

Regular Workshop - November 13, 2013
Agenda Item 15

Agenda Item: Town Manager's Annual Performance Evaluation

Presenter: Town Manager

Summary: A provision of the Town Manager's employment agreement is for the Commission to review and evaluate the job performance of the Town Manager at least once, annually, for each year of the employment agreement. The agreement also states that the Town Commission shall define the goals and objectives of the Town Manager at least annually.

Attachments: 11-06-13 Memo, Human Resources Manager to Commission; Town Manager Evaluation Forms.

Recommended Action: Pending discussion, provide direction to Manager.

M E M O R A N D U M

Date: November 6, 2013

TO: Town Commission
FROM: Lisa Silvertooth, Human Resources Manager
SUBJECT: Town Manager's Annual Performance Evaluation

A provision of the Town Manager's employment agreement is for the Commission to review and evaluate the job performance of the Town Manager at least once, annually, for each year of the employment agreement.

The agreement also states that the Town Commission shall define the goals and objectives of the Town Manager at least annually.

Attached are copies of the Town Manager's evaluations that were completed by Town Commissioners and received in my office by November 6, 2013.

This item is placed on the November 13, 2013 Regular Workshop Meeting for Commission consideration and discussion.

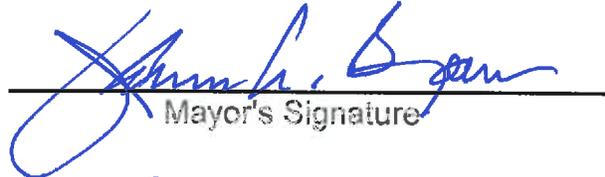
Please contact me if you have any questions or need assistance.

Town of Longboat Key
Town Manager Performance Evaluation

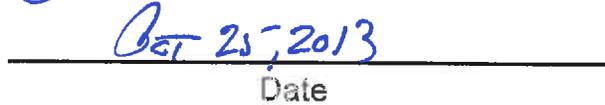
Evaluation period: November 1, 2012 to October 31, 2013

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2013. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 13, 2013.

Needs to be hand delivered to Lisa – DO NOT send via electronic mail.



Mayor's Signature



Date

Governing Body Signature

Date Submitted

Town of Longboat Key

Date Sent: 09/20/13

Return by: 10/31/13

TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: E Comments: MR BULLOCK HAS DEMONSTRATED TO ME THAT HE UNDERSTANDS THE TOWN'S REQUIREMENT AND THAT HE CAN PROVIDE A WELL ORGANIZED WORK PRODUCT.

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the Town's needs within its ability to pay.

Rating: E Comments: MR BULLOCK'S BUDGETING PROCESS HAS MADE THE COMMISSION'S WORK IN THIS AREA MUCH MORE PLEASANT BECAUSE OF THE WELL ORGANIZED PRESENTATIONS.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs which will implement the Town's goals and objectives.

Rating: E Comments: MR BULLOCK HAS SUCCESSFULLY OFFER OPINIONS AND DIRECTION WHILE ALLOWING THE COMMISSION TO HAVE DIFFERING POSITIONS OR MODIFYING HIS SUGGESTIONS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures which will enable the Town to respond appropriately to that future scenario.

Rating: E Comments: MR BULLOCK HAS LED THIS COMMISSION IN THE PROCESS OF LONG RANGE PLANNING BY OFFERING ALTERNATIVE SOLUTION BASED ON HIS PAST EXPERIENCE.

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission.

Rating: E Comments: MR BULLOCK HAS SHOWN HIS ABILITY TO PLAN AND IMPLEMENT THE STRATEGIC OBJECTIVES OF THE COMMISSION.

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for own department and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: FROM ALL I'VE OBSERVED MR. BULLOCK HAS SET REALISTIC GOALS AND MADE GOOD PROGRESS IN ACHIEVING THESE GOALS.

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: FS Comments: WITH SOME SETBACKS ALONG THE WAY, MR. BULLOCK APPEARS TO BE DOING A GOOD JOB IN THIS AREA

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: I HAVE OBSERVED NOTHING BUT GOOD RESULTS IN THIS AREA.

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: E Comments: I AM VERY PLEASED WITH THE WAY HE COMMUNICATES WITH THE COMMISSION & THE CITIZENS

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: FS Comments: FROM WHAT I HAVE OBSERVED, HE INTERACTS WELL WITH THE PUBLIC.

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: FS Comments: I AM NOT AWARE OF ANY PROBLEMS IN THIS AREA.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: E Comments: I Am VERY PLEASED WITH THIS RELATIONSHIP

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: E Comments: DUE TO MR. BULLOCKS LONG TIME RELATIONSHIP WITH OUR LOCAL GOVERNMENTAL AGENCIES, I BELIEVE THE TOWN HAS GREATLY BENEFITED.

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: FS Comments: FROM MY PERSPECTIVE, I FEEL THAT HE WORKS WELL WITH ALL OF THE CHARTER OFFICERS AND DEPT. DIRECTORS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: E Comments: MR BULLOCK'S APPROACH TO MANAGEMENT IS

HIGHLY SKILLED AND HE HAS NEVER FAILED TO MAINTAIN A PROFESSIONAL
DETERMINATION IN MY OBSERVATIONS. I WAITING TO SEE HIM GET MAD.

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

I WOULD SUM UP MY FEELS THAT HIS MOST OUTSTANDING ASSET IS
HIS BALANCE OF THE ISSUES

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

EVERYONE HAS ROOM FOR IMPROVEMENT BUT I DON'T
HAVE ANY SUGGESTED AREAS AT THIS TIME.

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. Justification is required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	<u>E</u>	FS	S	U
Budgeting and Financial Management	<u>E</u>	FS	S	U
Policy and Program Development	<u>E</u>	FS	S	U
Long Range Planning	<u>E</u>	FS	S	U
Strategic Objectives	<u>E</u>	FS	S	U
Short Term Goals	E	<u>FS</u>	S	U
Employee Relations and Staff Development	E	<u>FS</u>	S	U
Ethics and Integrity	<u>E</u>	FS	S	U
Communication Skills	<u>E</u>	FS	S	U
Interaction with Public	E	<u>FS</u>	S	U
Interaction with Press and Media	E	<u>FS</u>	S	U
Interaction with Mayor and Council	<u>E</u>	FS	S	U
Interaction with Intergovernmental & Professional Agencies	<u>E</u>	FS	S	U
Interaction with Charter Officers & Department Directors	E	<u>FS</u>	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

TOTALS:

SIGNATURES:

Town Manager

Date

Governing Body Signature

Date

Town of Longboat Key
Town Manager Performance Evaluation

Evaluation period: November 1, 2012 to October 31, 2013

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2013. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 13, 2013.

Needs to be hand delivered to Lisa – DO NOT send via electronic mail.

Mayor's Signature

Date

David W. Brenner

Governing Body Signature

10/20/2013

Date Submitted

Town of Longboat Key

Date Sent: 09/20/13

Return by: 10/31/13

**TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL**

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: S Comments: Changes in Department heads as needed

Need to re-do planning, beef up IT.

Holding Annie Ross a plus

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the Town's needs within its ability to pay.

Rating: FS Comments: Steps in Finance Director made this efficient

Personnel resolutions

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs which will implement the Town's goals and objectives.

Rating: E Comments: Effort to get ULI here, for example

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures which will enable the Town to respond appropriately to that future scenario.

Rating: S Comments: Too conservative. needs to take more chances

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission.

Rating: S Comments: Slower process as Commission learns its role

SHORT TERM GOALS:

Demonstrates the ability to set ^{TOWN} and accomplish realistic and practical goals for the next fiscal year, both for ~~own department~~ and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: Good at this.

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: S Comments: Needs to work at this. Working with staff doesn't come easily

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: Highest level

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: FS Comments: Pulls punches on occasion

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: E Comments: Good at this. Seems to like it.

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: E Comments: Done well; not easy in this town

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

COMMISSION

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: E Comments: Difficult to carry out with the negative influence of the "Sunshine laws"

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: E Comments: Feed back from others outside the Town government is usually quite positive.

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: S Comments: Varies with the different directors - no doubt a result of being a new boss with a different management style

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: E Comments: Very positive personal characteristics

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

Strong ties to peers and others in surrounding counties and
municipal governments.

Not phased by never list of issues and problems
Positive outlook

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

Work on ^{stronger} relationships with certain directors. They all
need to ^{get} constant care and feeding. Our organization's
size requires unusual levels of cooperation and
collaboration!

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. Justification is required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	FS	<u>S</u>	U
Budgeting and Financial Management	E	<u>FS</u>	S	U
Policy and Program Development	<u>E</u>	FS	S	U
Long Range Planning	E	FS	<u>S</u>	U
Strategic Objectives	E	FS	<u>S</u>	U
Short Term Goals	E	<u>FS</u>	S	U
Employee Relations and Staff Development	E	FS	<u>S</u>	U
Ethics and Integrity	<u>E</u>	FS	S	U
Communication Skills	E	<u>FS</u>	S	U
Interaction with Public	<u>E</u>	FS	S	U
Interaction with Press and Media	<u>E</u>	FS	S	U
Interaction with Mayor and Council <i>COMMISSION</i>	<u>E</u>	FS	S	U
Interaction with Intergovernmental & Professional Agencies	<u>E</u>	FS	S	U
Interaction with Charter Officers & Department Directors	E	FS	<u>S</u>	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>
TOTALS:	7	3	5	1

SIGNATURES:

Town Manager

David W. Jensen

Governing Body Signature

Date

10/20/2013

Date

Town of Longboat Key
Town Manager Performance Evaluation

Evaluation period: November 1, 2012 to October 31, 2013

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2013. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 13, 2013.

Needs to be hand delivered to Lisa – DO NOT send via electronic mail.



COMMISSIONER ~~MANAGER~~ Signature

10-10-2013
Date

*Any areas of concern I have with Dave's
performance will be discussed with Dave.
Spel Concern*

Governing Body Signature

Date Submitted

Town of Longboat Key

Date Sent: 09/20/13

Return by: 10/31/13

**TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL**

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: FS Comments: Issues regarding "Succession Planning" remain a concern.

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the Town's needs within its ability to pay.

Rating: E Comments: Excellent grasp of long term financial planning needs of the Town as it relates to debt and long term infrastructure needs.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs which will implement the Town's goals and objectives.

Rating: FS Comments: Concerns exist regarding the development of quantifiable and qualifiable time lines as it relates to short term, mid term and long term projects.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures which will enable the Town to respond appropriately to that future scenario.

Rating: E Comments: UCI planning leadership has been excellent.

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission.

Rating: FS Comments: Some concerns around timelines and quantifiable results.

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for own department and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: Concerns regarding measurable results.

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: 5 Comments: Concerns about turnover and hiring

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: Dave needs to be sure not
to be indirect in his comments with the Commission
which tends to be very detailed oriented

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: E Comments: Dave is an excellent communicator
in all phases

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: E Comments: (see communication skills)

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: E Comments: (see communication skills)

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: FS Comments: Concerns about direct answers

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: E Comments: Have had demonstrated excellent

skills when dealing with both County, all engineers,
State agencies OCA, EPA, and other municipalities

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: FS Comments: Concerns about directness

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: FS Comments: _____

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

LEADER SHIP

Well organized

Person leadership

Intelligent

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

LEADERSHIP

PERFORMANCE LEVELS:

Excellent (E)

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Fully Satisfactory (FS)

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Satisfactory (S)

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Unsatisfactory (U)

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CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	FS	S	U
Budgeting and Financial Management	E	FS	S	U
Policy and Program Development	E	FS	S	U
Long Range Planning	E	FS	S	U
Strategic Objectives	E	FS	S	U
Short Term Goals	E	FS	S	U
Employee Relations and Staff Development	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Interaction with Public	E	FS	S	U
Interaction with Press and Media	E	FS	S	U
Interaction with Mayor and Council	E	FS	S	U
Interaction with Intergovernmental & Professional Agencies	E	FS	S	U
Interaction with Charter Officers & Department Directors	E	FS	S	U
Personal Characteristics	E	FS	S	U

TOTALS:

SIGNATURES:

Town Manager

Date

Governing Body Signature

Date

Town of Longboat Key
Town Manager Performance Evaluation

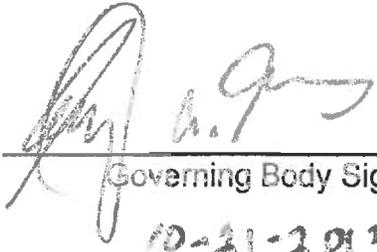
Evaluation period: November 1, 2012 to October 31, 2013

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Needs to be hand delivered to Lisa – DO NOT send via electronic mail.

Mayor's Signature

Date



Governing Body Signature

10-21-2013

Date Submitted

Town of Longboat Key

Date Sent: 09/20/13
Return by: 10/31/13

**TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL**

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent FS=Fully Satisfactory S=Satisfactory U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: FS Comments: The organization is still a work in progress. The challenge of providing acceptable waste product and addressing organizational needs is being handled well

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the Town's needs within its ability to pay.

Rating: E Comments: Despite change in department management, provided excellent presentation and options were clearly evident; Town future financial footing is on good path.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs which will implement the Town's goals and objectives.

Rating: FS^{E score} Comments: It is more difficult to more highly rate since a number of issues are not resolved, i.e. telecommunications, beach future land use - guidance toward decisions more highly advanced. W land use with VLI effort. Beach and telecommunications -- because of realities of situation, still somewhat in flux

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures which will enable the Town to respond appropriately to that future scenario.

Rating: E Comments: Mr. Puffball has the gift of being able to combine what steps we should be addressing now toward goals and needs many years out

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission.

Rating: E Comments: The path that has led to the retirement of pension obligations is an essential element in the definition and ultimate implementation of long range strategic objectives. The carrying of pension obligations is a huge success.

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for own department and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: _____

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: S Comments: I believe we are on the right track as evidenced in Finance, my hopes for planning, and the development of the assist town manager. Time needed to evaluate results

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: And is a valuable advisor to the Commissioner as to programs

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: FS Comments: The desire to be comprehensive at times was a battle with clarity, would prefer a very small degree of improved "cutting to the chase".

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: E Comments: The level of openness and ability to enumerate the issues affecting a decision or policy are outstanding

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: E Comments: open and direct!

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: E Comments: It can be a challenging tightrope to walk, but Dwe does it superbly.

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: E Comments: We have made tremendous advances in our relations with other locales and agencies, and are receiving much better cooperation

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: S Comments: _____

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: E Comments: I couldn't do it and remain as seemingly even keeled

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

The diligence in achieving a cap in prior expenditures would be enough in itself. His relationships with other jurisdictions is greatly benefiting the town.

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

Just a bit more concise laying out of issues and options. Sometimes, too much discourse getting to the heart. But if that's the biggest shortfall we are pretty well off.

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. Justification is required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	<u>FS</u>	S	U
Budgeting and Financial Management	<u>E</u>	FS	S	U
Policy and Program Development <i>see notes</i>	<u>E</u>	FS	<u>S</u>	U
Long Range Planning	<u>E</u>	FS	S	U
Strategic Objectives	<u>E</u>	FS	S	U
Short Term Goals	E	<u>FS</u>	S	U
Employee Relations and Staff Development	E	FS	<u>S</u>	U
Ethics and Integrity	<u>E</u>	FS	S	U
Communication Skills	E	<u>FS</u>	S	U
Interaction with Public	<u>E</u>	FS	S	U
Interaction with Press and Media	<u>E</u>	FS	S	U
Interaction with Mayor and Council	<u>E</u>	FS	S	U
Interaction with Intergovernmental & Professional Agencies	<u>E</u>	FS	S	U
Interaction with Charter Officers & Department Directors	E	FS	<u>S</u>	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

TOTALS: ?

SIGNATURES:

Town Manager



Governing Body Signature

Date

10-21-2013

Date

Lisa Silvertooth

From: Lynn Larson
Sent: Thursday, October 31, 2013 4:59 PM
To: Lisa Silvertooth
Cc: Larson, Lynn(Comcast.net); Town Clerk
Subject: Re: Town Manager Annual Performance Review

Lisa. I have read the form provided and will give my rating and evaluation as follows.

Mr. Bullock has done an exceptional performance in a very difficult time on Longboat Key. His rating should be no less than exceeds in his position.

Mr. Bullock dedicates at least one full day each week to work with Commissioners, keeping them informed of any new or pressing developments, getting feedback, and following up on any questions or feedback. Mr. Bullock is very receptive to input, suggestions or criticism and provides the Commission with data on each side of any issue so the Commission can do its job making policy decisions for the Town.

Mr. Bullock works equally with all Commissioners and does not favor any individuals in performing his job. He makes all feel like an important part of the decisions made for the Town.

Mr. Bullock has done a good job filling positions to make up his team and making difficult decisions when necessary for the good of the organization.

Our Town Manager has used the years of experience he has to the benefit of our organization. He has many years negotiating union contracts and keeps his eyes on the bigger picture rather than becoming engaged in details. He understands government personnel policies and the history involved; he more importantly understands that there are differences in private sector policies and government. We may wish there were not differences but there are and we as Commissioners sometimes need to remember that.

Mr. Bullock uses great care in developing budgets again sometimes making unpopular decisions for the good of the organization. He works within the budget accepted by the Commission and brings feedback to the Commissions when feedback is due..

This has been a time of change for employees who accepted new pension plans and citizens who were faced with demands requiring tax increases. Mr. Bullock communicates well with all citizens, feedback from residents tells me he can communicate with all people and make them feel their voice was heard.

Mr. Bullock is well respected off the Key as a community leader as well. He has and continues to be a great resource in the pursuit of return of dollars and assets to our Town.

It is a pleasure to work with an individual who performs his duties in the manner as Mr. Bullock.

Sent from my iPa

On Sep 19, 2012, at 3:34 PM, "Lisa Silvertooth" <lsilvertooth@longboatkey.org> wrote:

It is that time of year for the annual performance review for Town Manager, Dave Bullock. The Town Manager's employment agreement reads that the Town Commission shall review and evaluate the job performance of the Town Manager

Town of Longboat Key

Date Sent: 09/20/13

Return by: 10/31/13

**TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL**

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: E Comments: Dave is very organized and plans well, but must also rely on the efforts of others. Although those efforts unfortunately have at times come up short, Dave has moved to remedy them.

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets, which realistically meet the Town's needs within its ability to pay.

Rating: E Comments: Other than a few minor peccadilloes, Dave has done extremely well with the budget process. He has striven to keep the Town's budget under control and has impressed upon his managers the need to also do so. His selection of a new Finance Director seems to be a plus.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs, which will implement the Town's goals and objectives.

Rating: FS Comments: No comment

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures, which will enable the Town to respond appropriately to that future scenario.

Rating: FS Comments: Dave's management procedures are solid. He and his team have been diligent in this aspect, especially with regard to preparation for the upcoming ULI review.

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission.

Rating: FS Comments: No comment

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for own department and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: No comment

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: E Comments: Striving to obtain solid staffing is without question. Although there have been some staff issues, Dave is willing to recognize and address them as they occur and at a time he seems suitable.

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: Dave's ethical standards and integrity are beyond reproach.

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: FS Comments: This would demand a rating of E were it not for certain situations involving the performance of those reporting to him/others, and occasions when information has not been provided in a timely manner.

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: E Comments: Superb job.

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: E Comments: Again, superb.

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: FS Comments: There been some, albeit seldom, times when information has not been forthcoming in a timely and/or suitable manner. This statement includes recognition that Dave has been willing to "fall on his sword" for the shortcomings of others. While admirable and certainly the proper thing to do for his position, the trick is to keep this from happening so often that it does not actually become his sword. Recent actions have indicated that Dave fully recognizes this and has begun to address the root causes.

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: E Comments: Dave is extremely effective in this arena.

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: E Comments: Same as above

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties, which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: E Comments: Same as above

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

While easy going, friendly, receptive to input, and well organized, Dave approaches his job very seriously with integrity and dignity.

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

There have been a few, but seldom, times when information could have been forthcoming in a more open and timely manner; however, I believe this is already being addressed.

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

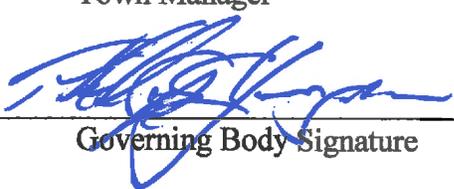
Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	(E)	FS	S	U
Budgeting and Financial Management	(E)	FS	S	U
Policy and Program Development	E	(FS)	S	U
Long Range Planning	E	(FS)	S	U
Strategic Objectives	E	(FS)	S	U
Short Term Goals	E	(FS)	S	U
Employee Relations and Staff Development	(E)	FS	S	U
Ethics and Integrity	(E)	FS	S	U
Communication Skills	E	(FS)	S	U
Interaction with Public	(E)	FS	S	U
Interaction with Press and Media	(E)	FS	S	U
Interaction with Mayor and Council	E	(FS)	S	U
Interaction with Intergovernmental & Professional Agencies	(E)	FS	S	U
Interaction with Charter Officers & Department Directors	(E)	FS	S	U
Personal Characteristics	(E)	FS	S	U
TOTALS:	9	6	0	0

SIGNATURES:

 Town Manager


 Governing Body Signature

 Date


 Date

Town of Longboat Key
Town Manager Performance Evaluation

Evaluation period: November 1, 2012 to October 31, 2013

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2013. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 13, 2013.

Needs to be hand delivered to Lisa – DO NOT send via electronic mail.

Mayor's Signature

Date



Governing Body Signature

Date Submitted

Town of Longboat Key

Date Sent: 09/20/13

Return by: 10/31/13

**TOWN MANAGER
ANNUAL PERFORMANCE APPRAISAL**

Town Manager's Name: **DAVE BULLOCK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the Town Commission.

Rating: FS Comments: MR BULLOCK HAS RECOGNIZED THE WEAKNESSES THAT HAVE EXISTED AND HAS WORKED TO REMEDY THEM. THIS IS STILL A WORK IN PROGRESS.

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the Town's needs within its ability to pay.

Rating: FS Comments: MR BULLOCK DOES A GOOD JOB IDENTIFYING BUDGET ITEMS THAT CAN BE REDUCED. HE PERHAPS DIDN'T GO FAR ENOUGH IN ADVOCATING FOR A TAX INCREASE TO BEGIN TO MEET THE NEEDS OF OUR FUNDING PENSION LIABILITIES DOWN THE ROAD.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the Town Commission in the development of specific, successful policies and programs which will implement the Town's goals and objectives.

Rating: FS Comments: EXCEPT FOR HIS HANDLING OF THE TELECOMMUNICATION ISSUE. ON THAT I WOULD GIVE BARELY S - SEVERAL COMMISSIONERS HAVE PROVIDED MR BULLOCK WITH INFORMATION HE DOESN'T APPEAR TO HAVE FOLLOWED UP ON -

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the Town, recommending policy options and adopting management procedures which will enable the Town to respond appropriately to that future scenario.

Rating: FS Comments: RECOGNIZING THE NEED FOR TRAINING ON ASSISTANT MANAGER, THE NEED FOR A MUCH MORE KNOWLEDGEABLE PLANNING DIRECTOR & FINANCE DIRECTOR - ALL PLUSSES IN MR BULLOCKS FAVOR IN LONG RANGE PLANNING

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the Town Commission. ALSO HIS USING 3 COASTAL ENGINEERS INSTEAD OF ONE.

Rating: FS Comments: RESOLUTION AT TWO PENSION PLANS - ONE OF GENERAL & BEACH MANAGEMENT PLAN SEEM TO BE PERMITTED (HOPEFULLY), & INLET MANAGEMENT PLANS THAT ARE MOVING FORWARD.

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for own department and for all other applicable departments/operations of the Town under his authority.

Rating: FS Comments: _____

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for Town employment, to set a high standard of performance for Town employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: FS Comments: I BELIEVE MR BULLOCK HAS SHOWN CONSIDERABLE GOOD JUDGEMENT & INITIATIVE TO IMPROVE STAFF DEVELOPMENT

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: E Comments: IF YOU HAD SOMETHING BETWEEN E & FS — SAY VG FOR VERY GOOD! — THATS WHERE I WOULD PLACE MR. BULLOCK.

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: FS Comments: AGAIN I WOULD RATE HIM VERY GOOD — BETTER THAN FS. HIS COMMUNICATION ABILITIES, ORAL & WRITTEN — ARE EXEMPLARY.

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the Town and its policies to citizens and citizen groups, both collectively and individually.

Rating: E Comments: AGAIN I WOULD PREFER A "VERY GOOD" BECAUSE HE IS BETTER THAN FS IN DEALING WITH THE PUBLIC BOTH IN LARGE FORUMS & SMALLER ONES.

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: FS Comments: ALTHOUGH DEALING WITH PRESS & MEDIA CAN BE IRKSOME, MR. BULLOCK REGARDS IT AS PART OF HIS JOB & HANDLES IT WELL.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Commission members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Commission in their responsibilities as elected officials, without getting involved in partisan politics.

Rating: FS Comments: AGAIN, NOT QUITE AN E, BUT DEFINITELY HIGHER THAN AN FS. FROM MY PERSPECTIVE HE SHOWS NO FAVORITISM & DOES NOT GET INVOLVED IN THE POLITICAL ASPECTS. HE IS VERY RESPONSIVE TO COMMISSION CONCERNS

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the Town of Longboat Key. Fosters a high level of respect for the Town of Longboat Key. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating: FS Comments: LONGBOAT KEY ENJOYS MORE RESPECT FROM MANATEE & SARASOTA COUNTIES AS A RESULT OF HIGH REGARD FOR AIR BULLOCK & THE INITIATIVE & LEADERSHIP OF THE COMMISSION. AIR BULLOCK HAS ALSO DEMONSTRATED CONSIDERABLE COMPETENCE IN WORKING WITH THE STATE & FEDERAL AGENCIES

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other Town Charter Officers, displaying support and concern for their role in Town government.

Rating: FS Comments: _____

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the Town organization.

Rating: E Comments: AGAIN, WOULD PREFER A VERY GOOD, BUT MR. BUNDEK'S ABILITIES TO MAINTAIN A HEALTHY OUTLOOK NO MATTER WHAT, IS IMPRESSIVE & CLEARLY BETTER THAN FS.

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Town Manager?

ABILITY TO MULTI-TASK, LEADERSHIP IN THE PERSON ISSUES FACING LPAK, AND THE CONFIDENCE TO SAY HE MAKES MISTAKES. HE IS NOT AFRAID TO REACH OUT TO OTHER CONSULTANTS - AS IN BEACH MANAGEMENT & COASTAL ENGINEERS - WHEN NECESSARY. IN ALMOST EVERYTHING MR. BUNDEK

DEVELOPMENTAL AREA(S):

What areas of the Town Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Manager can improve in these areas?

HE NEEDS TO ASSESS A LITTLE MORE CAREFULLY CONCERNS OF THE CITIZENS VS WHAT THE POLICE & FIRE DEPTS. TELL HIM. I AM THINKING OF THE PARKING ISSUES AT MAR VISTA, THE BOAT PATROL ISSUES ON WEEKENDS, & THE HANDLING OF PATROL ISSUES ON BEER CAN. ALTHOUGH OUR COMPLEX ZONING PROBLEMS ARE NOT IN ANY WAY DUE TO HIM, HE WILL HAVE TO TAKE A LEADERSHIP ROLE IN GETTING EVERYONE - P&Z, TOWN ATTORNEY, PLANNING DEPARTMENT, & WHOEVER DEWELPS OUR CODES - ON THE SAME PAGE - A VERY CHALLENGING ISSUE

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. Justification is required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	FS	S	U	
Budgeting and Financial Management	E	FS	S	U	
Policy and Program Development	E	FS	S	U	
Long Range Planning	E	FS	S	U	
Strategic Objectives	E	FS	S	U	
Short Term Goals	E	FS	S	U	
Employee Relations and Staff Development	E	FS	S	U	
Ethics and Integrity	E	VG	FS	S	U
Communication Skills	E	VG	FS	S	U
Interaction with Public	E	VG	FS	S	U
Interaction with Press and Media	E	FS	S	U	
Interaction with Mayor and Council	E	VG	FS	S	U
Interaction with Intergovernmental & Professional Agencies	E	FS	S	U	
Interaction with Charter Officers & Department Directors	E	FS	S	U	
Personal Characteristics	E	VG	FS	S	U

TOTALS:

SIGNATURES:

Town Manager

Date

Governing Body Signature

Date



End of Agenda Item