

**Agenda Item:** 3.d

**Meeting Date:** September 18, 2025

## **MEMORANDUM**

**To:** City Commission

**Through:**

**From:** Theresa Smalling

**Date:** 2025-07-10

**Subject:** The City Manager's Annual Performance Evaluation

**Presenter(s):** Dr. Theresa Smalling, SPHR, Director of Human Resources and Risk Management

**Staff Recommendation:** Discuss City Manager Jennifer Bramley's Compiled Performance Evaluation as well as the new Commission requested goals and provide a final list to the City Manager; discuss any additional salary and/or benefit increase.

It should be noted that a supplement with the compiled ratings from the Mayor, Vice-Mayor and Commissioners will be forthcoming.

**Strategic Themes:** Good Governance

**Boards & Committees:** N/A

**Budget Impact:** TBD

**Past Action:** N/A

**Next Action:** N/A

**Attachments:** [A. City Manager Annual Evaluation Form Rev 8-2019.pdf](#)  
[B. City Manager Annual Evaluation Notification Memo to Commission 7.10.25.pdf](#)  
[C. 2025 Organizational Accomplishments.pdf](#)  
[SUPPLEMENT: D. City Manager Evaluation Form - Compiled as of 9.15.2025.pdf](#)

**Background:** In accordance with the terms of her employment agreement, City Manager Jennifer Bramley shall receive an annual performance review from the City Commission on or around the anniversary of her date of hire; Jennifer's date of hire was August 28, 2017. She is also eligible for an increase, as approved by the City

Commission, to her base salary and/or benefits based on the results of the review. The Commission was notified and encouraged to schedule time with the City Manager to discuss her performance to date along with any future goals and objectives. An Evaluation form (Exhibit A) was included for completion during or after the City Manager's evaluation meetings with each Commission member.

The results from all Commission evaluation forms will be compiled into one single document and attached. The document will be provided to the City Commission for review and discussion at the scheduled Commission Meeting. Attached are: the notification memorandum sent to the Commission (Exhibit B), and a Memorandum from the City Manager listing the major Accomplishments over the past year (Exhibit C). City Manager Bramley has received a copy of the individual evaluation forms prepared by each Commissioner and had the opportunity to discuss or clarify any items with the applicable Commission member before the Commission meeting.

Staff recommends discussion of the attached items and approval of goals for the upcoming year, as well as any salary or benefit increase. The compiled evaluation form will be included as a Supplement prior to the scheduled Commission meeting,

As previously noted, a supplement with the compiled ratings will be forthcoming.