

Regular Workshop – November 14, 2016
Agenda Item 11

Agenda Item: Annual Evaluation of Town Manager

Presenter: Mayor Jack 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: 11-8-16 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 8, 2016

TO: Town Commission
FROM: Lisa Silvertooth, Human Resources Manager
SUBJECT: Annual Evaluation of Town Manager

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, 2016.

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, 2015 to October 31, 2016

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, 2016. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on Monday, November 14, 2016.

JACK DUNCAN

Town Commission

10-28-2016

Date

DAVE BULLCOCK

Town Manager

10-28-2016

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 MANAGERS 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; (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 DONT KNOW
✓				Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
		X		Positively Motivates Subordinates

1) SAME AS LAST YEAR NO IMPROVEMENT

Comments: GIVING MORE EXPOSURE TO SUBORDINATES IS CRITICAL PARTICULARLY THE ASST. TOWN MANAGER - HOW CAN THE COMMISSION EVALUATE AGENCY IF WE NEVER SEE HIM.

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
		X		Provides Cost Effective Manpower Utilization

✓ SAME HS LAST YEAR NO IMPROVEMENT

Comments: SEE ABOVE! IF DEPARTMENT HEADS CANNOT RUN PROJECTS AND BE ACCOUNTABLE - THEN REPLACE THEM

COMMUNITY RELATIONS:

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

Comments:

DAVE YOU NEED TO USE THESE SKILLS
TO RECRUTE VOLUNTEERS |

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:

KEEP MANAGING THE COMMISSION |

①

✓
 ✓
 ✓

PROFESSIONALISM:

3	2	1	0	Professional Conduct
✓				Execution of Commission Goals and Objectives
✓				Liaison with Other Agencies <i>GREAT AT NETWORKING!</i>
✓				News Media Relations
✓				Adherence to High Ethical Standards <i>CONTROLS IT WELL!</i>
✓				Commitment to Goals of Profession <i>ALWAYS!</i>

Comments:

DAVE READ THIS!
OBJECTIVE PYRAMID
PLANNING PUSHES ALL COMPREHENSIVE GOALS TO THE
NEXT LEVEL DOWN - TEAM THEN KNOWS WHEN IT IS
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 <i>TEAM! TEAM! TEAM!</i>
✓				Inspiring Cooperation <i>DEMAND IT!</i>
		✓		Delegating Responsibility <i>GET TO DO - TO TRULY EVALUATE TALENT!</i>

Comments:

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

Comments:

THIS IS DAVE'S STRONGEST
CHARACTERISTIC
BUT YOU MUST PUSH THE BABIES
OUT OF THE NEST!

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

Comments:

HE KNOWS HOW TO MANAGE
BUT - HE NEEDS TO DELEGATE
MORE EFFECTIVELY!

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: STILL TOO MUCH REACTIVE TO FIRES
 AFTER THEY ARE BURNING

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

Comments: EXCELLENT WORK HERE!

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

Open-Mindedness

Comments:

I WOULD LIKE TO SEE DAVE
TRY HARDER TO DELEGATE

IT WILL BENEFIT HIM BY REDUCING
WORK LOAD - AND IMPROVE THE
DECISION MAKING SKILLS OF HIS STAFF

SPECIAL PROJECTS:

Comments:

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

Evaluation period: November 1, 2015 to October 31, 2016

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, 2016. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on Monday, November 14, 2016.



Town Commission
10-15-2016

Date

Town Manager

Date Submitted

TOWN OF LONGBOAT KEY TOWN MANAGER PERFORMANCE EVALUATION

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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.

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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	
	✓			Encourages Growth and Development of Subordinates
	✓			Affirmative Action Compliance
				Provides an Equitable Personnel Evaluation System
	✓			Develops Coordination Among Subordinates
	✓			Positively Motivates Subordinates

Comments:

This has become more of an unknown with the departure of Ann Boss. It would be good for Town- and Manager- to see more demonstrable evidence of increased strength of department heads, especially assistant Town Manager

3	2	1	0	
✓				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 budgeting process is excellent. Unsure of smoothness of process and whether staff is or is not operating at best levels or even if slightly more resources are required. Key word is "unsure".

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:

Again, results are good but don't know how prepared Town is in long run, particularly at Asst Manager or Public Works

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

Comments:

A strength

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:

As last year, the LBA relationship with other jurisdictions and agencies has been increasingly beneficial

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments:

The delegation line is a perception, and calls for continued attention

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:

I wish I was as SKILLFUL

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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Town Manager Sig

Date

(Jack)
Jack D. Day

Department Head Signature

10-17-16

Date Submitted

TOWN OF LONGBOAT KEY

TOWN MANAGER PERFORMANCE EVALUATION

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ADMINISTRATION:

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

Comments: *Initiated Pay-for-Performance merit payments*

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: *Out-standing Budget planning & Execution*

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
				Effectively Manages Change

Comments: *Prompt, thorough responses to citizens concerns, both in writing and in public forums*

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: *Top performance across the Board*

COMMUNITY RELATIONS:

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

Comments: Available promptly to public concerns

COMMISSION RELATIONS:

3	2	1	0	
X				Accessible
X				Responsive to Requests
X				Communicates Effectively
				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: Outstanding - always timely accessible, listening
input consistently

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:

3s across the Board.

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments:

Perhaps ^{abit} too much hands-on j/c supervision
 must delegation ^{d suggest}

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:

All good

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

Comments:

—

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

Open-Mindedness

Comments:

Certainly responsive to my Commission requests and suggestions.

Overall

SPECIAL PROJECTS:

Comments: Based on my management of Senior Executives during my business career as a President and CEO of major energy companies, Dave is an outstanding Town manager.

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

Evaluation period: November 1, 2015 to October 31, 2016

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Town Commission

10/26/2016

Date

Town Manager

Date Submitted

Circle

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: The introduction of a performance evaluation system by the Town Manager encourages and rewards superior performance.

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's presentation of the Town's financial position are well prepared and budget planning and execution are carried out competently. Mr. Sullivan provides poor guidance to his staff and Town spending is kept under tight control.

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: *Tom is an agr skilfully handles the organization of Tom's operations. He might consider working in a government as some departments heads might not be return, or pursuing other endeavors.*

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

Comments: *Mr Bullard excel at communication, lots into to Commission, and not to public.*

COMMUNITY RELATIONS:

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

Comments: TM seems excellent in what is all of above. He is in his interaction with residents, he projects an image of competence as an agent that reflects well on how a community ~~will~~ feel about the government of the Town.

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: TM is highly approachable and never makes you feel that you're imposing on his time. He encourages ~~an open~~ one on one dialogue with Commissioners, and ~~both~~ whether whether they take advantage of it or not. After a number of years on the job, it is not unusual for stepping in senior positions to forget decision advice or an agent to only ~~rely~~ half-listen & advise for elected officials. TM has managed to avoid these tendencies.

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: TM seeks and follows up on direction provided by Commission. He is adept at working with other agencies and dealing with media. He has high ethical standards and is a committed professional.
 Committed

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments: All of above

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: { not judgment or common sense on side two track
 a sense in context, or ~~at the time~~ at TM
 from the quality.

~~Despite the disparity between common data debate (6 votes)~~
 (at the time)
 LAK's (redacted status) FM in Bullock does not allow
 moving + withdraw in all discussion other than +
 such client is desirable.

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

Comments: TM does not see need or want to be asked. he will
 enter a discussion with the previous arguments focusing on
~~the~~ ~~and~~ ~~redacted~~ ~~lastly~~
 it is to be so during the period of meeting had to
 + the issue at hand.

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

Open-Mindedness

Comments: Yes, excellent, as this was addressed in other entries above.

SPECIAL PROJECTS:

Comments: Here is a thought: Let's start setting money aside for on a yearly basis for beach renourishment. Why not budget for it each rather than borrow every few years.

Town of Longboat Key
Town Manager Performance Evaluation

Evaluation period: November 1, 2015 to October 31, 2016

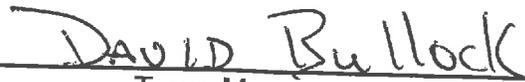
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IRWIN PASTOR
Town Commission

10 | 25 | 16

Date



DAVID BULLOCK
Town Manager

10 | 27 | 16

Date Submitted

TOWN OF LONGBOAT KEY TOWN MANAGER PERFORMANCE EVALUATION

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ADMINISTRATION:

3	2	1	0	
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✓				Affirmative Action Compliance
✓				Provides an Equitable Personnel Evaluation System
✓				Develops Coordination Among Subordinates
✓				Positively Motivates Subordinates

Comments: The many successes we have ^{enjoyed} attaining our goals are attributed to the positive culture and support given to the staff by our Town Manager.

3	2	1	0	
✓				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: His conservative approach and checks and balances in budgeting has produced predictable and excellent results.

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: His uniqueness as a problem solver is his ability to work with staff in organizing, planning and managing.

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

Comments: His well edited oral and written skills provides direction and transparency to the staff as well as to the Commission

COMMUNITY RELATIONS:

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

Comments: Good listener who gives accessibility and is very transparent with all.

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: Not easy to deal with seven commissioners. But he has interpersonal skills and the temperament which facilitates and helps to bring about consensus.

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: His personal commitment, highest standard of performance and outstanding results makes him regarded as truly an exceptional TOWN MANAGER

PERSONAL TRAITS AND INTERPERSONAL SKILLS:

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

Comments: All the interpersonal skills and traits of a leader who leads by example.

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 crosses the "t's" and dots the "i's" and practices tact and diplomacy.

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

Comments: His self-confidence has produced enormous positive results for the town of Longboat Key.

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

Comments: One on one updates and during group situations his open-mindedness is shown by his transparency.

SPECIAL PROJECTS:

Comments:

OVERALL - 2016

Rtg	#	Pts	%
3	11	33	22%
2	27	54	55%
1	10	10	20%
0	1	0	2%
1.98	49	97	

Overall Comments: Dave is a decent Town Manager, but as a general rule and as time passes, entrenchment in a position can begin to yield less than optimal results. That said, he brings an abundance of knowledge to the table. He works well with Commissioners and the surrounding communities. He listens well

and is sincere. Unfortunately, however, since he is where the buck stops and is ultimately accountable for both his actions and those of others, impacting several facets of this evaluation are his less than stellar track record on selecting consultants and some town employees, including of note a seeming lack of substantial progress on various Planning & Zoning tasks that have been meandering for far too long and hiring of administrative staffing that seemgly returns little if any value relative to the cost burden to the Town.

ADMINISTRATION:

1.80	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
1			X		Positively Motivates Subordinates

Comments: See Overall Comments.

1.25	3	2	1	0	Managing Financial Resources
2		X			Does Effective Budget Planning and Preparation
2		X			Effectively Manages Budget Execution and Fiscal Soundness
0				X	Maintains a High Level of Productivity
1			X		Provides Cost Effective Manpower Utilization

Comments: See Overall Comments.

1.80	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
1			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	3	2	1	0	COMMUNITY RELATIONS:
3	X				Accessible
1			X		Participates in Community Activities
2		X			Effective Listener
2		X			Promotes Credibility

Comments: See Overall Comments.

COMMISSION RELATIONS:					
2.13	3	2	1	0	COMMISSION RELATIONS:
3	X				Accessible
2		X			Responsive to Requests
3	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:					
2.40	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
2		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.

JUDGMENT:					
1.80	3	2	1	0	Judgment
1			X		Weighing Facts and Drawing Conclusions
1			X		Using Foresight in Planning
1			X		Making Reliable Decisions as Required
3	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:

10/31/16

Date


 Phill Younger
 Commissioner - LBK

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

Evaluation period: November 1, 2015 to October 31, 2016

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, 2016. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on Monday, November 14, 2016.



Town Commission

10/15/16

Date

Town Manager

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 MANAGERS 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	
	✓			Encourages Growth and Development of Subordinates
	✓			Affirmative Action Compliance
	✓			Provides an Equitable Personnel Evaluation System
	✓			Develops Coordination Among Subordinates
	✓			Positively Motivates Subordinates

Comments: I have had limited exposure to make evaluations in these areas

3	2	1	0	
✓				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:



End of Agenda Item