

M E M O R A N D U M

TO: Town Commission
FROM: Howard Tipton, Town Manager
REPORT DATE: September 26, 2023
MEETING DATE: October 2, 2023
SUBJECT: Town Manager Annual Performance Evaluation

Background

In accordance with Article 7 (Annual Review) of my employment contract, "The Town Commission may review and evaluate the job performance of Employee at least once annually on or before September 29 of each year of the Agreement."

This will be my first evaluation and is for the period from 1/30/2023 through 9/30/2023. Going forward, the review date will be in September to coincide with the employment contract.

As was done with the previous Town Manager, I would recommend the Commission continue to use an evaluation based on recommended criteria developed by the Florida City/County Manager's Association. Commissioners were provided the same form again this year for use in the annual performance evaluation. I have also attached a one-page highlight of activities over the past 7 months.

The Town Manager contract states that "The Town Commission may, but is not required to increase Employee's salary based on performance following annual review or as deemed appropriate by the Commission. Such salary increases, if any, shall become the new annual base salary under this Agreement without necessity of amending this Agreement."

I am available to meet with each Commissioner to discuss your evaluation in advance of the meeting. When you have completed your evaluation, please return them to the Town Clerk so they can be tabulated with a final score provided at the October 2, 2023, Regular Meeting.

The Town Attorney's contract calls for an evaluation by June 1 each year. This is to provide for the annual billable rate adjustment based on the CPI index to be included in the upcoming fiscal year budget. That evaluation will be included as part of each year's budget planning process and billable rate adjustment.

For this year, the Town Attorney's contract includes an annual hourly rate that was increased as part of the budget development process by 5% for the FY23/24 Budget. The increase amount was justified based on a number of the same inflationary pressures that impacted other parts of our organization.

If you have any questions regarding the evaluation process, please contact me.

Attachments (Available in the Town Clerk's Office)

- A. Evaluation Form
- B. FY 23 Highlights

End of Agenda Item