

## Performance Evaluation

**City Manager**

**Date:** 7/28/2020

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1)     The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
  
- Improvement (2)     The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.  
Needed
  
- Meets Job (3)         The employee's work performance consistently meets the standards of the Standard  
Standard
  
- Exceeds Job (4)       The employee's work performance is frequently or consistently above the Standard  
Standard level of satisfactory employee performance.
  
- Outstanding (5)       The employee's work performance is consistently excellent when compared to the standards of the job.
  
- Not Observed (NO)    The employee's work performance was not observed during this evaluation period.

**I. Performance Evaluation and Achievements**

| <b>1. <u>City Commission Relationships</u></b>  | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|---|----------|----------|----------|----------|----------|-----------|
| A. Effectively implements policies and programs approved by the City Commission.  | —        | —        | —        | —        | X        | —         |
| B. Reporting to the City Commission is timely, clear concise and thorough.  | —        | —        | —        | —        | X        | —         |
| C. Accepts direction/instructions in a positive manner.   | —        | —        | —        | —        | X        | —         |
| D. Effectively aids the City Commission in establishing long range goals.   | —        | —        | —        | —        | X        | —         |
| E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. | —        | —        | —        | X        | —        | —         |

Comments: Greg has been good at keeping the Commission updated on the issues that the city dealing with currently.  
He is doing a fine job informing the Commission and updating on direction that he has been giving by the Commission

**2. Public Relations**

|  | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|--|----------|----------|----------|----------|----------|-----------|
| A. Projects a positive public image.                         | —        | —        | —        | —        | X        | —         |
| B. Is courteous to the public at all times.                  | —        | —        | —        | —        | X        | —         |
| C. Maintains effective relations with media representatives. | —        | —        | —        | —        | X        | —         |

Comments: Greg, has been willing to appear on various radio shows, and always willing to meet with public whenever he is asked to attend a function to speak.

**3. Employee Relations**

|   | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|---|----------|----------|----------|----------|----------|-----------|
| A. Works well with other employees.                                       | —        | —        | —        | —        | X        | —         |
| B. Seeks to develop skills and abilities of employees.                    | —        | —        | —        | —        | X        | —         |
| C. Motivates employees toward the accomplishment of goals and objectives. | —        | —        | —        | —        | X        | —         |
| D. Delegates appropriate responsibilities.                                | —        | —        | —        | —        | X        | —         |
| E. Effectively evaluates performance of employees.                        | —        | —        | —        | —        | X        | —         |
| F. Uses effective supervisory skills.                                     | —        | —        | —        | —        | X        | —         |
| G. Recruits and hires qualified and effective staff.                      | —        | —        | —        | —        | X        | —         |

Comments: Listens to the employees and management. Supports their positions and recommendations. Seems that he always is willing to listen to other points of view. Gives employees the opportunities to make their own decisions

**4. Fiscal Management**

1   2   3   4   5   NO

- A. Prepares realistic annual budget. — — — — 4 —
- B. Seeks efficiency, economy and effectiveness in all programs. — — — — 4 —
- C. Controls expenditures in accordance with approved budget. — — — — 4 —
- D. Keeps City Commission informed about revenues and expenditures, actual and projected. — — — — 4 —
- E. Ensures that the budget addresses the City Commission's goals and objectives. — — — — 4 —

Comments: This is Greg's 1st budget as City Manager. With the COVID 19 AND Cruise ship issues he has been able to present a budget that is balanced, with the Finance Director. One that accomplishes many of the desires of the Commission

**5. Communication**

1   2   3   4   5   NO

- A. Oral communication is clear, concise and articulate. — — — — 4 —
- B. Written communications are clear, concise and Accurate. — — — — 4 —

Comments: He speaks in way that you can understand clearly what he is saying without doubt. His written communication I find clear, understandable and to the point

**6. Quantity/Quality**

1   2   3   4   5   NO

- A. Amount of work performed. — — — — 4 —
- B. Completion of work on time (meets deadlines). — — — — 4 —
- C. Accuracy. — — — — 4 —
- D. Thoroughness. — — — — 4 —

Comments: Good at getting things done in a timely fashion. IF there is a problem completely his goal. he will let you know and why



**II. Summary Rating**

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory \_\_\_ Improvement \_\_\_ Meets Job \_\_\_ Exceeds Job \_\_\_ Outstanding I  
 Needed Standards Standards

Comments: considering the issues that Greg has to deal with this 1st year as City Manager, COVID 19, Cruise ship reformation, he has done a great job, making decision that sometimes not popular, but generally the right thing to do to protect the health and welfare of our community

**III. Future Goals and Objectives**

City Manager goals will be developed, prioritized and approved by the entire Commission.  
Strategic Plan, Admiral Cut Bridge, Duval St revitalization Project, moving forward on Bayview Park beautification, and KOTS.

This evaluation has been reviewed and discussed between each City Commissioner and the City Manager on:

Elected Members

Concurrence

Mayor

YES / NO

Jimmy Weckley

YES / NO

District I

YES / NO

District II

YES / NO

District III

YES / NO

District IV

YES / NO

District V

YES / NO

District VI

City Manager

Signature

Date