

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
REPORT DATE: August 23, 2021
MEETING DATE: September 13, 2021
SUBJECT: Town Manager Annual Performance Evaluation

Background

In accordance with Article 7 (Annual Review) of my employment contract, "The Town Commission may review and evaluate the job performance of Employee at least once annually on or before September 15 of each year of the Agreement."

My first evaluation was scheduled for the December 3, 2018 Regular Meeting to coincide with the completion of my first year. The following year it was moved up one month to the November 4, 2019 Regular Meeting with a plan to ultimately end up with September evaluations. Last year, my evaluation was on the October 5, 2020 Regular Meeting again. As planned, this year it has now transitioned to the September date as stated in my contract.

We continue to use an evaluation based on recommended criteria developed by the Florida City/County Manager's Association. Commissioners were provided the same form again this year for use in the annual performance evaluation. I have also attached a one-page highlight of activities over the past year.

The Town Manager contract states that "The Town Commission may, but is not required to increase Employee's salary based on performance following annual review or as deemed appropriate by the Commission. Such salary increases, if any, shall become the new annual base salary under this Agreement without necessity of amending this Agreement."

I am available to meet with each Commissioner to discuss your evaluation in advance of the meeting. When you have completed your evaluation, please return them to Assistant to Town Manager Susan Phillips so they can be included in the agenda packet. If your evaluation forms are received by Tuesday, September 7th, they will be included in the agenda materials for the September 13, 2021 Regular Meeting.

The Town Attorney evaluation is also being scheduled for the September 13, 2021 Regular Meeting. You will receive her evaluation form separately and they should also be submitted to Susan for inclusion in the agenda packet on the same timeline as that for the Town Manager.

The Town Attorney's contract includes an annual hourly rate increase based on a CPI established by the Bureau of Labor Statistics Southeastern Regional Office.

If you have any questions regarding the evaluation process, please contact me.

Attachments

- A. Evaluation Form (Available in Town Clerk's Office)
- B. 2021 Highlights
- C. Completed Evaluations as submitted (Available in Town Clerk's Office)



TOWN OF LONGBOAT KEY

FY21 Annual Highlights

- FY20 Annual Financial Audit Certificate of Excellence (39th) and no management comments
- All Town Financial Reserve Policies met
- Returned \$623,000 to General Fund (from FY20)
- Performed a comprehensive risk analysis and amended the Fund Balance Policy
- Updated Credit Rating from S&P - Maintained AA+ Bond Rating for Beach Bonds
- Issued \$21 Million in Beach Bonds at 0.72% All-in Rate of Interest
- Refinanced the Water/Wastewater State Revolving Fund Notes saving \$148,000 in interest
- Received CARES ACT reimbursements for COVID related expenses
- Completed Rate Study to support future capital and operation needs of the utility water and wastewater system.
- Completed a study and implemented updated Building and Fire Fees
- Received Barancik Foundation Grant of \$274,875 for law enforcement services enhancement
- Secured FDLE grant to assist in COVID costs, including the purchase of two portable message boards
- Town Commission approved Canal Navigation Maintenance Dredge program and tentative funding concept.
- Received awards of \$101,314 (Police) and \$7,718 (Fire) in WCIND Grant Funding and purchased new Marine Patrol vessel with WICND funds.
- Obtained a matching \$1.25 million State appropriation for work related to the future redundant Subaqueous Force Main.
- Town Center Phase 2 and 3 Water Management District ("SWFWMD") permit issued.
- Town Commission endorsed an Outdoor Venue stage concept to be further refined to reduce potential construction cost and coordination with the Longboat Key Foundation.
- Entered into a lease agreement with the Longboat Key Historical Society to place a historic cottage at Town Center
- Fire Stations 91 and 92 substantially complete, with final completion expected this fiscal year.
- Undergrounding Project: On schedule and within budget. Phase 1 underground and street light improvements are in place.
- Completed Canal 1A Emergency Dredge, initiated the design of the Greer Island Spit Management Plan and received the FDOT permit

- Construction of major beach re-nourishment segments complete within a 5-month period, finalizing North End Stabilization Project by September
- Successfully negotiated a Consent Order and “in-kind” project list with the Florida Department of Environmental Protection (“FDEP”) regarding subaqueous force main leak.
- New monument signs installed at Tennis Center, Town Center and Fire Station
- Lyons Lane Road Drainage improvement project design complete
- Obtained Legislative approval for an OPPAGA Review of Two County Challenges
- 2nd Annual tree lighting occurred at outdoor venue at Town Center
- Conducted 2nd annual Citizen Survey with 18% response rate and 99% describing the overall quality of life as “excellent” or “good.”
- Published 3rd Town of Longboat Key Annual Report and Annual Report Video
- Created a Virtual Community Open House
- Successful Launch of March and June 2021- IntroLBK 2021 Series (Virtual Citizen’s Academy)
- Produced multiple episodes of Talk of the Town
- Continued expansion of on-line permitting and inspections program, including the addition of digital plans review and video inspections.
- Reached agreement with IAFF (Firefighters) for a new 3-year contract
- Renewed Solid Waste contract with Waste Management for an additional three (3) years.
- Launched on-line records request platform to track and expedite public records requests
- Completed annual Commission District audit with no redistricting required
- Implemented an integrated virtual meeting solution to the existing Chambers to support hybrid meetings during the pandemic
- Partnered with a Cyber Security Operations Center to monitor all Town devices 24 hours a day
- Coordinated with LBK North Beach Volunteers for implementation of their pilot beach patrol program
- Village Resident Parking Permit Program development. Implemented January 1, 2021
- Marine Turtle Protection ordinance updates adopted
- Completed update of the Town’s Floodplain Management Plan
- Joined the Tampa Bay Regional Resiliency Coalition
- Completed Tasks A1 of the Sea Level Rise Study Phase 2. Funded and initiated remaining Phase 2 Tasks
- Secured a high-water vehicle through the Florida Forestry Fire Service Loaner Program
- Expanded jurisdiction of Special Magistrate for parking and noise citations.
- Managed COVID response, including government restrictions, Commission approved mask mandate, and regular public updates and messaging
- Purchased a speed trailer to assist with traffic monitoring on the island

End of Agenda Item