

# **AGENDA**

**CITY OF ARCHER  
16870 SW 134<sup>TH</sup> AVENUE  
P.O. BOX 39  
ARCHER, FL 32618-0039**

**August 25<sup>th</sup>, 2016**

**6:00 P.M.**

**SPECIAL COMMISSION  
MEETING**

**ARCHER COMMUNITY  
CENTER**

**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**I. New Business**

- A. Deciding the City Manager's Evaluation Tool**

**II. Adjournment**

# CITY OF ARCHER, FLORIDA

revised copy 8/21

## CITY MANAGER'S EVALUATION

**Rate each item on the evaluation sheet based on the following scale:**

**(1) Poor      (2) Fair      (3) Good      (4) Very Good      (5) Excellent**

**Evaluation of City Manager:** \_\_\_\_\_

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

**NOTE:      ADDITIONAL INFORMATION AND OR COMMENTS MAY BE ATTACHED AT THE OPTION OF THE EVALUATOR.**

### Relations with the Governing Body

1. **Keeps Commission informed in an appropriate and timely manner about matters critical to the Commission policy making role?** \_\_\_\_\_
  
2. **Receptive to constructive criticism and advice?** \_\_\_\_\_
  
3. **Anticipates and follows up on Commission request for information or action?** \_\_\_\_\_
  
4. **Advises the Commission of relevant legislation and developments in the area of public policy affecting the City of Archer?** \_\_\_\_\_
  
5. **Has developed or is in the process of developing a comprehensive understanding of the problems and issues existing in the City of Archer?** \_\_\_\_\_
  
6. **The Manager assumes responsibility for staff performance?** \_\_\_\_\_
  
7. **Considers all available alternatives before making recommendations to the City Commission?** \_\_\_\_\_
  
8. **Carries the directives of the Commission as a whole rather than those of any Individual Commission member?** \_\_\_\_\_

**1. COOPERATION**

**THE ABILITY TO WORK AND RELATE WITH OTHERS TO ACCOMPLISH COMMON GOALS.**

**Does the employee relate to co-workers and the public effectively?** \_\_\_\_\_

**Does the employee handle difficult situations tactfully?** \_\_\_\_\_

**Does the employee promote a cooperative work spirit which is consistent with City's policies and procedures?** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**2. PLANNING, ORGANIZING, AND MEETING GOALS**

**THE ABILITY TO ESTABLISH GOALS, MEET DEADLINES AND FOLLOW ASSIGNMENTS THROUGH TO COMPLETION IN AN EFFECTIVE MANNER.**

**Does the employee strive to develop innovative processes to better meet goals?** \_\_\_\_\_

**Does the employee follow through on details in meeting goals?** \_\_\_\_\_

**Does the employee plan and organize tasks in a manner which allows for meeting goals within established time frames?** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**3. EFFECTIVENESS UNDER STRESS**

**THE ABILITY TO PRODUCE A DECISIVE AND OR DESIRED EFFECT UNDER STRESSFUL CONDITIONS.**

**Does the employee make proper decisions and take appropriate actions under Stressful conditions?** \_\_\_\_\_

**Does the employee continue to meet deadlines when placed in stressful situations?** \_\_\_\_\_

**Does the employee maintain his/her composure when experiencing stress?** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**4. COMMUNICATIONS**

**THE ABILITY TO CONVEY KNOWLEDGE OR INFORMATION.**

**How well does the employee express him/herself, both orally and in writing?** \_\_\_\_\_

**Is information conveyed accurately and thoughtfully to all concerned parties?** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**5. BUDGET MONITORING AND MANAGEMENT**

**THE ABILITY TO MONITOR A DESIGNATED BUDGET OR FUND, TO DEVELOP  
MANAGE AND ADHERE TO AN ANNUAL BUDGET.**

**Does the employee monitor expenditures to insure compliance within budgetary  
constraints?** \_\_\_\_\_

**Does the employee maintain well documented files and accurate reports?** \_\_\_\_\_

**Does the employee notify the appropriate person of potential problems?** \_\_\_\_\_

**Are operations and services delivered with budgetary constraints?** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**6. KNOWLEDGE OF WORK AND JOB**

**INFORMATION OBTAINED THROUGH EXPERIENCE, OBSERVATION  
AND PROFESSIONAL DEVELOPMENT AND /OR ON THE JOB TRAINING.**

**Has the employee acquired to information necessary to properly perform the job?** \_\_\_\_\_

**Does the employee understand the need for and the makeup of his/her chain  
of command?** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**7. PLANNING**

**THE ABILITY TO ORGANIZE AND PLAN FOR FUTURE NEEDS AND PROBLEMS.**

Assist and coordinates with the City Commission and staff in the implementation of City projects an agenda action items in order to effectively achieve desired results? \_\_\_\_\_

Achieves project schedules (i.e. construction) which are the direct responsibility of the City Manager in a timely and professional manner? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**8. PREPARATION OF MATERIALS**

**THE ABILITY TO COMPILE AND ARRANGE MATERIALS FOR MEETINGS AND TOPICS OF DISCUSSION IN A MANNER EASILY UNDERSTOOD BY OTHERS.**

Does the employee utilize available resources in developing materials \_\_\_\_\_

Does the employee produce complete, accurate and appropriate agendas and reports as requested? \_\_\_\_\_

Does the employee produce well organized, concise and informative presentations, Reports and agendas? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**9. PROFESSIONAL DEMEANOR**

**THE ABILITY TO PORTRAY A PROFESSIONAL IMAGE.**

Does the employee conduct him/herself in a manner that promotes consumer confidence? \_\_\_\_\_

Does the employee consistently consider his or her appearance and presentation as it relates to tasks to be performed? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**10. QUALITY AND QUANTITY OF WORK**

**THE AMOUNT OF WORK COMPLETED WITHIN A SPECIFIED TIME**

Does the employee bring tasks to completion within prescribed time frames? \_\_\_\_\_

Does the employee complete the necessary amount of work within an appropriate time frame? \_\_\_\_\_

Does the employee produce work which is accurate, complete and effective? \_\_\_\_\_

Does the employee inspect and ensure that all task are completed? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

### **11. SUPERVISING AND MOTIVATING**

**THE ABILITY TO OVERSEE EMPLOYEES AND ENCOURAGE PARTICIPATION AND CAREER GROWTH.**

Does the employee provide appropriate directions to staff in charge of certain duties? \_\_\_\_\_

Does the employee provide appropriate and timely feedback on subordinates performance? \_\_\_\_\_

Does the employee create an environment that encourages productivity? \_\_\_\_\_

Does the employee delegate tasks as appropriate? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

### **12. PUBLIC RECORDS REQUEST**

**THE ABILITY TO ASCERTAIN PUBLIC RECORDS REQUEST AND OFFER APPROPRIATE INTERVENTION STRATEGIES.**

Does the employee accurately assess the needs of the Customer? \_\_\_\_\_

Does the employee respond to the customer in an efficient manner? \_\_\_\_\_

Does the employee provide the customer with appropriate information that is Understandable to the customer and considers the unique characteristics of each Situation? \_\_\_\_\_

When applicable, are records kept which meet audit standards? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**13. CITIZEN AND INTERGOVERNMENTAL RELATIONS**

**THE ABILITY TO EFFECTIVELY COMMUNICATE AND WORK WITH CITIZENS AND GOVERNMENT.**

**Does the employee handle citizen complaints and questions in professional and prompt manner?** \_\_\_\_\_

**Willingness to meet with members of the communities and discuss issues of concern?** \_\_\_\_\_

**Cooperates with neighboring communities and maintain open communications with other municipalities in areas that may affect or relate to the City?** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**14. PROFESSIONAL/PERSONAL CHARACTERISTICS**

**Invests sufficient effort and time in being diligent and thorough in the performance of job responsibilities?** \_\_\_\_\_

**Willingness to attend seminars/conferences to be kept informed on new Legislation, methods and techniques?** \_\_\_\_\_

**Personal appearance?** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**COMMISSION OBSERVATIONS**

1. In what areas do you feel the employee most need improvement and why?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Two things that the Manager does now that I would most like him to continue:  
A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

3. Two things that the Manager does now that I would most like him to Discontinue:

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

4. Two things that the Manager does not do now that I would like him to do:

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

5. Two issues that I would like to see the Manager concentrate on within the next twelve months:

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

**COMMISSION COLLABORATIVE QUESTION**

Have you previously discussed with the employee what areas you feel the employee most need improvement and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## SCALE DEFINITION

### **EXCELLENT**

**Employee consistently performs far above the expected level. Performance is superior in all respects. Employee consistently performs well above standard as outlined in the job description.**

### **VERY GOOD**

**Employee regularly performs above the expected level. Performance is above the standards required For the position as outlined in the job description. This is performance beyond adequate standards, and require additional work.**

### **GOOD**

**Employee consistently performs at the standard level of efficiency and effectiveness for standards required for the position as outlined in the job description. This is the performance of a fully trained qualified and motivated employee.**

### **FAIR**

**Employee performance is inconsistent and fluctuates between a substandard and standard level. A significant portion of performance is below the standards required For the position as outlined in the job description.**

### **POOR**

**Employee consistently performs below a standard level of efficiency and effectiveness. The employee fails to perform key elements of the job description.**