

To: Edward Silva, Palmetto Bay Village Manager  
From: Marsha Matson, Palmetto Bay Council District 3  
Re: Manager Evaluation  
July 1, 2019

Dear Mr. Silva,

We met for an evaluation on Thursday, June 27, 2019 from 3:30-5:30 to evaluate your performance as manager. We will complete the evaluation on Tues., July 2 at 10 a.m. I used the evaluation form approved by the Village Council, your 2015 contract, your contract extension, and a list of manager expectations written by the previous Village Council as reference documents. We agreed to communicate by phone or in person once a week to strengthen communication and facilitate follow-up. Our discussion ranged from positive to needs improvement on a variety of items. The following topics are suggestions, discussion items, or recommendations not to be interpreted as directives or orders. Topics discussed on June 27 and to be discussed on July 2 include, but are not limited to the following:

Positive:

- Available for meetings.
- Calls back quickly.
- Agenda okay.
- Appears to have good relations with other governments.
- Generally positive public image.
- Balances the budget.
- Keeps council informed of financial issues.
- Evaluates programs and makes adjustments.
- Spends great deal of time doing job.
- Produces documents in a timely fashion.
- Roberts Rules of Order Workshop delivered. (Unfortunately, presentation was primarily on ethics, not Roberts Rules)
- Fixed broken sidewalk slabs in PB Park.
- Fixed gate handle at dog park.
- Canal safety and bank protection – made progress.
- I-bus successful.
- Restored MiamiDadeLostPets.com to website.
- Bike police patrol good.
- Residents' emails forwarded to the manager for response are generally answered by him.
- New ideas good, like testing electric bike.
- Naples architecture investigation good.
- Village Hall repair after vandalism good.
- Perrine Community House renovation good.
- Provided assistance in redrawing of DUV map.
- Meets with residents and myself when requested.
- Arranged meeting with police commander
- Arranged meeting with FDOT representative for Palmetto Bay Path
- Excellent participation in Tallahassee meetings with legislators
- Appears to have good relations with staff, although I can't say for sure as I am prohibited by the Village Charter from speaking with them about it.

- Attends all meetings required.
- Prepared and knowledgeable on issues.
- Follows up immediately when safety violations.
- Negotiated 1/3 of FPL franchise fee reimbursement.
- Updated parks bulletin boards upon request
- Public outreach by Facebook.
- Secured shutters on empty building on Franjo.
- Assisted residents after Hurricane Irma.
- Marlin study on Old Cutler Road improved traffic flow.
- Downtown crime data provided.
- Speed humps installed.
- Authorizes staff assistance on presentations.
- Redecorated wall in council office.

#### Needs improvement:

- I am not informed on important developments in a timely fashion.
- Poor implementation of requests
- I lack trust in what the manager says.
- Poor feedback.
- Poor project management.
- Town of Peters historic marker missing.
- Ludovici auditorium corrosion, inflorescence.
- Coral Reef Park rec building demolition.
- Coral Reef Park – Rotting bridge, broken equipment.
- Some parks bulletin boards not updated.
- Palmetto Bay Park – needs garbage can lids, water bottle refill stations not working, abandoned soccer net still left by fence, grocery carts behind rec building, water fountain rusted, bleachers rusting, hand sanitizer not working, picnic table needs sanding, trees not maintained, irrigation tube safety hazard.
- Million orchid program - not implemented.
- Village Hall break in, alarm system, lock broken.
- Council and committee meetings -live-streaming inconsistent in quality and reliability.
- Lack of routine maintenance on swales, especially in downtown.
- Crosswalk on 82<sup>nd</sup> Ave to Coral Reef School built with one crossing button - children cross at other corner.
- Fish sculpture maintenance poor.
- 82<sup>nd</sup> Street resurfacing from 162-168 St. - Uneven surface, no bike lanes.
- No regular tree maintenance.
- No tree counting or assessment for safety.
- Months to demolish house destroyed by fire.
- Numerous violations by Soleste Bay at 183<sup>rd</sup> St. project - 5:30 am start time. Noise violations. Cranes driving in street. Building doesn't match submitted plan.
- "Sicky" tree on 94<sup>th</sup> Ave with exposed roots. Resident eventually personally put own mulch to cover the roots.
- No District 3 park and ride.
- 2 year waiting list for temporary speed bumps.

- Lack of ADA compliance with website.
- Missing material on website due to ADA compliance.
- Website not user friendly.
- Traffic studies using 2010 county data
- Palmetto Bay Path - Last meeting in June resulted in rehashing already decided design.
- Palmetto Bay Path presentation to Council - Manager added streets without approval.
- Veterans Park. No deed from South Motors.
- History booklet uploaded with single pages instead of whole book on website.
- Construction debris on 94<sup>th</sup> Ave between 170 Ter. And 171 Ter. from 11/27/18.
- Natural Springs - No hydrologist's report to date.
- 95<sup>th</sup> Ave. private parking sign threatens to tow drivers. Most signs have been removed.
- No Design Review Board report.
- Variable cost estimates on Walk Palmetto Bay and Palmetto Bay Path before and during council meeting.
- DUV rewrite sessions: No pointer for public to follow with DUV maps. Blocks instead of streets on maps. Difficult to figure out boundaries. Numbers on presentation not the same as numbers on previous materials. FTI map blurry, lacking zoning demarcations. Presentation of zoning sectors without height and other necessary information.
- Presentation of i3 town center proposal by staff was not neutral.
- Accepted unsolicited i3 town center proposal during DUV moratorium
- Assistant manager should be in village when the manager is out of town.
- Unfilled permanent planning director position
- Employee turnover: planning directors, public works director, clerk, public information officer.
- FEMA reimbursement delays.
- Unprepared for next budget year FPL \$800,000 franchise fee elimination by FPL
- Not readable budget - Obscures information instead of revealing it.
- Many years' delay to complete Parks Master Plan.
- Unscientific multiple surveys conducted for community center and parks.
- Unscientific multiple surveys conducted for DUV rezoning.
- Community center land purchase. - .98 acres of buildable land for \$2 million.
- Cut off video on website of community center presentation when karate school owner spoke against.
- Shores rental apartment application - No premium for reducing parking spaces requirement.
- Franjo Road. Not secure ROW for Franjo reconstruction north of 180<sup>th</sup>.
- Franjo Road RFP. Wrong math with Shore's bid. Acosta quit. No ROWs acquired north of 180<sup>th</sup> for completing construction.
- Palmetto Station project. Numerous code violations and safety problems. Supposed to be 8 ft. parking spaces on street, 7 ft in some parking spaces.
- Franjo Road project. Numerous code violations and safety problems.
- Not purchased ROWs from Hagan and Cadman for Franjo ROWs and from Children's hospital for Franjo and Park Drive ROWs.
- Took away Palmetto Bay Park land for Park Drive ROW. Cut trees along west boundary.
- Planting poinciana trees on Franjo median - Tree Board discouraged it.
- Not consistent in "getting back to you."