

**CITY MANAGER
PERFORMANCE EVALUATION**

SUGGESTED INSTRUCTIONS

Evaluate the City Manager on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

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
Needed (2) The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job
Standard (3) The employee's work performance consistently meets the standards of the position.

Exceeds Job
Standard (4) The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	City Commission Relationships	1	2	3	4	5	N/O
A.	Effectively implements policies and programs approved by the City Commission	_____	_____	_____	_____	_____	_____
B.	Reporting to the City Commission is timely, clear, concise and thorough.	_____	_____	_____	_____	_____	_____

1.	City Commission Relationships--cont.	1	2	3	4	5	N/O
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C.	Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
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D.	Keeps the City Commission informed of current plans and activities of administration, legislation, governmental practices and regulations, etc.	_____	_____	_____	_____	_____	_____
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E.	Provides the City Commission with information on anticipated issues that could come before the City Commission.	_____	_____	_____	_____	_____	_____
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Comments: _____

2.	Public Relations	1	2	3	4	5	N/O
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A.	Projects a positive public image.	_____	_____	_____	_____	_____	_____
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B.	Is courteous to the public at all times.	_____	_____	_____	_____	_____	_____
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C.	Maintains effective relations with media representatives.	_____	_____	_____	_____	_____	_____
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Comments: _____

3.	Effective Leadership of Staff	1	2	3	4	5	N/O
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A.	Delegates appropriate responsibilities.	_____	_____	_____	_____	_____	_____
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Comments: _____

4.	Fiscal Management	1	2	3	4	5	N/O
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A.	Prepares realistic annual budget	_____	_____	_____	_____	_____	_____
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4.	Fiscal Management – cont.	1	2	3	4	5	N/O
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B.	Controls expenditures in accordance with approved budget.	_____	_____	_____	_____	_____	_____
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C.	Keeps City Commission informed about revenues and expenditures, actual and projected.	_____	_____	_____	_____	_____	_____
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D.	Ensures that the budget addresses the City Commission’s goals and objectives.	_____	_____	_____	_____	_____	_____
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Comments: _____

5.	Communication	1	2	3	4	5	N/O
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A.	Oral communication is clear, concise and articulate.	_____	_____	_____	_____	_____	_____
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B.	Written communications are clear, concise and accurate.	_____	_____	_____	_____	_____	_____
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Comments: _____

6.	Personal Traits	1	2	3	4	5	N/O
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A.	Initiative.	_____	_____	_____	_____	_____	_____
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B.	Judgment.	_____	_____	_____	_____	_____	_____
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C.	Fairness and Impartiality.	_____	_____	_____	_____	_____	_____
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D.	Creativity.	_____	_____	_____	_____	_____	_____
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Comments: _____

7.	Intergovernmental Affairs	1	2	3	4	5	N/O
A.	Maintains effective communication with local, regional, state, and federal government agencies.	_____	_____	_____	_____	_____	_____
B.	Financial resources (grants) from other agencies are pursued.	_____	_____	_____	_____	_____	_____
C.	Contributions to good government through regular participation in local, regional and state committees and organizations.	_____	_____	_____	_____	_____	_____
D.	Lobbies effectively with legislators and state agencies regarding City programs and projects.	_____	_____	_____	_____	_____	_____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

III. SUMMARY RATING

Unsatisfactory ____ Improvement ____ Meets Job ____ Exceeds Job ____ Outstanding ____
Needed Standards Standards

IV. FUTURE GOALS AND OBJECTIVES

Share goals and objectives to be achieved in the next evaluation period. (Share item you wish to have the City Manager focus on) _____

MAYOR/COMMISSIONER
DISTRICT _____

GREGORY P. HARRISON
CITY MANAGER

Gregory P. Harrison
City Manager

Brief List of Significant City Accomplishments, February 2018 – February 2019.

- The City received for the 6th consecutive year a clean opinion on its Comprehensive Annual Financial Report and no findings.
- With City Manager's leadership, the City successfully managed a public education program, "GO Pompano!" for the City's \$180 million dollar general obligation bond referendum, to include strategies for mailings, articles, advertising, banners, media relations, outdoor signage, PowerPoint presentations, digital internet banners, social media and live videotaped presentations.
- Hired the City's first full-time social media contractor improving our reach by 231% in 6 months with over 1.1 million page social media impressions, up from 338,000 from the same period last year.
- Secured a \$200,000 grant from Broward County to provide trees, landscape, irrigation and sod for center median from the Turnpike to Federal Highway for Sample Roadway improvements totaling \$750,000.
- Completed multiple module playground installation at Community Park and playground equipment replacement at Kessler Park.
- Secured a \$15,000 grant and completed Phase 1 of the tree inventory updating, adding 5,000 trees to City's Tree inventory. Completed Phase 2 with an additional \$16,000 grant.
- Constructed concrete burial vaults to be sold by the City to earn additional revenue at the municipal cemetery.
- Begin partnership with Broward County Crime Stoppers organization to combat illegal dumping.
- The City was recognized by the Professional Firefighters of South Florida, receiving the "Trailblazer Award", for our efforts in improving diversity within our Fire Department and for having one of the most diverse Departments in Broward by percentage.
- Created zoning text amendments that streamlined zoning procedures and requirements and clarified and or codified existing policies.
- Awarded \$15,000 in CDBG funds for the Larkin Center Senior Program and \$15,000 to provide low income families scholarships to attend our summer camp programs.
- Successfully guided numerous City groundbreakings, ribbon-cuttings, grand openings and holiday events – to include Palm Aire Lakes dedication, Dr. Martin Luther King, Jr., Boulevard unveiling and rededication, Visitor Center grand opening, the Charlotte Burrie Community Center groundbreaking, Mitchell Moore Concession and Restroom grand opening, honored and commemorated the historical significance of the Pompano Colored School and grand opening of Blanche Ely House.
- The City rose to the challenge and effectively managed a 42" main break caused by an FDOT Contractor that dumped 52 MG of raw wastewater into our canal system.

- **The City received the Florida Water and Pollution Control Operators Association – Utility of the Year Award 2018.**