

## MEMORANDUM

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January 28, 2020

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: City Manager Performance Evaluation

SYNOPSIS: Commissioners will discuss the performance evaluation of the City Manager.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department.

Based upon the results of the annual evaluation, the City Commission may, in its sole discretion, grant a salary increase, bonus and/or grant additional benefits to the City Manager effective with his anniversary date.

Ratings in the various evaluation categories have been compiled in a chart which is provided with this memorandum.

Attachment: Summary of Ratings