



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Special Session **MEETING DATE:** December 10, 2024

FROM: Dee Jones, Human Resources Director

SUBJECT: Staff is requesting for Council to review and approve the City Manager, Steve Kennedy's 2024 Performance Evaluation and set Goals and Objectives for the next evaluation period.

BACKGROUND

Each Council Member has submitted a completed Performance Evaluation for the period 11/01/2023 through 10/30/2024. A spreadsheet is included with your agenda packet which gives the individual average scores of each Council Member for each performance category. A score of 4.8 is the overall average score compiled by combining the average scores from individual Council Members. Staff has also included with your agenda packet, copies of the evaluations submitted by each Council Member, a copy of the City Manager's Goals and the City Manager Job Description.

The performance review evaluation period is aligned with the terms of the Employment Agreement which states, "on or before November 15th of every year, Council shall review & evaluate the performance of the City Manager"; consequently, the City Manager will receive an annual salary increase of 4% with a satisfactory performance review as stipulated in the Employment Agreement.

In addition to the performance review, Council is to discuss the goals accomplished, as well as the setting of new goals for this rating period.

RECOMMENDATION

Staff recommends for Council to accept the 2024 Performance Evaluation results for City Manager Steve Kennedy and the goals for the next rating period.