Regular Workshop – November 9, 2015
Agenda Item 11

Agenda Item: Town Manager's Annual Performance Evaluation

Presenter: Mayor Jack G. Duncan

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: 10-31-15 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 3, 2015

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, 2015.

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, 2014 to October 31, 2015

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, 2015. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 9, 2015.

Mayor's Signature

10-13-2015

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; (IV) Professionalism; (V) Personal Traits and Interpersonal Skills: (VI) 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 DON'T KNOW
✓				Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
	✓			Positively Motivates Subordinates

Comments: EVALUATION SYSTEM WITH MERIT INCREASES AND OBJECTIVE "PYRAMID OBJECTIVE" PLANNING IS EXCELLENT

TEAM CONCEPTS ON ALL MAJOR PROJECTS IS GOOD

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

Comments: PROJECT MANAGERS IS NOT WHAT WE NEED — SENIOR LEVEL DEPARTMENT HEADS SHOULD BE ABLE TO DO PROJECT OVERSIGHT IF THEY CANNOT - THEY SHOULD NOT BE A DEPARTMENT HEAD

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: AGL IS VERY GOOD

LIKE TO SEE LONG / MID TERM STRATEGY PLANNING TO AVOID FIRES / AS OPPOSED TO REACTING

SANITARY MAIN SHOWS GREAT FORESIGHT

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

Comments: DAVE IS NOT GOOD AT THESE AREAS

HE IS EXCELLENT

COMMUNITY RELATIONS:

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

Comments: EXCELLENT

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 THINK DAVE HAS IMPROVED HERE SO MUCH. HE NOW KNOWS US GETS US AND MANAGES US. THIS IS THE ONLY WAY WE MOVE THINGS FORWARD IS BY MANAGING THE COMMISSION.

PROFESSIONALISM:

3	2	1	0	Professional Conduct
√				Execution of Commission Goals and Objectives
√				Liaison with Other Agencies EXCELLENT NETWORKER
√				News Media Relations CONTROLS IT WELL
√				Adherence to High Ethical Standards ALWAYS! ALWAYS! ALWAYS!
√				Commitment to Goals of Profession

Comments: OBJECTIVE PYRAMID PLAN PUSHES THIS DOWN THE CHAIN AND THE TEAM THEN KNOWS WHERE THEY ARE GOING, WHY THEY ARE GOING THERE, AND THE ROLE THEY PLAY!

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

3	2	1	0	Leadership
√				Setting a Proper Example WORK AND BE PART OF THE TEAM OR MOVE ON.
√				Inspiring Cooperation DEMANDS IT
√				Delegating Responsibility CONSTANTLY

Comments: DAVE RUNS A TEAM - HE IS THE QB YOU ROE EACH DO OUR JOBS AND THE TEAM WINS - THIS IS HIS EXPECTATION AND WHAT MAKES HIM AN EXCELLENT LEADER

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

"SO LET'S EXAMINE THE QUESTION"

Comments:

DAVE'S WORDS THAT START ALMOST EVERY CONTROVERSIAL DISCUSSION

3	2	1	0	Self-Confidence
✓				Expression of Opinion
✓				Competitive Spirit
✓				Poise Under Pressure HE KNOW'S HOW TO MANAGE 7 BOSSES – AND DEFUSE HEATED DISCUSSIONS.

Comments:

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

Comments: TAKES TIME TO THINK & CHANGES THROUGH - BUT WILL CHANGE WHEN CONVINCED - THIS IS ALL YOU CAN ASK OF A MANAGER

OVERALL EVALUATION

SPECIAL PROJECTS:

Comments:

- DAVE IS EXCELLENT
- HE IS AS GOOD AS IT GETS
- LBK IS SO LUCKY TO HAVE HIM

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

Evaluation period: November 1, 2014 to October 31, 2015

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Mayor's Signature

Date

Governing Body Signature

10-26-2015

Date Submitted

TOWN OF LONGBOAT KEY
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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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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
3				Encourages Growth and Development of Subordinates
	2			Affirmative Action Compliance
	2			Provides an Equitable Personnel Evaluation System
	2			Develops Coordination Among Subordinates
3				Positively Motivates Subordinates

Comments: The prime example of growth + development has been the advancement and new job of Dave Ross. This sense of opportunity as development speaks well of Mr. Bollack and Longboat as well. I am not as knowledgeable of Affirmative Action efforts (although we have discussed in one-on-one meetings); similarly not deep knowledge of the specifics of evaluation systems other than this.

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

Comments: The budget process has been robust, intense, and extremely well communicated with the Commission. The concern on man-power utilization stems from the necessary utilization of consultants/contractors, that appear - fairly or unfairly - to have resulted in longer time to actionable results

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

Comments: We have so many projects that are working toward Fruition, that the judgment of the "2" aspects needs to be fully judged at the end result.

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

Comments: We have discussed my view that regular meeting Agendas have lately included too many items that really should be workshopped, as truncated discussion can produce votes that are not as well thought-out as they might be.

COMMUNITY RELATIONS:

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

Comments: A strength and good example for staff

COMMISSION RELATIONS:

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

Comments: ~~Good~~ Times, requests require second requests, but I view it as a matter of Commissioners not clearly expressing priorities

PROFESSIONALISM:

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

Comments:

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments:

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

Comments: There are so many ~~C~~ "balls in the air" that addressing the short and long-term needs of the Town move forward as an effective team effort takes skill which we are fortunate to be able to have at the helm.

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

Comments:

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

Comments:

SPECIAL PROJECTS:

Comments:

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

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_____
Mayor's Signature

_____
Date

John D Daly
_____
Governing Body Signature

Jack Daly 10/19/15
_____
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:

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
✓				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:

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:

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

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Mayor's Signature

Date

Lynn Larson
Governing Body Signature

11-3-2015
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
X				Affirmative Action Compliance
				Provides an Equitable Personnel Evaluation System
X				Develops Coordination Among Subordinates
X				Positively Motivates Subordinates

Comments: Cannot comment on other 2 areas, as I have not reviewed the critera of evaluations.

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: A scheduled meeting after detailed budget is released would be an improvement for next year.

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: Listens and acts accordingly

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: Interacts with public with extreme diplomacy

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: Has his own ideas – which is a good thing – will listen to suggestions

SPECIAL PROJECTS:

Comments: Eager to make the town better than he found it.

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

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Mayor's Signature

Date

LBK
Commissioner - at Large
Governing Body Signature

10/28/15
Date Submitted

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✓				Develops Coordination Among Subordinates
✓				Positively Motivates Subordinates

Comments: He always acknowledges the effort and hard work of his managers and their staff in meeting and accomplishing the Town of Longboat Keys 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: He is the Architect that built and hired the staff that has produced a high standard of performance which leads to excellent in governance.

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: He is the essence of the definition of an excellent manager he gets the work done through his staff.

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

Comments: His ability to communicate at all levels is his strongest skill set.

COMMUNITY RELATIONS:

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

Comments: Practices the open door policy of being transparent with press and the public

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: He is highly respected and trusted for his effective way of communicating with each Commissioner on all major Town issues.

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: Results speaks for its self. As my role as liaison to Sarasota County I can attest to the fact he makes my job easy because of the high regard they have for him as a professional manager.

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments: He is a role model by adhering to and practicing the interpersonal skills and traits necessary to be an excellent leader.

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: He is always objective in his decision making and planning. His diplomacy helps build consensus.

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

Comments: Great performance takes self-confidence to produce good results.

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

Comments: Always willing to listen and discuss all matters.

SPECIAL PROJECTS:

Comments:

OVERALL - 2015

Rtg	#	Pts	%
3	10	30	20%
2	34	68	69%
1	5	5	10%
0	0	0	0%
2.10	49	103	

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

Unfortunately, seeming fixation on maintaining a pred-determined course of action regardless of changing circumstances has impacted several facets of this evaluation.

ADMINISTRATION:

2.00	3	2	1	0	**Managing Human Resources**
2		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.

2.00	3	2	1	0	**Managing Financial Resources**
2		X			Does Effective Budget Planning and Preparation
2		X			Effectively Manages Budget Execution and Fiscal Soundness
2		X			Maintains a High Level of Productivity
2		X			Provides Cost Effective Manpower Utilization

Comments: See Overall Comments.

2.00	3	2	1	0	**Managing Work Systems and Operations**
2		X			Ability to Conceptualize Needs of The Organization / Town
2		X			Ability to Organize Programs/Increase Efficiency and Effectiveness
2		X			Displays Long-term Organizational Planning Skills
2		X			Effectively Manages Delivery of Services to the Citizens
2		X			Effectively Manages Change

Comments: See Overall Comments.

2.25	3	2	1	0	**Managing Information**
2		X			Provides Concise and Understandable Written Reports
2		X			Provides Effective Public Contact / Communication
2		X			Agenda Preparation
3	X				Verbal Presentation Skills

Comments: See Overall Comments.

COMMUNITY RELATIONS:					
2.25	3	2	1	0	**COMMUNITY RELATIONS:**
3	X				Accessible
2		X			Participates in Community Activities
2		X			Effective Listener
2		X			Promotes Credibility

Comments: See Overall Comments.

COMMISSION RELATIONS:					
2.00	3	2	1	0	**COMMISSION RELATIONS:**
3	X				Accessible
2		X			Responsive to Requests
2		X			Communicates Effectively
2		X			Impartial Among Commissioners
2		X			Effective Listener
2		X			Encourages Commission Involvement
1			X		Demonstrates a High Level of Flexibility
2		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:					
2.00	3	2	1	0	**Leadership**
2		X			Setting a Proper Example
2		X			Inspiring Cooperation
2		X			Delegating Responsibility

Comments: See Overall Comments.

1.80	3	2	1	0	**Judgment**
1			X		Weighing Facts and Drawing Conclusions
1			X		Using Foresight in Planning
2		X			Making Reliable Decisions as Required
2		X			Common Sense
3	X				Tact and Diplomacy

Comments: See Overall Comments .

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.

1.33		3	2	1	0	**Open-Mindedness**
	1			X		Flexibility
	2		X			Fairness and Impartiality
	1			X		Receptiveness to Suggestions

Comments: See Overall Comments.

SPECIAL PROJECTS:

10/28/15

Date

Phill Younger
Commissioner - LBK

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

Evaluation period: November 1, 2014 to October 31, 2015

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, 2015. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 9, 2015.

Mayor's Signature

Date

Pat Zunz

Governing Body Signature

Oct 19, 2015

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 COMMISSIIONS 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; (IV) Professionalism; (V) Personal Traits and Interpersonal Skills: (VI) 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: Can't Assess

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
	✓			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:

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: NOT COMFORTABLE WITH SHIFTING OUR DISPATCH TO SARASOTA. NOT PLEASED WITH THE FAILURE TO HOLD 1 REFERENDUM FOR UNDERGROUNDING. THERE IS NO SAVINGS IN THE DISPATCH SWITCH BUT THERE WILL BE A LOSS OF SERVICE. THE UNDER GROUNDING ISSUE MAY WELL END UP DIVIDING THE COMMUNITY INSTEAD OF UNITING IT — A LOST OPPORTUNITY. NEITHER OF THESE ISSUES WAS HANDLED WELL. (4)

THIS SHOULD BE ON LAST page

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: See p. 4 –

End of Agenda Item