

Regular Workshop – November 12, 2014
Agenda Item 10

Agenda Item: Town Manager's Annual Performance Evaluation

Presenter: Mayor James L. Brown

Summary: A provision of the Town Manager's employment agreement is for the Town 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: 10-31-14 Memo, HR 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 04, 2014

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 Town 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 October 31, 2014.

I appreciate the time the Commissioners took to prepare these documents, knowing that it is a difficult job.

A copy has been provided to the Town Manager for his review and comments.

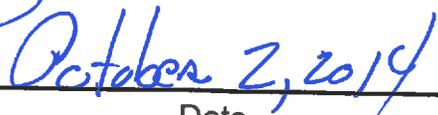
Town of Longboat Key
Town Manager Performance Evaluation

Evaluation period: November 1, 2013 to October 31, 2014

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, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.



Mayor's Signature



Date

Governing Body Signature

Date Submitted

TOWN OF LONGBOAT KEY

TOWN MANAGER PERFORMANCE EVALUATION

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PURPOSE

In order to establish and maintain effective Town Commission and Town Manager relations, it is essential that the Commission establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Town Manager. This evaluation should focus on how effectively the Town Manager is accomplishing the goals established by the Commission and how he/she is carrying out his/her responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow discussion of the Town Manager's strengths and weaknesses as demonstrated by performance during the evaluation period, with the objective of increasing the Town Manager's effectiveness; that is, give the Commission the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Town Manager could become more effective through improved performance.
- (2) Allow the Town Manager and Commission to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.

INSTRUCTIONS

Attached is the evaluation form for the Town Manager. It encompasses six primary areas: (I) Administration; (II) Managing Information; (III) Community Relations; (IV) Commission Relations; (V) Professionalism; (VI) Personal Traits and Interpersonal Skills; (VII) Special Projects.

A space has been provided for each performance area to include your comments. Each person preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the Town Manager enough information to correct problem areas and allow him/her to place specific items on his/her work plan for the following year.

RATING SYMBOLS

Rating symbols are used to make assessments. They fall into four categories:

- 0 Unacceptable Performance
- 1 Below Expectations (performance has been below reasonable expectations)
- 2 Meets Expectations (performance has attained a level of reasonable expectation)
- 3 Exceeds Expectations (performance has been above reasonable expectations)

Each criteria should be rated and any specific comments or observations should be noted in the spaces provided for comments. The Special Projects section should contain the specific objectives selected for the particular performance period (usually annual).

ADMINISTRATION:

3	2	1	0	Managing Human Resources
✓				Encourages Growth and Development of Subordinates
✓				Affirmative Action Compliance
✓				Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
✓				Positively Motivates Subordinates

Comments:

3	2	1	0	Managing Financial Resources
✓				Does Effective Budget Planning and Preparation
✓				Effectively Manages Budget Execution and Fiscal Soundness
✓				Maintains a High Level of Productivity
✓				Provides Cost Effective Manpower Utilization

Comments:

MR BULLOCK PROVIDES EXCELLANT BUDGET INFORMATION & KEEPS THE COMMISSION & COMMUNITY INFORMED ABOUT ISSUES AFFECTING THE FINANCIAL RESOURCES.

3	2	1	0	Managing Work Systems and Operations
✓				Ability to Conceptualize Needs of The Organization / Town
✓				Ability to Organize Programs/Increase Efficiency and Effectiveness
✓				Displays Long-term Organizational Planning Skills
✓				Effectively Manages Delivery of Services to the Citizens
✓				Effectively Manages Change

Comments:

3	2	1	0	Managing Information
✓				Provides Concise and Understandable Written Reports
✓				Provides Effective Public Contact / Communication
✓				Agenda Preparation
✓				Verbal Presentation Skills

Comments: MR BULLOCK COMMUNICATES WELL WITH EVERYONE.
 HIS REPORTS ARE INFORMATIVE AND EASY TO
 UNDERSTAND.

COMMUNITY RELATIONS:

3	2	1	0	
✓				Accessible
✓				Participates in Community Activities
✓				Effective Listener
✓				Promotes Credibility

Comments:

COMMISSION RELATIONS:

3	2	1	0	
✓				Accessible
✓				Responsive to Requests
✓				Communicates Effectively
✓				Impartial Among Commissioners
✓				Effective Listener
✓				Encourages Commission Involvement
✓				Demonstrates a High Level of Flexibility
✓				Receptive to Constructive Criticism and Advice

Comments:

PROFESSIONALISM:

3	2	1	0	Professional Conduct
✓				Execution of Commission Goals and Objectives
✓				Liaison with Other Agencies
✓				News Media Relations
✓				Adherence to High Ethical Standards
✓				Commitment to Goals of Profession

Comments:

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
✓				Setting a Proper Example
✓				Inspiring Cooperation
✓				Delegating Responsibility

Comments:

3	2	1	0	Judgment
✓				Weighing Facts and Drawing Conclusions
✓				Using Foresight in Planning
✓				Making Reliable Decisions as Required
✓				Common Sense
✓				Tact and Diplomacy

Comments:

3	2	1	0	Self-Confidence
✓				Expression of Opinion
✓				Competitive Spirit
✓				Poise Under Pressure

Comments:

3	2	1	0	Open-Mindedness
✓				Flexibility
✓				Fairness and Impartiality
✓				Receptiveness to Suggestions

Comments:

SPECIAL PROJECTS:

Comments: I have worked very closely with Mr. Sulbach and believe he is doing an excellent job as Town Manager.

Town of Longboat Key
Town Manager **Performance Evaluation**

Evaluation period: November 1, 2013 to October 31, 2014

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Jack G. Oman

VICE Mayor's Signature

9-30-2014

Date

Commission

Governing Body Signature

9-30-2014

Date Submitted

TOWN OF LONGBOAT KEY

TOWN MANAGER PERFORMANCE EVALUATION

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- (2) Allow the Town Manager and Commission to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.

INSTRUCTIONS

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A space has been provided for each performance area to include your comments. Each person preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the Town Manager enough information to correct problem areas and allow him/her to place specific items on his/her work plan for the following year.

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ADMINISTRATION:

3	2	1	0	Managing Human Resources
				Encourages Growth and Development of Subordinates Don't Know
				Affirmative Action Compliance Don't Know
				Provides an Equitable Personnel Evaluation System Don't Know
	X			Develops Coordination Among Subordinates
	X			Positively Motivates Subordinates

Comments: THE ABOVE HIGHLIGHTED AREAS COULD BE THE SUBJECT OF A WORKSHOP SESSION HEADED BY LISA SILVERTOOTH EXPLAINING THE MANAGMENT PROCESSES IN PLACE, THAT EXEMPLEFY THESE CRITICAL, MANAGEMENT SKILL, AREAS OF CONCERN.

3	2	1	0	Managing Financial Resources
X				Does Effective Budget Planning and Preparation
X				Effectively Manages Budget Execution and Fiscal Soundness
X				Maintains a High Level of Productivity
X				Provides Cost Effective Manpower Utilization

**Comments: BUDGET WORK IS EXCELLENT
MODELING WORK IS A GIANT STEP FORWARD**

3	2	1	0	Managing Work Systems and Operations
	X			Ability to Conceptualize Needs of The Organization / Town
	X			Ability to Organize Programs/Increase Efficiency and Effectiveness
		X		Displays Long-term Organizational Planning Skills TALKED ABOUT BUT NOT ALWAYS DEMONSTRATED
X				Effectively Manages Delivery of Services to the Citizens
	X			Effectively Manages Change SHORT TERM YES—LONG TERM GETTING BETTER

Comments: TIME LINES ARE AN ISSUE –THE COMMISSION SHOULD NOT HAVE TO PRESS FOR ANSWERS. GIVE US DELIVERABLE DATES AND THEN MEET THOSE DATES. CELL TOWER AND CODE CHANGES ARE TO AREAS THAT DRAGGED ON WITH LITTLE EXPLANATION.

3	2	1	0	Managing Information
X				Provides Concise and Understandable Written Reports
X				Provides Effective Public Contact / Communication
X				Agenda Preparation
X				Verbal Presentation Skills

Comments: ALWAYS DELIVERED IN AN ACCURATE / TIMELY FASHION

COMMUNITY RELATIONS:

3	2	1	0	
X				Accessible ALWAYS
X				Participates in Community Activities AS NEEDED
X				Effective Listener ALWAYS
		X		Promotes Credibility USUALLY—WHEN NOT HE'S PROTECTING THE TEAM

Comments:

COMMISSION RELATIONS:

3	2	1	0	
X				Accessible ALWAYS
		X		Responsive to Requests STILL WAITING ON SUCCESSION PLAN
X				Communicates Effectively EXCELLANT
X				Impartial Among Commissioners ALWAYS
X				Effective Listener ALWAYS
				Encourages Commission Involvement ALWAYS
	X			Demonstrates a High Level of Flexibility USUALLY

		X		Receptive to Constructive Criticism and Advice YES IN VERBAL ANSWER, BUT NOT ALWAYS DEMONSTRATED IN ACTION
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Comments:

DAVE HAS 7 BOSSES, THIS MAKES IT HARD TO RESPOND TO ALL 7 IF THE DIRECTION GIVEN VARIES. HOWEVER, I WOULD PREFER DAVE DISAGREE WITH ME AND MOVE ON, THAN TO AGREE VERBALLY BUT NOT FOLLOW THROUGH.

PROFESSIONALISM:

3	2	1	0	Professional Conduct
	X			Execution of Commission Goals and Objectives
X				Liaison with Other Agencies
X				News Media Relations
X				Adherence to High Ethical Standards
?	?	?	?	Commitment to Goals of Profession NO IDEA WHAT THIS MEANS

Comments:

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
	X			Setting a Proper Example
	X			Inspiring Cooperation
	X			Delegating Responsibility

Comments:

3	2	1	0	Judgment
X				Weighing Facts and Drawing Conclusions
X				Using Foresight in Planning
	X			Making Reliable Decisions as Required STILL A LITTLE TO COUNTY ORIENTED
	X			Common Sense
X				Tact and Diplomacy

Comments:

3	2	1	0	Self-Confidence
X				Expression of Opinion
X				Competitive Spirit
X				Poise Under Pressure

Comments:

3	2	1	0	Open-Mindedness
	X			Flexibility
	X			Fairness and Impartiality
		X		Receptiveness to Suggestions

Comments:

DAVES MIND IS OFTEN MADE UP AND THE PATH IS CLEAR TO DAVE –BUT TO AVOID CONFLICT, CONTRASTING VIEWS ARE SOMETIMES QUIETLY IGNORED.

SPECIAL PROJECTS:

Comments:

Town of Longboat Key
Town Manager Performance Evaluation

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Mayor's Signature

Date



Governing Body Signature

11-4-14

Date Submitted

TOWN OF LONGBOAT KEY TOWN MANAGER PERFORMANCE EVALUATION

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ADMINISTRATION:

3	2	1	0	Managing Human Resources
X				Encourages Growth and Development of Subordinates
X				Affirmative Action Compliance
X				Provides an Equitable Personnel Evaluation System
X				Develops Coordination Among Subordinates
X				Positively Motivates Subordinates

Comments:

3	2	1	0	Managing Financial Resources
X				Does Effective Budget Planning and Preparation
X				Effectively Manages Budget Execution and Fiscal Soundness
X				Maintains a High Level of Productivity
X				Provides Cost Effective Manpower Utilization

Comments:

3	2	1	0	Managing Work Systems and Operations
X				Ability to Conceptualize Needs of The Organization / Town
X				Ability to Organize Programs/Increase Efficiency and Effectiveness
X				Displays Long-term Organizational Planning Skills
X				Effectively Manages Delivery of Services to the Citizens
X				Effectively Manages Change

Comments:

3	2	1	0	Managing Information
X				Provides Concise and Understandable Written Reports
X				Provides Effective Public Contact / Communication
X				Agenda Preparation
X				Verbal Presentation Skills

Comments:

COMMUNITY RELATIONS:

3	2	1	0	
X				Accessible
X				Participates in Community Activities
X				Effective Listener
X				Promotes Credibility

Comments:

COMMISSION RELATIONS:

3	2	1	0	
X				Accessible
X				Responsive to Requests
X				Communicates Effectively
X				Impartial Among Commissioners
X				Effective Listener
X				Encourages Commission Involvement
X				Demonstrates a High Level of Flexibility
X				Receptive to Constructive Criticism and Advice

Comments:

PROFESSIONALISM:

3	2	1	0	Professional Conduct
X				Execution of Commission Goals and Objectives
X				Liaison with Other Agencies
X				News Media Relations
X				Adherence to High Ethical Standards
X				Commitment to Goals of Profession

Comments:

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
X				Setting a Proper Example
X				Inspiring Cooperation
X				Delegating Responsibility

Comments:

3	2	1	0	Judgment
X				Weighing Facts and Drawing Conclusions
X				Using Foresight in Planning
X				Making Reliable Decisions as Required
X				Common Sense
X				Tact and Diplomacy

Comments:

3	2	1	0	Self-Confidence
X				Expression of Opinion
X				Competitive Spirit
X				Poise Under Pressure

Comments:

3	2	1	0	Open-Mindedness
X				Flexibility
X				Fairness and Impartiality
X				Receptiveness to Suggestions

Comments: *Consistently elicits Commission Direction and follows thru as directed. He does not pursue his agenda but promotes agenda as directed by Commission.*

SPECIAL PROJECTS:

Comments: *Follows through*

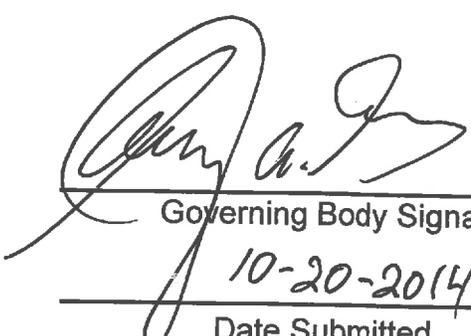
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Town Manager **Performance Evaluation**

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Mayor's Signature

Date



Governing Body Signature

10-20-2014

Date Submitted

TOWN OF LONGBOAT KEY

TOWN MANAGER PERFORMANCE EVALUATION

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ADMINISTRATION:

3	2	1	0	Managing Human Resources
✓				Encourages Growth and Development of Subordinates
		✓		Affirmative Action Compliance
	✓			Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
✓				Positively Motivates Subordinates

Comments:

I am uncertain as to where we are with regard to affirmative action, I am confident that openings are properly promoted, but do not know if any effort is made toward recruiting minority applicants

3	2	1	0	Managing Financial Resources
✓				Does Effective Budget Planning and Preparation
✓				Effectively Manages Budget Execution and Fiscal Soundness
✓				Maintains a High Level of Productivity
✓				Provides Cost Effective Manpower Utilization

Comments:

3	2	1	0	
✓				Managing Work Systems and Operations
	✓			Ability to Conceptualize Needs of The Organization / Town
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Comments:

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✓				Managing Information
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Comments:

COMMUNITY RELATIONS:

3	2	1	0	
✓				Accessible
✓				Participates in Community Activities
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Comments:

COMMISSION RELATIONS:

3	2	1	0	
✓				Accessible
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✓				Impartial Among Commissioners
✓				Effective Listener
✓				Encourages Commission Involvement
✓				Demonstrates a High Level of Flexibility
	✓			Receptive to Constructive Criticism and Advice

Comments:

To be effective, a manager must have ability to "steer" without leaving those affected feeling so.

PROFESSIONALISM:

3	2	1	0	Professional Conduct
✓				Execution of Commission Goals and Objectives
✓+				Liaison with Other Agencies
	✓			News Media Relations
✓				Adherence to High Ethical Standards
✓				Commitment to Goals of Profession

Comments:

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
✓				Setting a Proper Example
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Comments:

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Comments:

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✓				Poise Under Pressure

Comments:

3	2	1	0	
✓				Open-Mindedness Flexibility
✓				Fairness and Impartiality
✓				Receptiveness to Suggestions

Comments:

SPECIAL PROJECTS:

Comments:

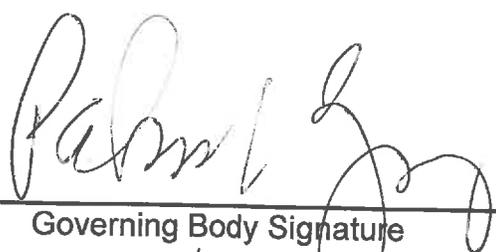
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Date


Governing Body Signature

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				Provides an Equitable Personnel Evaluation System
	✓			Develops Coordination Among Subordinates
	✓			Positively Motivates Subordinates

Comments:

I HAVE NO KNOWLEDGE OF THIS ISSUE, ONE WAY OR ANOTHER AND I DO NOT HAVE DIRECT KNOWLEDGE OF HIS MANAGEMENT STYLE. HOWEVER I NOTE THAT WE HAVE WOMEN AT THE HEAD OF PLANNING, FINANCE, & IT, AND OUR ASSISTANT TOWN MANAGER IS A WOMAN, AS IS THE HUMAN RESOURCE DIRECTOR, AND OUR TOWN ATTORNEY.

3	2	1	0	Managing Financial Resources
✓				Does Effective Budget Planning and Preparation
✓				Effectively Manages Budget Execution and Fiscal Soundness
✓				Maintains a High Level of Productivity
	✓			Provides Cost Effective Manpower Utilization

Comments: THE TOWN MANAGER DOES AN EXCELLENT JOB OF BUDGET PLANNING & EXPECTS A HIGH LEVEL OF PRODUCTIVITY FROM HIS STAFF AND HIMSELF. THE PLANNING DEPARTMENT IS ONE AREA THAT NEEDS MORE MANPOWER (IN HOUSE) TO MEET INCREASING REDEVELOPMENT NEEDS.

3	2	1	0	Managing Work Systems and Operations
✓				Ability to Conceptualize Needs of The Organization / Town
✓				Ability to Organize Programs/Increase Efficiency and Effectiveness
	✓			Displays Long-term Organizational Planning Skills
✓				Effectively Manages Delivery of Services to the Citizens
	✓			Effectively Manages Change

Comments: MORE CONSTRUCTIVE WORK NEEDS TO BE DONE IN THE RE-DEVELOPMENT OF THE COMP PLAN & THE ZONING ORDINANCES.

3	2	1	0	Managing Information
✓				Provides Concise and Understandable Written Reports
✓				Provides Effective Public Contact / Communication
✓				Agenda Preparation
✓				Verbal Presentation Skills

Comments: MR. BULLOCK EARNS AN E (EXCELLENT) FOR MANAGING INFORMATION & FOR HIS COMMUNICATIONS WITH HIS COMMISSION, STAFF, & PUBLIC.

COMMUNITY RELATIONS:

3	2	1	0	
✓				Accessible
✓				Participates in Community Activities
✓				Effective Listener
✓				Promotes Credibility

Comments: MR BULLOCK EXCELS IN ALL OF THE ABOVE.

COMMISSION RELATIONS:

3	2	1	0	
✓				Accessible
✓				Responsive to Requests
✓				Communicates Effectively
✓				Impartial Among Commissioners
✓				Effective Listener
✓				Encourages Commission Involvement
✓				Demonstrates a High Level of Flexibility
✓				Receptive to Constructive Criticism and Advice

Comments: I CAN ONLY JUDGE THE ABOVE FROM MY CONTACT WITH MR. BULLOCK.

PROFESSIONALISM:

3	2	1	0	Professional Conduct
✓				Execution of Commission Goals and Objectives
✓				Liaison with Other Agencies
✓				News Media Relations
✓				Adherence to High Ethical Standards
				Commitment to Goals of Profession

Comments: FROM ALL INDICATIONS I SEE IN SARASOTA & MANATEE
MR BULLOCK CONDUCTS HIMSELF AS A TRUE PROFESSIONAL. ↑ L.B.K

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
✓				Setting a Proper Example
✓				Inspiring Cooperation
✓				Delegating Responsibility

Comments: MR BULLOCK DOES NOT AVOID DIFFICULT
TOPICS AND ALWAYS MAKES IT CLEAR THAT HE
WANTS TO FIND SOLUTIONS TO PROBLEMS - THINGS TO
NOT GET "BURIED" OR PUT ON THE BACK BURNER.

3	2	1	0	Judgment
✓				Weighing Facts and Drawing Conclusions
	✓			Using Foresight in Planning
✓				Making Reliable Decisions as Required
✓				Common Sense
	✓			Tact and Diplomacy

Comments: THE ONLY ISSUE I HAVE DEALT WITH THE SLOW PROGRESS ON THE REVISIONS TO THE CONG PLAN & OUR ZONING ORDINANCES.

3	2	1	0	Self-Confidence
✓				Expression of Opinion
✓				Competitive Spirit
✓				Poise Under Pressure

Comments: MR BULLOCK DOES NOT PULL BACK FROM DIFFICULT SITUATIONS — WHETHER AT THE COMMISSION LEVEL, STAFF LEVEL, OR WITH THE PUBLIC.

3	2	1	0	
✓				Flexibility
	✓			Fairness and Impartiality
✓				Receptiveness to Suggestions

Open-Mindedness

Comments: THE TOWN MANAGER IS PERHAPS NOT QUITE AS IMPARTIAL AS HE SHOULD BE WITH ISSUES RELATING TO POLICE & FIRE -

SPECIAL PROJECTS:

Comments: MR. BULLOCK HAS DONE AN EXCELLENT JOB ON THE WORK & PLANNING THAT HAS LED TO THE HIRING OF TINDALE/OLLIVER FOR THE TOWN CENTER CONCEPT PLAN, AND HE HAS EXPENDED THE SAME EFFORTS FOR THE STUDY OF UNDERGROUNDING THE FPL WIRES -

TOWN MANAGER PERFORMANCE EVALUATION
OVERALL

Rtg	#	Pts	%
3	37	111	76%
2	11	22	22%
1	1	1	2%
0	0	0	0%
2.73	49	134	

Overall Comments: Dave is an excellent Town Manager, and LBK is fortunate to have him. He is highly creditable, listens attentively, and works well with the Commission, his staff, and LBK's surrounding communities. He brings an abundance of knowledge to the table.

Unfortunately, seemingly misdirection of Town efforts toward projects du jour less crucial than resolution of the critical issues surrounding non-conforming properties and dealing with other urgently needed Comprehensive Plan changes has impacted several facets of this evaluation.

ADMINISTRATION:

2.20	3	2	1	0	Managing Human Resources
3	X				Encourages Growth and Development of Subordinates
2		X			Affirmative Action Compliance
2		X			Provides an Equitable Personnel Evaluation System
2		X			Develops Coordination Among Subordinates
2		X			Positively Motivates Subordinates

Comments: See Overall Comments.

2.75	3	2	1	0	Managing Financial Resources
3	X				Does Effective Budget Planning and Preparation
3	X				Effectively Manages Budget Execution and Fiscal Soundness
3	X				Maintains a High Level of Productivity
2		X			Provides Cost Effective Manpower Utilization

Comments: See Overall Comments.

2.80	3	2	1	0	Managing Work Systems and Operations
3	X				Ability to Conceptualize Needs of The Organization / Town
3	X				Ability to Organize Programs/Increase Efficiency and Effectiveness
2		X			Displays Long-term Organizational Planning Skills
3	X				Effectively Manages Delivery of Services to the Citizens
3	X				Effectively Manages Change

Comments: See Overall Comments.

2.75	3	2	1	0	Managing Information
3	X				Provides Concise and Understandable Written Reports
3	X				Provides Effective Public Contact / Communication
2		X			Agenda Preparation
3	X				Verbal Presentation Skills

Comments: See Overall Comments.

King
10/25/14

TOWN MANAGER PERFORMANCE EVALUATION

COMMUNITY RELATIONS:					
2.75	3	2	1	0	COMMUNITY RELATIONS:
3	X				Accessible
2		X			Participates in Community Activities
3	X				Effective Listener
3	X				Promotes Credibility

Comments: See Overall Comments.

COMMISSION RELATIONS:					
2.88	3	2	1	0	COMMISSION RELATIONS:
3	X				Accessible
3	X				Responsive to Requests
3	X				Communicates Effectively
3	X				Impartial Among Commissioners
3	X				Effective Listener
2		X			Encourages Commission Involvement
3	X				Demonstrates a High Level of Flexibility
3	X				Receptive to Constructive Criticism and Advice

Comments: See Overall Comments.

PROFESSIONALISM:					
2.60	3	2	1	0	Professional Conduct
2		X			Execution of Council Goals and Objectives
3	X				Liaison with Other Agencies
2		X			News Media Relations
3	X				Adherence to High Ethical Standards
3	X				Commitment to Goals of Profession

Comments: See Overall Comments.

PERSONAL TRAITS AND INTERPERSONAL SKILLS:					
3.00	3	2	1	0	Leadership
3	X				Setting a Proper Example
3	X				Inspiring Cooperation
3	X				Delegating Responsibility

Comments: See Overall Comments.

Judgment					
2.60	3	2	1	0	Judgment
3	X				Weighing Facts and Drawing Conclusions
1			X		Using Foresight in Planning
3	X				Making Reliable Decisions as Required
3	X				Common Sense
3	X				Tact and Diplomacy

Comments: See Overall Comments .

Mr. A. G. ...

TOWN MANAGER PERFORMANCE EVALUATION

3.00	3	2	1	0	Self-Confidence
3	X				Expression of Opinion
3	X				Competitive Spirit
3	X				Poise Under Pressure

Comments: See Overall Comments.

3.00	3	2	1	0	Open-Mindedness
3	X				Flexibility
3	X				Fairness and Impartiality
3	X				Receptiveness to Suggestions

Comments: See Overall Comments.

SPECIAL PROJECTS:

1/9/08/14

Date



Phill Younger
Commissioner - LBK

Town of Longboat Key
Town Manager **Performance Evaluation**

Evaluation period: November 1, 2013 to October 31, 2014

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, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

Mayor's Signature

Date



Governing Body Signature

10/29/14

Date Submitted

TOWN OF LONGBOAT KEY

TOWN MANAGER PERFORMANCE EVALUATION

THIS PERFORMANCE EVALUATION SHOULD NOT BE CONSTRUED AS A CONTRACTUAL PROMISE, A CONTRACT OR COVENANT OF EMPLOYMENT, NOR IS IT A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIED LENGTH OF TIME. CONTINUED EMPLOYMENT IS ALWAYS AT THE TOWN COMMISSIONS DISCRETION.

PURPOSE

In order to establish and maintain effective Town Commission and Town Manager relations, it is essential that the Commission establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Town Manager. This evaluation should focus on how effectively the Town Manager is accomplishing the goals established by the Commission and how he/she is carrying out his/her responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow discussion of the Town Manager's strengths and weaknesses as demonstrated by performance during the evaluation period, with the objective of increasing the Town Manager's effectiveness; that is, give the Commission the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Town Manager could become more effective through improved performance.
- (2) Allow the Town Manager and Commission to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.

INSTRUCTIONS

Attached is the evaluation form for the Town Manager. It encompasses six primary areas: (I) Administration; (II) Managing Information; (III) Community Relations; (IV) Commission Relations; (V) Professionalism; (VI) Personal Traits and Interpersonal Skills; (VII) Special Projects.

A space has been provided for each performance area to include your comments. Each person preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the Town Manager enough information to correct problem areas and allow him/her to place specific items on his/her work plan for the following year.

RATING SYMBOLS

Rating symbols are used to make assessments. They fall into four categories:

- 0 Unacceptable Performance
- 1 Below Expectations (performance has been below reasonable expectations)
- 2 Meets Expectations (performance has attained a level of reasonable expectation)
- 3 Exceeds Expectations (performance has been above reasonable expectations)

Each criteria should be rated and any specific comments or observations should be noted in the spaces provided for comments. The Special Projects section should contain the specific objectives selected for the particular performance period (usually annual).

ADMINISTRATION:

3	2	1	0	Managing Human Resources
✓				Encourages Growth and Development of Subordinates
✓				Affirmative Action Compliance
✓				Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
✓				Positively Motivates Subordinates

Comments: Exceeds in Human Resources by managing and hiring talented personnel. Creates a STAFF Culture that provides and encourages growth and development of all subordinates toward well define goals

3	2	1	0	Managing Financial Resources
✓				Does Effective Budget Planning and Preparation
✓				Effectively Manages Budget Execution and Fiscal Soundness
✓				Maintains a High Level of Productivity
✓				Provides Cost Effective Manpower Utilization

Comments: Through his leadership LBIK has utilized its manpower in a cost effective manner. Resulting in strategic changes to produce an effective budget with short and long-term fiscal soundness.

3	2	1	0	Managing Work Systems and Operations
✓				Ability to Conceptualize Needs of The Organization / Town
✓				Ability to Organize Programs/Increase Efficiency and Effectiveness
✓				Displays Long-term Organizational Planning Skills
✓				Effectively Manages Delivery of Services to the Citizens
✓				Effectively Manages Change

Comments: An experienced problem solver who uses practical and factual communication skills necessary for organizing, planning and managing change.

3	2	1	0	Managing Information
✓				Provides Concise and Understandable Written Reports
✓				Provides Effective Public Contact / Communication
✓				Agenda Preparation
✓				Verbal Presentation Skills

Comments: Both his oral and written skills provides a transparency which resonates with all parties involved in the process.

COMMUNITY RELATIONS:

3	2	1	0	
✓				Accessible
✓				Participates in Community Activities
✓				Effective Listener
✓				Promotes Credibility

Comments: As a Town Manager he encourages accessibility to everyone and promotes credibility by being an effective listener.

COMMISSION RELATIONS:

3	2	1	0	
✓				Accessible
✓				Responsive to Requests
✓				Communicates Effectively
✓				Impartial Among Commissioners
✓				Effective Listener
✓				Encourages Commission Involvement
✓				Demonstrates a High Level of Flexibility
✓				Receptive to Constructive Criticism and Advice

Comments: It's tough to be a Town Manager with seven bosses operating under the Florida Sunshine Laws. He deserves the highest marks for his interpersonal skills, overall performance and the respect he has given and the respect he has earned.

PROFESSIONALISM:

3	2	1	0	Professional Conduct
/				Execution of Commission Goals and Objectives
/				Liaison with Other Agencies
/				News Media Relations
/				Adherence to High Ethical Standards
/				Commitment to Goals of Profession

Comments: A well respected manager and leader who is experience, analytical, goal driven and ethical with the commission, staff, and all our partners.

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
/				Setting a Proper Example
/				Inspiring Cooperation
/				Delegating Responsibility

Comments:

A common sense approach based upon experience, research, and fact findings creates his foresight which leads to effective planning and measurable results.

His personal commitment and dedication to successfully achieve goals along with his supportive management style inspires his staff as a team to take on the responsibilities necessary to successfully complete projects.

3	2	1	0	Judgment
/				Weighing Facts and Drawing Conclusions
/				Using Foresight in Planning
/				Making Reliable Decisions as Required
/				Common Sense
/				Tact and Diplomacy

Comments: A common sense approach based upon experience, research and fact findings creates his foresight which leads to effective planning and measurable results.

3	2	1	0	Self-Confidence
/				Expression of Opinion
/				Competitive Spirit
/				Poise Under Pressure

Comments: A competitive spirit to express his opinion and remain poise while moving controversial issues in the right direction.

3	2	1	0	Open-Mindedness
/				Flexibility
/				Fairness and Impartiality
/				Receptiveness to Suggestions

Comments: His open mindedness is best displayed during his group and one on one updates and progress reports.

SPECIAL PROJECTS:

Comments: Major priorities are moving forward on a timely basis: Pension Bond Issues, Beach Management, FPL Project Bayfront Park, Sanitation Pipeline Project, Comprehensive Land Use Codes, and Town Center.



End of Agenda Item