

RESOLUTION NO. 2019-75

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ANNUAL EVALUATION FORMS FOR MANAGER AND CLERK; ADOPTING AN ANNUAL EVALUATION FORM FOR USE BY COUNCILMEMBERS FOR EVALUATING THE VILLAGE MANAGER AND VILLAGE CLERK; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Mayor Karyn Cunningham)

WHEREAS, the Village Council has adopted a methodology for annual evaluations of the Village Manager and the Village Clerk; and

WHEREAS, the evaluation methodology contemplates a written evaluation form to be adopted by the Village Council;


NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The evaluation form, as attached hereto, is hereby adopted for use in the annual evaluation of the Manager and Clerk; however, this form could be used and/or a similar one that a Councilmember chooses to write.

Section 2. This Resolution is effective upon adoption.

PASSED and ADOPTED this 20th day of May 2019.

Attest: 
6EDC214E5E8C48C
Missy Arocha
Village Clerk


35B93CD2D0CB470
Karyn Cunningham
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:


1B1D06E71321445
Dexter W. Lehtinen
Village Attorney

1 **FINAL VOTE AT ADOPTION:**

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3 Mayor Karyn Cunningham YES

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5 Council Member David Singer YES

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7 Council Member Marsha Matson YES

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9 Vice-Mayor John DuBois YES

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11 Council Member Patrick Fiore YES

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SAMPLE MANAGER EVALUATION FORM

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Person Completing the Form

SECTION ONE: BEHAVIORS

1. ELECTED BODY RELATIONS

A. ___ Does the manager carry out directives of the elected body as a whole rather than those of any one elected body member?

Comments: _____

B. ___ Is the manager available for elected body consultation and responsive to elected body input and needs?

Comments: _____

C. ___ Does the manager keep the elected body informed of important developments and current issues affecting the community?

Comments: _____

D. ___ Does the manager maintain open lines of communication with the elected body as a body and with individual members?

Comments: _____

E. ___ Does the manager assist in facilitating elected body consensus and in identifying and setting goals and policies?

Comments: _____

_____ **Total Score** (50 points possible)

1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
7 – Exceeded expectations; 10 – Outstanding

2. LEADERSHIP AND POLICY EXECUTION

A. ___ Does the manager implement elected body action in accordance with the intent of the elected body?

Comments: _____

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B. ___ Does the manager support the actions of the elected body after a decision has been reached?

Comments: _____

C. ___ Does the manager enforce and carry out organizational policies?

Comments: _____

D. ___ Does the manager present comprehensive factual information and analysis of issues for elected body decisions, and ensure that the elected body receives timely and sound advice and information in evaluating policy initiatives?

Comments: _____

E. ___ Does the manager have the respect and confidence of the elected body, employees, the community, and government officials?

Comments: _____

F. ___ Does the manager articulate a vision that motivates the organization to perform consistent with the elected body's policy direction?

Comments: _____

___ **Total Score** (60 points possible)

1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
7 – Exceeded expectations; 10 – Outstanding

3. COMMUNICATION

A. ___ Does the manager provide the elected body with reports (written and/or verbal) concerning matters of importance to the organization in a timely fashion, and does the manager provide equal information to all members of the elected body?

Comments: _____

1 B. ___ Does the manager continuously evaluate and enhance methods to provide
2 information to the widest audience possible through the efficient use of
3 resources and technology?
4 Comments: _____
5 _____
6

7 C. ___ Does the manager prepare a sound, well-organized elected body meeting
8 agenda with clear staff reports fairly describing the issues and outlining
9 more than one alternative action?
10 Comments: _____
11 _____
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13 D. ___ Does the manager provide adequate, timely information and provide
14 follow-up to individual elected body requests for information?
15 Comments: _____
16 _____
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18 E. ___ Does the manager serve as an effective advocate in communicating
19 support for organizational policies, programs, and plans?
20 Comments: _____
21 _____
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23 F. ___ Does the manager provide clear and concise oral explanations to the
24 elected body at elected body meetings?
25 Comments: _____
26 _____
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28 **Total Score** (60 points possible)

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30 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
31 7 – Exceeded expectations; 10 – Outstanding
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33 **4. COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

34 A. ___ Is the manager approachable, accessible, available, and responsive to the
35 community, and does the manager displays diplomacy and tact when
36 responding to others?
37 Comments: _____
38 _____
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40 B. ___ Does the manager have a successful, working relationship with the news
41 media?
42 Comments: _____
43 _____

1 C. ___ Does the manager cooperate and work well with neighboring communities
 2 and other government units, such as the neighboring cities, the county,
 3 special-purpose districts, and the state and federal governments, and does
 4 the manager represent the community's interests through regular
 5 participation in local, regional, and state groups?
 6 Comments: _____
 7 _____

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 9 D. ___ Does the manager project a positive public image, based on courtesy,
 10 professionalism, and integrity?
 11 Comments: _____
 12 _____

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 14 _____ **Total Score** (40 points possible)

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 16 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
 17 7 – Exceeded expectations; 10 – Outstanding

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 19 **5. MANAGEMENT AND ADMINISTRATION**

20 A. ___ Is the manager successful at recruiting and retaining competent personnel
 21 for city and does the manager ensure the fair and equitable treatment of
 22 employees?
 23 Comments: _____
 24 _____

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 26 B. ___ Is the manager willing to try new ideas to supplement or stretch resources
 27 and improve the management of services and programs?
 28 Comments: _____
 29 _____

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 31 C. ___ Does the manager anticipate problems and develop effective solutions for
 32 solving them?
 33 Comments: _____
 34 _____

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 36 D. ___ Does the manager ensure that the organization's resources—human,
 37 material, and fiscal—are used wisely?
 38 Comments: _____
 39 _____

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 41 E. ___ Does the manager structure administrative work plans designed to
 42 accomplish elected body's goals?
 43 Comments: _____

1 **Total Score** (50 points possible)

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3 1 –Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
4 7 –Exceeded expectations; 10 – Outstanding

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6 **6. FINANCIAL MANAGEMENT**

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8 A. Does the manager direct the preparation of a balanced budget that
9 provides services at levels consistent with elected body policy and
10 direction?

11 Comments: _____
12 _____

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14 B. Does the manager makes the best possible use of available funds,
15 conscious of the need to operate the organization in an efficient and
16 effective manner?

17 Comments: _____
18 _____

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20 C. Is the budget prepared in a readable and easy-to-understand format?

21 Comments: _____
22 _____

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24 D. Does the manager keep the elected body apprised of major financial
25 issues affecting the organization?

26 Comments: _____
27 _____

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29 E. Does the manager monitor the budget to ensure that funds are spent
30 correctly?

31 Comments: _____
32 _____

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34 F. Does the manager evaluate programs and services (e.g., opportunities for
35 cost reduction, revenue enhancement, incorporation of supplemental
36 resources) and make adjustments as needed?

37 Comments: _____
38 _____

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40 **Total Score** (60 points possible)

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42 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
43 7 – Exceeded expectations; 10 – Outstanding

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1 **7. PERSONAL CHARACTERISTICS**

2 A. ___ IMAGINATION: Does the manager show originality in approaching problems?
3 Does she create effective solutions? Is she able to visualize the
4 implications of various alternatives?
5 Comments: _____
6 _____
7

8 B. ___ OBJECTIVITY: Does the manager take a rational, impersonal, and unbiased
9 viewpoint based on facts and qualified opinions? Is he able to put aside his
10 personal feelings when considering the community's best interest?
11 Comments: _____
12 _____
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14 C. ___ ENERGY: Is the manager energetic and willing to spend the time necessary
15 to do a good job? Does she have good initiative, and is she a self-starter?
16 Comments: _____
17 _____
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19 D. ___ JUDGMENT AND DECISIVENESS: Is the manager able to reach quality
20 decisions in a timely fashion? Are his decisions generally good? Does he
21 exercise good judgment in making decisions and in his general conduct?
22 Comments: _____
23 _____
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25 E. ___ INTEGRITY: Is the manager honest and forthright in her professional
26 capacities? Does she have a reputation in the community for honesty and
27 integrity?
28 Comments: _____
29 _____
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31 F. ___ SELF-ASSURANCE: Is the manager self-assured of his abilities? Is he able to
32 be honest with himself and take constructive criticism? Does he take
33 responsibility his own mistakes? Is he confident enough to make decisions
34 and take actions as may be required without undue supervision from the
35 elected body?
36 Comments: _____
37 _____
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39 _____ **Total Score** (60 points possible)

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41 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
42 7 – Exceeded expectations; 10 – Outstanding
43