



# HAINES CITY

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## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Mayor and City Commissioners

**Through:** Jonathan Evans, City Manager

**From:** Kandace Tappen, Human Resources Director

**Date:** October 1, 2015

**Subject:** 2015 Annual Performance Review - City Manager

### **Introduction**

The intent of this Agenda Item is to present the City Commission with the 2015 Annual Performance Review of Jonathan E. Evans, City Manager.

### **Background**

September 19, 2015, marks the two (2) year anniversary of Jonathan E. Evans successfully fulfilling the role of City Manager for the City of Haines City. At his request, Staff conducted an extensive Performance Review process that included the individual City Commissioners, City Attorney, and City Staff (i.e., Executive Directors and Department Managers). To ensure the integrity of the process, Staff anonymously presented their individual Performance Review forms to the Human Resources Director. To further ensure that the City Commission was and remains abreast of all related information, the agenda item includes copies of the originally submitted evaluation forms.

The evaluation form used was created by the International City/County Manager's Association as an industry standard. All evaluations have been audited and approved by the Human Resources and Finance Directors. A worksheet analysis of the City Commission's and Staff's forms are included; however, for your convenience a summary recap is provided below.

**City Commission**

<b>OVERALL AVG</b>		
<b>CATEGORY</b>	<b>SCORE</b>	<b>RATING</b>
Supervision	4.6	Exceptional - Generally Exceeds Expectations
Leadership	5.0	Outstanding - Substantially Exceeds Expectations
Execution of Policy	4.8	Exceptional - Generally Exceeds Expectations
Community Relations	4.6	Exceptional - Generally Exceeds Expectations
Administrative Duties	5.0	Outstanding - Substantially Exceeds Expectations
Economic Development	4.8	Exceptional - Generally Exceeds Expectations
Intergovernmental Relations	4.8	Exceptional - Generally Exceeds Expectations
City Commission Relations	4.8	Exceptional - Generally Exceeds Expectations
Planning	5.0	Outstanding - Substantially Exceeds Expectations
Financial Management/ Budget	4.6	Exceptional - Generally Exceeds Expectations

**City Staff**

<b>OVERALL AVG</b>		
<b>CATEGORY</b>	<b>SCORE</b>	<b>RATING</b>
Supervision	4.8	Exceptional - Generally Exceeds Expectations
Leadership	4.9	Exceptional - Generally Exceeds Expectations
Execution of Policy	4.7	Exceptional - Generally Exceeds Expectations
Community Relations	4.9	Exceptional - Generally Exceeds Expectations
Administrative Duties	4.5	Exceptional - Generally Exceeds Expectations
Economic Development	4.8	Exceptional - Generally Exceeds Expectations
Intergovernmental Relations	5.0	Outstanding - Substantially Exceeds Expectations
City Commission Relations	4.9	Exceptional - Generally Exceeds Expectations
Planning	4.7	Exceptional - Generally Exceeds Expectations

The City Manager's combined average score (i.e. Commissioners' 4.8, City Staff 4.8) is 4.8, which equates to an overall rating of "Exceptional - Generally Exceeds". In addition to the individual evaluations provided by the City Commission, Attorney and Staff, the City Manager provided a personal review of this past year's accomplishments.

**Budget Impact**

This item has no budgetary impact. However, the City Manager's contract renewal will be discussed via a separate agenda item, at which time remuneration will be discussed.

**Recommendation**

It is recommended that the City Commission accept the 2015 City Manager's Annual Performance Review, as presented and discussed along with the back-up documentation provided.

**Attachments:**

- a) 2015 Jonathan E. Evans Evaluation Memo (PDF)
- b) 2015 City Commissioners Evaluations of CM 09-14-15 (PDF)
- c) 2015 Executive & Manager Evaluations of CM 09-14-15 (PDF)
- d) 2015 City Attorney Evaluation of CM 09-21-15 (PDF)
- e) 2015 City Commission and Executives and Managers Score Card Summary 09-14-15 (PDF)