PERFORMANCE EVALUATION

**EVALUATION PERIOD: September 2024 through August 2025**

This form is to be used to evaluate the City Manager's performance in each of the areas listed. Performance standards and goals can be rated using the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below average (sometimes does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

### **SECTION 1 – PERFORMANCE STANDARDS:**

#### **1. PERSONAL**

- \_\_\_\_\_ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- \_\_\_\_\_ Composure, appearance, and attitude fitting for an individual in this executive position.

#### **2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Knowledgeable of current developments affecting the management field and affecting city governments.
- \_\_\_\_\_ Respected in management profession.
- \_\_\_\_\_ Has a capacity for and encourages innovation.
- \_\_\_\_\_ Anticipates problems and develops effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by Commissioners or staff.

#### **3. RELATIONS WITH CITY COMMISSIONERS**

- \_\_\_\_\_ Carries out directives of the City Commission as a whole rather than those of any one Commissioner.
- \_\_\_\_\_ Assists the Commission on resolving problems at the administrative level to avoid unnecessary Commission action.
- \_\_\_\_\_ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission.
- \_\_\_\_\_ Responds to requests for information or assistance by Commissioners.
- \_\_\_\_\_ Informs Commission of administrative developments.
- \_\_\_\_\_ Receptive to constructive criticism and advice.

4. **POLICY EXECUTION**

- \_\_\_\_\_ Implements Commission direction accurately in accordance with intentions.
- \_\_\_\_\_ Supports the actions of the Commission after a decision has been reached.
- \_\_\_\_\_ Enforces City policies.
- \_\_\_\_\_ Implements City Strategic Plan and Commission Policy Agenda.
- \_\_\_\_\_ Reviews enforcement procedures periodically to improve effectiveness.
- \_\_\_\_\_ Offers workable alternatives to the Commission for legislative changes when an ordinance or policy proves impractical in actual administration.

5. **REPORTING**

- \_\_\_\_\_ Provides the Commission with reports concerning matters of importance to the City.
- \_\_\_\_\_ Reports are accurate and comprehensive.
- \_\_\_\_\_ Reports are generally produced through own initiative rather than when requested by the Commission.
- \_\_\_\_\_ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Commission.

6. **CITIZEN RELATIONS**

- \_\_\_\_\_ Responsive to complaints from citizens.
- \_\_\_\_\_ Demonstrates exemplary listening skills to obtain an understanding of the needs/requirements of others
- \_\_\_\_\_ Demonstrates strong ability to resolve conflicts, interpret policy, explain problems, and solicit cooperation in an outstanding and efficient manner
- \_\_\_\_\_ Cooperates with neighboring communities.
- \_\_\_\_\_ Cooperates with the County, State, and Federal governments.
- \_\_\_\_\_ Cooperates with other organizations within the City, such as the Chamber, School Districts, and similar community based groups.
- \_\_\_\_\_ Skillful with the news media, avoiding political positions and partisanship.
- \_\_\_\_\_ Follows up on all promises or agreements, personally ensuring that matters are resolved in the best possible manner.

7. **STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for City positions.
- \_\_\_\_\_ Aware of staff weaknesses and works to improve their performance.
- \_\_\_\_\_ Accurately informed and concerned about employee relations.
- \_\_\_\_\_ Professionally administers the City's merit system.

8. **SUPERVISION**

- \_\_\_\_\_ Encourages Department Heads to make decisions within their own jurisdictions without City Manager approval, yet maintains general control of administrative operations.
- \_\_\_\_\_ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- \_\_\_\_\_ Has developed an open and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Manager's office.
- \_\_\_\_\_ Evaluates personnel periodically and points out management weaknesses and strengths- emphasizes City's Core Beliefs and SPIRIT.

9. **FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by the Commission.
- \_\_\_\_\_ Makes the best possible use of available funds; conscious of the need to operate the City efficiently and effectively.
- \_\_\_\_\_ Prepared budget is in an intelligent but readable format.
- \_\_\_\_\_ Possesses awareness of the importance of financial planning and control.

**SECTION 2 – PERFORMANCE GOALS:**  
**(SEE ATTACHED STRATEGIC PLAN AND ACCOMPLISHMENTS)**

**10. Goal Number 1:**

\_\_\_\_\_ To be a beautiful, livable city with a vibrant lakefront identity

**11. Goal Number 2:**

\_\_\_\_\_ To expand the local economy

**12. Goal Number 3:**

\_\_\_\_\_ To provide quality, cost-effective public services

**SECTION 3 – SUMMARY:**

13. What would you identify as the most significant achievements during the evaluation period?

14. What were the City Manager's strengths demonstrated during the evaluation period?

15. What areas needing improvement were demonstrated during the rating period?

16. Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_