



CITY OF BELLE ISLE, FL
CITY COUNCIL WORKSHOP

Held in City Hall 1600 Nela Avenue, Belle Isle FL

Tuesday, April 01, 2025 * 6:00 PM

AGENDA

City Council

Nicholas Fouraker, Mayor

Vice-Mayor – OPEN

District 1 Commissioner – Frank Vertolli | District 2 Commissioner – Holly Bobrowski

District 3 Commissioner – OPEN | District 4 Commissioner – OPEN

District 5 Commissioner – Beth Lowell

District 6 Commissioner – Stan Smith | District 7 Commissioner – Jim Partin

Welcome to the City of Belle Isle City Council workshop. Workshops are working sessions and may not allow for public comment. Order and decorum will be preserved at all meetings.

1. **Call to Order and Confirmation of Quorum**
2. **City Manager Evaluation**
 - a. Evaluation Summary and Commissioner Evaluations
3. **Adjournment**

City Manager Performance Evaluation
Rick Rodometkin
January - December 2024

Performance Standard (sum divided by 5)
 5 Excellent
 4 Above Average
 3 Average
 2 Below Average
 1 Poor

This evaluation contains 8 categories of evaluation criteria. Input is taken from evaluations submitted by 6-Commissioners for review and discussion on April 1, 2025.

	7-Commissioners							Avg total	3.04
1 Relating with Governing Body	3.16	2.66	3.5		2.83	2.83	2.5	2.91	
2 Organizational Relations-Fiscal	3.33	3.33	3		2.66	2.66	3.33	3.05	
3 Personnel Management	3	1.66	3	Not Received	2	2.66	3.33	2.61	
4 Managing the Organization	3	2.8	3.8		2.6	3	3.2	3.07	
5 Relations with the Public	3.66	3.33	3		3	3.33	4	3.39	
6 Relations with Other Governments	2.5	3	4		2.5	2.5	2.5	2.83	
7 Managerial & Admin Performance	2.8	3.4	3.8		3.2	3	3.8	3.33	
8 Personal Qualities	2.8	3.2	3.4		2.8	3	3.4	3.10	
11 Salary Adjustment	No	No	Yes		No	Yes	No	2	
	D1	D2	D3	D4	D5	D6	D7	out of 6	

Relates to Governing Body

It is imperative that the CM ensure communications or new developments are addressed immediately and discussed with the City Attorney.
 Must be sure to follow up on issues.
 CM forwards updates from St/Cty; other than that, there is no additional critical info provided other than council meeting agendas. The communication rcd is via text.
 CM does a great job in keeping up informed.
 Has brought items to Council that he can handle. The voting location was brought forward with no other alternatives, and was unaware of early voting.
 Needs to seek more guidance and direction from the Council as a whole.
 Not Everything has to come to Council. Routine decisions should be made by the CM, and then the results should be brought for informational purposes only.

Fiscal Management

Needs to adhere to spending guidelines or seek approval from Council before exceeding established limits.
 CM is attempting to beautify the city and make improvements. Good job in producing budgets and making sure we do not miss deadlines.
 Must keep in mind we are a city of 7000 and our seniors are pressed for finances
 Wants to see CM and staff stay in budget lines. Statement of move from one line to the other sometimes might be necessary but not to adjust to suit the whims of a department.
 Salary is at the top of payscale for cities our size.
 Fiscal matters are "sugar coated". Clear and definite discussion on finances is not an option
 CM knowledgeable to ensure City remains fiscally responsible. Experienced staff can support and adhere to requirements. Communication is open, respectful, and recognized.

Personnel Management

Must keep in mind we have a limited budget
 Has improved this past year, continued improvement should always be sought and attained
 CM is working well to understand staff needs. He must continue to hone in on keeping associates happy and not be known as aggressive. CM's emotions can get the better of him at times. However, he stays levelheaded and makes good decisions.
 Although a very personable and pleasant leader, the staff needs a leader. Expectations should be set, and staff held accountable.
 It appears that there is still a long way to have a copacetic staff. During the interview process it was made clear that the city staff were small but qualified. Relationships need to be cultivated in both directions.

Managing the Organization

Ensuring all BI citizens are treated equally and enforce all BI ordinances with all citizens
 Adapted to Florida, nice to have a CM with experience. It made things easier to move policies and procedures forward.
 Time consuming-charter needs to be reviewed. There have been times when too many options are suggested that leads to unnecessary long debates - CM recommendation is....
 Would like CM to conduct more review of policies and ordinances and find where to improve.
 CM has helped residents with issues and helped them understand with high level of customer service,
 Must keep issues at the forefront and bring closure.
 1st year for CM role is the toughest. Vocal community important to maintain a good rapport with residents.
 Good job representing the city at events. Additionally he is sensitive to the concerns of the citizens and priorities efforts to meet their needs.

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Relations with the public and with other agencies

Needs to reach out more
CM does a great job addressing residents concerns. Sometimes, it lags in follow-up. However when made aware he gets it done.
I have seen most conversations be friendly and professional. CM is approachable and welcomes interactions with residents.
Need to establish more robust communication with other CMs, OC Mayor and staff, District 3 Comm and Sheriffs office. Regular updates from lobbyists, CA board and Interim Planner
Build relationships. Has there been a presence at NAV board meetings and CCA meetings? No work has been done on grant processes or administering an effective program
CM should be writing and submitting a min of 2 grant proposals a month to ensure we maximize our ability to be considered for and receive all available grant funds.

Observations

Would like o see CM a little firmer with commitment that County gives us and have them bargain up.
Needs to reach out to more resources available to the City.
Continue to review and audit contracts and look for ambiguous language. Provide a list including execution end dates.
Perhaps the charter should be changed back to allow the Mayor to communicate with council and have no vote or perhaps a vote.
When concerns arise with staff and CM, there needs to be a protocol in the employee manual to provide a place for the staff to go - lawyer, neutral party, Mayor.
Be more assertive. A direct and firm hand at the helm seems to work better with the Council. Led and kept on course. Don't be afraid that you will offend - tell the straight truth.
Consider whether the the Council or mayor should have access to staff or be able to request assistance—not necessarily direct the staff.
Consider whether CM has a conflict of interest because they have a monopoly on the system, and there is no check and balance - to make all decisions. Lower the amount of \$ threshold of approval with no council input.

Managerial & Admin Performance

He seems to do well with administrative. Needs to have better managerial skills.
Good rapport with Council and staff. Continues to see future prospectives.
CM has performed as expected this year. However, the bar will be raised going forward to meet and exceed the expectations of the Council, employees, and citizens.

Personal Qualities

Needs to bring closure to items. No clear documentation of open tasks and current contracts.
Wants to keep the image of the city positive. Has initiated beautification of city property.
Shows considerable respect to Council and attendees.
"I will ask the City Attorney" is used way too much. It makes you look uninformed and that you would rather pay the attorney than do the research yourself.
Self-starter and enthusiastic. Cares about the City's future.
High level of customer service and works with residents to understand matters in an equitable manner. He lets the staff do their job with little involvement or oversight.
Grooming policy - hair, at times, can be too long for a professional position.
CM is competent and knowledgeable, has the experience and skill set to guide BI forward
Discharge of duties-slow to complete to-dos and apprehensive to make tough decisions.
Too long to complete tasks, i.e., landscaping, city hall painting, and updating purchasing policy. The Study on Conway and Judge has been on the list for a year - sense of urgency?
Cms work ethic is strong, he is honest and sometimes too agreeable. Appears unwilling to push pack when needed, He prefers not to hurt feelings and steers away from conflict.
CM relies too much on his staff rather than digging in and learning more himself. He often seeks answers in meetings from the clerk that he should know after a year.
Staff appreciates that Rick allows them to do their jobs; however, they would like more involvement from CM and regular all-hands-on-deck meetings. CM is willing to try new ideas and accommodates council ideas. I am unaware if CM has brought innovation and creativity to the job.
Knowledge and experience at the position allows CM to work on moving the city forward.

**City Manager Performance Evaluation
Rick Rodometkin
January - December 2024**

Performance Standard (sum divided by 5)
5 *Excellent*
4 *Above Average*
3 *Average*
2 *Below Average*
1 *Poor*

This evaluation contains 8 categories of evaluation criteria. Input is taken from evaluations submitted by 6-Commissioners for review and discussion on April 1, 2025.

Goals Achievements & Objectives

By maximizing the skills of Mr. Price the city has never looked better.
Reduce Spending, Grants and get more residents involved and utilize FLC.
Give projects a start and completion date and seek outside resources. Implement a list and maintain.
Good job informing Council and calling special session. Needs to keep up to date with FEMA regulations to ensure reimbursement.
Residents lost confidence, lack of attendance and boards - Open communication with residents.
Would like to see CM complete tasks in a timely fashion and set a start and end time. Make decisions with confidence and own them. Have regular staff meetings. Pursue annexation opportunities!
Keep channels of communication; Communication between staff remain professional
Annexation, with new Mayor it is important to create an city of participation and involvement with the residents.

Review Charter to insure inline with staff regulations. Strengthen relationships with staff and county officials.

Work with the County and get grant money. Improve traffic patterns. Keep lease agreements in the forefront. Develop a working relationship with the school and continue with annexation and new revenue streams.

As a Comm I can do a better job in having a regular meetings to discuss items of importance and open dialogue

Continue to manage task list and gain the trust of the staff.
Be a leader in every sense of the word and must be prepared at meetings about financial impact of Council decisions.
Meet with citizens to explain the need to increase revenues, present viable options for municipal complex and more adoptions to improve our city.

Salary Adjustment

Total CPI increase for 2024
Cost of Living raise will have to suffice.
Based on the previous year, I have not reached the point where I believe an increase is warranted. There are areas of improvement, and I would like to know what the CM does day-to-day/week-to-week and what he brings to the table. I look forward to reading and gaining insight from his self-evaluation.
CMs salary is at the top ofayscale for cities our size in Florida.
Yes, it is essential to keep a great City Manager.
It is my understanding that we already have a budgeted increase for the CM.

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

FRANK VERTOLLI Commissioner
Governing Body Member's Name DISTRICT 1

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.

Frank Vertolli
Governing Body Member's Signature

2/24/25
Date Submitted

Mayor's Signature

Date Reviewed

Francine O'Leary 2/24/2025

Frank Comm/Mayor initials

INSTRUCTIONS

This evaluation form contains eight categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

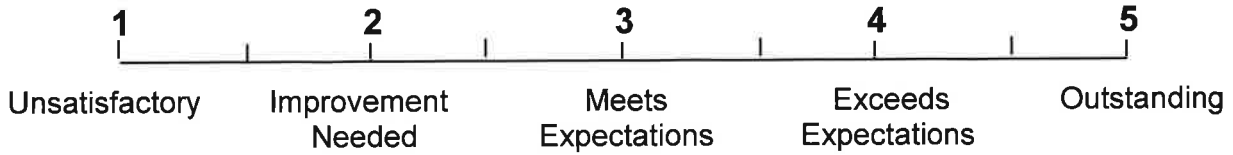
Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.

J.A.U. Comm/Mayor initials

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission's policymaking role and relevant legislation and developments in the area of public policy affecting the City 3
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 2
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 3
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 4
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 4
- f. Responds well to requests, advice, and constructive criticism 3

Add the values from above and enter the subtotal 19 + 6 = 25 ^{3.16} score for this category

Comments on Relating to the Governing Body

MUST BE SURE TO FOLLOW UP ON ISSUES

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 3
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and equipment. 2
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 8 + 3 = ~~11~~^{2.64} score for this category

Comments on Fiscal Management

MUST KEEP IN MIND WE ARE A CITY OF 7000 AND OUR SENIORS ARE PRESSED FOR FINANCES

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. 2
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 4
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 3

Add the values from above and enter the subtotal 9 + 3 = ~~12~~³ score for this category

Comments on Personnel Management

MUST KEEP IN MIND WE HAVE A LIMITED BUDGET.

JALB - Comm/Mayor initials

4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 2
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 3
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 4
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 2
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 4

Add the values from above and enter the subtotal 15 + 5 = 20³ score for this category

Comments on Managing the Organization

HE MUST KEEP ISSUES AT THE FORE FRONT AND BRING CLOSURE.


5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 4
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 11 + 3 = 14^{3.66} score for this category

Comments on Relations with the Public

HE SEEMS TO DO THIS WELL.

 Comm/Mayor initials

6. Relations with Other Governments

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 2
- b. Develop and administer an effective program of grantsmanship. 3

Add the values from above and enter the subtotal 5 + 2 = 7 ^{2.5} score for this category

Comments on Relations with Other Governments

NEEDS TO REACH OUT MORE TO RESOURCES AVAILABLE TO THE CITY

List any goals, achievements, and objectives.

REDUCE SPENDING.
 LOOK AT GRANTS AVAILABLE.
 GET MORE RESIDENTS INVOLVED IN CITY GOVERNMENT.

Commission member Observations - Narrative Evaluation

A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

(1) SEE TOPICS GET RESOLVED.

(2) KEEP ALL CHANNELS OF COMMUNICATION OPEN.

B. What would you identify as the manager's strength(s), expressed in terms of the principles results achieved during the rating period?

BEING FORTH COMING WITH INFORMATION
WILLING TO LISTEN.

C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

LOWER SPENDING
FINDING OTHER SOURCES OF REVENUE

C. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

BE MORE INVOLVED WITH F.L.C.
TARGETS SHOULD HAVE A START AND
FINISH DATE.


Comm/Mayor initials

7. Managerial and Administrative Performance

1	2	3	4	5	
			X		Accessible and maintains good rapport with elected officials, staff, and the public.
		X			Demonstrates a capacity for innovation and creativity
	X				Anticipates and analyzes problems to develop practical approaches for solving them
	X				Willing to try new ideas proposed by the governing body and/or staff
		X			Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 14 + 5 = 19 ^{2.8} score for this category.

Comments on Managerial and Administrative Performance

HE SEEMS TO DO WELL ON ADMINISTRATIVE ITEMS. NEEDS TO ~~HAVE~~ ^(HAVE BETTER) MANAGERIAL SKILLS.
(NOT EASY TO MANAGE WHEN NEW)

8. Personal Qualities

1	2	3	4	5	
	X	X			Diligent and thorough in the discharge of duties, "self-starter."
		X			Exercises good judgment
		X			Open/forthright and make tough decisions.
		X			Displays enthusiasm and cooperation and will adapt.
		X			Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 14 + 5 = ~~19~~ ^{2.8} score for this category.

Comments on Personal Qualities

NEEDS TO BRING CLOSURE TO ITEMS

3 Overall Rating
(Consider all items above)

[Signature] Comm/Mayor initials

Additional Comments

NEEDS TO GIVE PROJECTS A START AND COMPLETION DATE.

NEEDS TO SEEK OUT SIDE RESOURCES.

My observation is there was no clear documentation of open tasks and current contracts from prior city manager. I would like to see a list implemented and maintained.

Evaluation Completed by: Frank VERTOLLI

Date: 2/04/25

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

Frank VERTOLI
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? _____yes _____X_____no

If yes, what information would you like to have to determine the appropriate increase?

If no, please comment,

MANAGERS SALARY is AT THE TOP OF PAY SCALE FOR cities our size in Florida


Comm/Mayor initials

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

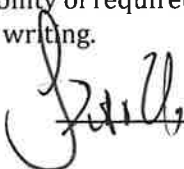
Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager’s direction and supervision to exercise these powers with respect to subordinates in that officer’s department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager’s direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager’s direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor’s Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years’ experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver’s License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

 Comm/Mayor initials

-
- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
 - Ability to make effective decisions.
 - Ability to maintain records, files, and reports in accordance with established methods and procedures.
 - Ability to read, interpret, and analyze instructions and/or data effectively.
 - Ability to work independently with minimal supervision.
 - Ability to formulate, submit and administer budgets.
 - Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment

 Comm/Mayor initials

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

HOLLY BOBROWSKI
Governing Body Member's Name

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[Handwritten Signature]
Governing Body Member's Signature

2-27-2025
Date Submitted

Mayor's Signature

Date Reviewed

[Handwritten Signature] 2/25/2025

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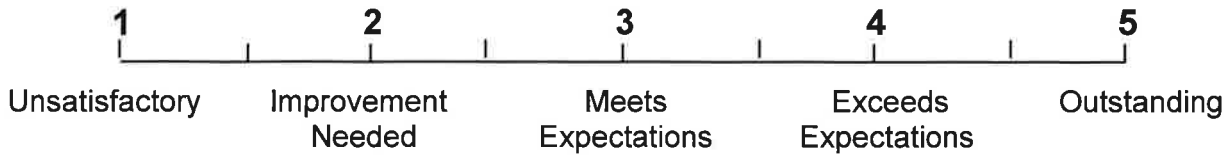
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CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission's policymaking role and relevant legislation and developments in the area of public policy affecting the City 3
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 2
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 3
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 2
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 2
- f. Responds well to requests, advice, and constructive criticism 4

Add the values from above and enter the subtotal 16 + 6 = 2.66 score for this category

Comments on Relating to the Governing Body

NOT EVERYTHING NEEDS TO COME TO COUNCIL. ROUTINE DECISIONS SHOULD BE MADE BY C.M, AND THEN THE RESULT SHOULD BE BROUGHT FOR INFORMATIONAL PURPOSES ONLY.

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 4
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and equipment. 3
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 10 + 3 = 3.33 score for this category

Comments on Fiscal Management

I FEEL SOME FISCAL MATTERS ARE "SUGAR-COATED". CLEAR AND DEFINITIVE DISCUSSION ON FINANCES IS NOT AN OPTION.

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. N/A
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 2
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 3

Add the values from above and enter the subtotal 5 + 3 = 1.66 score for this category

Comments on Personnel Management

ALTHOUGH A VERY PERSONABLE AND PLEASANT PERSON, STAFF NEEDS A LEADER, NOT A FRIEND. EXPECTATIONS SHOULD BE SET AND STAFF HELD ACCOUNTABLE.

4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 4
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 3
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 3
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 2*
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 2*

Add the values from above and enter the subtotal 14 + 5 = 2.8 score for this category

Comments on Managing the Organization

*TIME CONSUMING, HOWEVER THE CHARTER NEEDS TO BE REVIEWED. THERE HAVE BEEN TIMES WHEN TOO MANY OPTIONS ARE SUGGESTED THAT LEADS TO UNNECESSARY LONG DEBATE - "C.M. RECOMMENDATION IS"

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 3
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 10 + 3 = 3.33 score for this category

Comments on Relations with the Public

6. Relations with Other Governments

a. Deal effectively with other governmental agencies in representing the City of Belle Isle.

4

b. Develop and administer an effective program of grantsmanship.

2

Add the values from above and enter the subtotal 6 + 2 = 8 score for this category

Comments on Relations with Other Governments

I HAVE NOT HEARD ANY THING NEGATIVE. VERY PERSONABLE INDIVIDUAL AND WELL SPOKEN.

List any goals, achievements, and objectives.

[Empty box for listing goals, achievements, and objectives]

Commission member Observations – Narrative Evaluation

A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

- (1) BE MORE ASSERTIVE WHEN COUNCIL GOES OFF COURSE.
- (2) SHOWS CONSIDERABLE RESPECT TO COUNCIL AND ATTENDEES.

B. What would you identify as the manager’s strength(s), expressed in terms of the principles results achieved during the rating period?

WANTS TO KEEP THE IMAGE OF THE CITY POSITIVE.
HAS INITIATED BEAUTIFICATION OF CITY PROPERTY.

C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

REVIEW CHARTER TO INSURE IN LINE WITH STATE REGULATIONS. STRENGTHEN RELATIONSHIPS WITH STAFF AND COUNTY OFFICIALS.

C. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

A DIRECT AND FIRM HAND AT THE HELM SEEMS TO WORK BETTER WITH THIS COUNCIL. THERE ARE TIMES WHEN WE NEED TO BE LED AND KEPT ON COURSE. DON'T BE AFRAID THAT YOU WILL OFFEND US, JUST TELL US THE STRAIGHT TRUTH.

7. Managerial and Administrative Performance

1	2	3	4	5	
		X			Accessible and maintains good rapport with elected officials, staff, and the public.
		X			Demonstrates a capacity for innovation and creativity
		X			Anticipates and analyzes problems to develop practical approaches for solving them
			X		Willing to try new ideas proposed by the governing body and/or staff
			X		Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 17 + 5 = 3.4 score for this category.

Comments on Managerial and Administrative Performance

[Empty comment box]

8. Personal Qualities

1	2	3	4	5	
		X			Diligent and thorough in the discharge of duties, "self-starter."
		X			Exercises good judgment
	X				Open/forthright and make tough decisions.
			X		Displays enthusiasm and cooperation and will adapt.
			X		Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 16 + 5 = 3.2 score for this category.

Comments on Personal Qualities

" I WILL ASK THE CITY ATTORNEY " USED WAY TOO MUCH, MAKES YOU LOOK UNIFORMED AND THAT YOU WOULD RATHER PAY THE ATTORNEY THAN DOING THE RESEARCH YOURSELF.

Overall Rating
(Consider all items above)

Additional Comments

Evaluation Completed by: _____

Date: _____

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

Holly Bobrowski
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? _____yes _____no

If yes, what information would you like to have to determine the appropriate increase?

COST OF LIVING RAISE WILL HAVE TO SURFICE.

If no, please comment,

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager’s direction and supervision to exercise these powers with respect to subordinates in that officer’s department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager’s direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager’s direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor’s Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years’ experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver’s License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

-
- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
 - Ability to make effective decisions.
 - Ability to maintain records, files, and reports in accordance with established methods and procedures.
 - Ability to read, interpret, and analyze instructions and/or data effectively.
 - Ability to work independently with minimal supervision.
 - Ability to formulate, submit and administer budgets.
 - Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

JASON CARSON

Governing Body Member's Name

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.

Jason Carson

Governing Body Member's Signature

3/3/2025

Date Submitted

Mayor's Signature

Date Reviewed

James O'Neil 3/4/2025

INSTRUCTIONS

This evaluation form contains eight categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

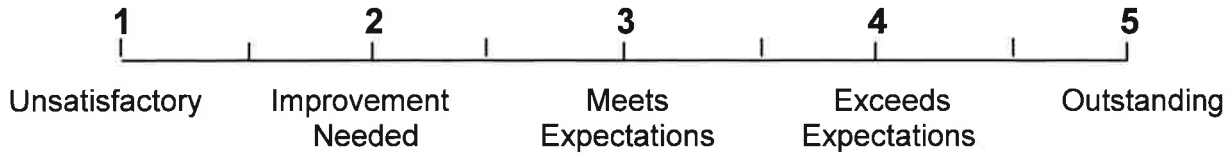
This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission's policymaking role and relevant legislation and developments in the area of public policy affecting the City 4
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 3
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 4
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 3
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 4
- f. Responds well to requests, advice, and constructive criticism 3

Add the values from above and enter the subtotal 21 + 6 = 27 ^{3.5%} score for this category

Comments on Relating to the Governing Body

Rick does a great job at keeping us informed about legislation and talks with Gray Robinson. There is always an answer or a "ill research this and get right back to you." There is never a time when Rick does not provide us with information that he is aware of and knowing of.

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 3
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and equipment. 3
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 9 + 3 = 12 score for this category

Comments on Fiscal Management

His time with us has been great thus far, the one thing he is working on that I see is the fiscal management side of our city. He is attempting to use the resources the city has to beautify and make improvements for the workers at city hall and the police department. They have done a great job in producing budgets and making sure we do not miss deadlines.

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. 3
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 3
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 3

Add the values from above and enter the subtotal 9 + 3 = 12 score for this category

Comments on Personnel Management

Rick has done a good job working with all city hall personnel and trying to understand the needs of the employees. Rick must continue to hone in on keeping the associates happy and ensuring he is not seen as aggressive or "bossy". I feel Rick's emotion can get the better of him at times, however, I think he still keeps levelheaded and makes good decisions.

4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 4
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 4
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 4
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 4
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 3

3.8

Add the values from above and enter the subtotal 19 + 5 = 24 score for this category

Comments on Managing the Organization

Rick has adapted to Florida, Sunshine Laws and the standard at which our government works quickly. It was nice bringing in a professional with experience, who was essentially able to hit the ground running. Not only has it allowed him to work hand in hand with public works and our police, it has made it easier for us to move policies and procedures forward.

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 3
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 3

3

Add the values from above and enter the subtotal 9 + 3 = 12 score for this category

Comments on Relations with the Public

Rick does a great job working with the residents to address their concerns and issues. He sometimes lags in follow up, however, when made aware, he always re-tasks himself with the item and gets it done.

6. Relations with Other Governments

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 4
- b. Develop and administer an effective program of grantsmanship. 4

Add the values from above and enter the subtotal 8 + 2 = 10 score for this category

Comments on Relations with Other Governments

Rick has done a great job at keeping cordial relationships with our sister city and county government. I would like to see him get a little firmer with the commitment that the county gives us, and make sure they're holding their end of the bargain up. Nonetheless, I believe he has done a really good job at this.

List any goals, achievements, and objectives.

Some goals I have for Rick are:

Working with the county to get our match grant money approved for Hoffner

Continuing trying to improve our traffic patterns with PD and the school.

Keep our lease agreements at the forefront of his mind, to ensure we are getting what we are promised from the people that hold them.

I would like to see him continue working with the school and their board to better our relationships with them.

Also would like him to continue working on annexation and new revenue streams to keep us fiscally sound and on pace with what we need.

Commission member Observations – Narrative Evaluation

A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

- (1) Keeping his manager task list on the agenda.
- (2) Continue to gain the trust of the city staff.

B. What would you identify as the manager's strength(s), expressed in terms of the principles results achieved during the rating period?

Rick is a go-getter. Always wants the best and brightest for our city. He is always willing to go the extra mile.

C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

Work with the city on new revenue streams AND assist in getting our grant money firmed up.

C. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

Take everything with a grain of salt. You are doing a great service for our city.

7. Managerial and Administrative Performance

1	2	3	4	5	
		X			Accessible and maintains good rapport with elected officials, staff, and the public.
			X		Demonstrates a capacity for innovation and creativity
		X			Anticipates and analyzes problems to develop practical approaches for solving them
				X	Willing to try new ideas proposed by the governing body and/or staff
			X		Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 19 + 5 = 24 3.8 score for this category.

Comments on Managerial and Administrative Performance

Rick has done well at keeping a good rapport with council and staff. He continues to see the future prospective for our city and tries to work with city staff to move that forward.

8. Personal Qualities

1	2	3	4	5	
		X			Diligent and thorough in the discharge of duties, "self-starter."
			X		Exercises good judgment
		X			Open/forthright and make tough decisions.
			X		Displays enthusiasm and cooperation and will adapt.
		X			Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 17 + 5 = 22 3.4 score for this category.

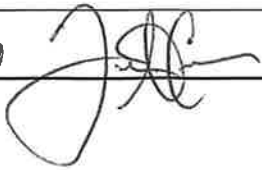
Comments on Personal Qualities

Rick is a great self-starter, is enthusiastic, and needs to make sure his emotions do not get the best of him. I believe he is the future of our city and cares about it.

Overall Rating
(Consider all items above)

Additional Comments

[Empty box for additional comments]

Evaluation Completed by: JASON CARSON 

Date: 3/1/2025

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

JASIN CARSON

Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? yes no

If yes, what information would you like to have to determine the appropriate increase?

I would say a consensus decision by council. I believe it is essential we keep a great city manager.

If no, please comment,

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager’s direction and supervision to exercise these powers with respect to subordinates in that officer’s department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager’s direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager’s direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor’s Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years’ experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver’s License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

-
- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
 - Ability to make effective decisions.
 - Ability to maintain records, files, and reports in accordance with established methods and procedures.
 - Ability to read, interpret, and analyze instructions and/or data effectively.
 - Ability to work independently with minimal supervision.
 - Ability to formulate, submit and administer budgets.
 - Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January-December 2024

Beth Lowell
Governing Body Member's Name

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.

Governing Body Member's Signature

Date Submitted

Mayor's Signature

Date Reviewed

Prueve *recd* *3/5/2025*

INSTRUCTIONS

This evaluation form contains eight evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

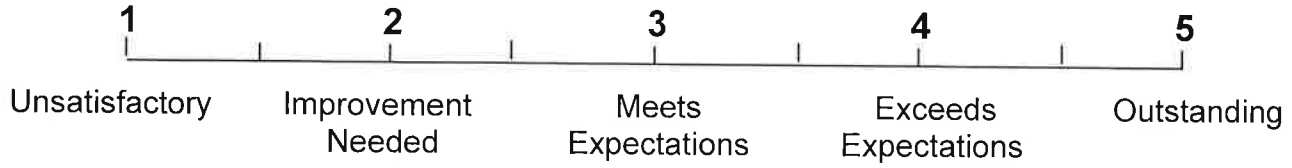
This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission’s policymaking role and relevant legislation and developments in the area of public policy affecting the City 3_____
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 2_____
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 3_____
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 2_____
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 4_____
- f. Responds well to requests, advice, and constructive criticism 3_____

Add the values from above and enter the subtotal 17 + 6 = 23 score for this category

Comments on Relating to the Governing Body

The City of Belle Isle is governed by the Council it is the responsibility of the City Manager to ensure this remain intact. It is imperative that any communications or new development that could have the potential of ethics violations be addressed immediately and discussed with the City Attorney

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 3_____
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and manpower, material, and equipment. 2_____
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3_____

Add the values from above and enter the subtotal 8 + 3 = 11 score for this category

Comments on Fiscal Management

Mr. Rudometkin has the experience and knowledge to ensure the City of Belle Isle remains at all times fiscally responsible. We have a very experienced staff that can support and adhere to all requirements and regulations to maintain budgets and expenses in an appropriate and required manner. It is crucial that communication is open, respectful, and recognized.

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. 2_____
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 2_____
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 2_____

Add the values from above and enter the subtotal 6 + 3 = 9 score for this category

Comments on Personnel Management

It appears there is still a long way to go to have a copacetic staff. I do believe progress has been made, but not to the extent that it needs to be. During the interview process, it was made very clear that the city staff were small but very qualified. Those relationships need to be cultivated in both directions. There is valuable insight and experience that can garner great results for this community.

4. Managing the Organization

BL

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 3_____
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 3_____
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 3_____
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 2_____
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 2_____

Add the values from above and enter the subtotal _____ 13 _____ + 5 = _____ 18 _____ score for this category

Comments on Managing the Organization

I think the first year in the role of City Manager is the toughest. We have a very vocal community but one that cares about Belle Isle as a whole. Often, information that is spread by word of mouth or on social media is incorrect. It is vital that the City Manager is able to establish and maintain a good rapport with all residents and realize the few don't always speak for the many.

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. _____ 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests _____ 3
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 3

Add the values from above and enter the subtotal _____ 9 _____ + 3 = _____ 12 _____ score for this category

Comments on Relations with the Public

I have witnessed interaction with the public during city events. I have seen most conversations be friendly and professional. He is very approachable and welcomes interaction with residents.

6. Relations with Other Governments

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 2_____
- b. Develop and administer an effective program of grantsmanship. 3_____

Add the values from above and enter the subtotal _____5_____ + 2 = ____7_____ score for this category

Comments on Relations with Other Governments

I urgently feel we need to establish a more robust communication with Orange County. Not only with our District 3 commissioner, but with the Orange County Sherrif's office. With a new mayor coming on board this year it is crucial we establish a rapport and come together to discuss how Belle Isle is affected by Orange County decisions. I am confident we can re-establish open communication and work together for the common good.

List any goals, achievements, and objectives.

Commission Member Observations – Narrative Evaluation

A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

- Continue to review and audit all contracts and agreements in place and look for any ambiguous language that may need to be amended. Provide a list, via electronically or a spreadsheet of each including execution dates, end date and any extensions.

Arrange for regular updates, from our lobbyist, CCA Board member and Interim City Planner

B. What would you identify as the manager’s strength(s), expressed in terms of the principles results achieved during the rating period?

In Mr. Rudometkin’s first year as city manager, we had several Hurricanes. He did a good job of informing the council and calling a special session when needed to enact a state of emergency. In addition, he has been keeping up to date with new FEMA regulations to ensure we are prepared in our request for reimbursement.

C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

Annexation

With a new Mayor, it is important to improve how the residents of Belle Isle review their governing body and create an atmosphere of participation and involvement.

D. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

I can do a better job of having more regular meetings to discuss items of importance and offer open dialogue.

7. Managerial and Administrative Performance

1	2	3	4	5	
		X			Accessible and maintains good rapport with elected officials, staff, and the public.
			X		Demonstrates a capacity for innovation and creativity
		X			Anticipates and analyzes problems to develop practical approaches for solving them
		X			Willing to try new ideas proposed by the governing body and/or staff
		X			Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 16 + 5 = 21 score for this category.

Comments on Managerial and Administrative Performance

8. Personal Qualities

1	2	3	4	5	
		X			Diligent and thorough in the discharge of duties, "self-starter."
		X			Exercises good judgment
		X			Open/forthright and make tough decisions.
		X			Displays enthusiasm and cooperation and will adapt.
	X				Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 14 + 5 = 19 score for this category.

Comments on Personal Qualities

- It is important for all communication between Mr. Rudometkin and staff be professional

Overall Rating

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

Beth Loraine Lowell
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? no

If yes, what information would you like to have to determine the appropriate increase?

It I my understanding we have already budgeted an increase for the City manger role.

If no, please comment,

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager’s direction and supervision to exercise these powers with respect to subordinates in that officer’s department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager’s direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager’s direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor’s Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years’ experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver’s License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
- Ability to make effective decisions.
- Ability to maintain records, files, and reports in accordance with established methods and procedures.
- Ability to read, interpret, and analyze instructions and/or data effectively.
- Ability to work independently with minimal supervision.
- Ability to formulate, submit and administer budgets.
- Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

City Manager Self-Evaluation

Directions: Your responses to these questions must be completed and attached to your performance and development self-evaluation. Additional pages may be added as necessary.

- 1. How have you accomplished your goals and/or work assignments in your first year of employment?

- 2. What other job-related accomplishments have you had that were not part of the goals set during your first year?

- 3. What obstacles or setbacks did you encounter during the year?

- 4. What do you see as your major goal(s) for this next evaluation period?
What can the City Council do to help you accomplish these goals?

5. What suggestions do you have for improving the effectiveness between you, the Council, and Mayor?

6. Do you have specific training needs that the Council can facilitate, and how will those needs help you meet your goals?

7. Are there any other issues or comments you wish to share?



City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January-December 2024

Stan Smith

Governing Body Member's Name

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.

Stan Smith 
Governing Body Member's Signature

March 4, 2025
Date Submitted

|

Mayor's Signature

Date Reviewed

 3/4/2025

INSTRUCTIONS

This evaluation form contains eight evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission's policymaking role and relevant legislation and developments in the area of public policy affecting the City 3
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 3
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 2
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 3
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 3
- f. Responds well to requests, advice, and constructive criticism 3

Add the values from above and enter the subtotal **17** + 6 = **2.83** score for this category

Comments on Relating to the Governing Body

Needs to seek more guidance and direction from the council as a whole

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 3
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and manpower, material, and equipment. 2
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 8 + 3 = 2.66 score for this category

Comments on Fiscal Management

Generally does a good job but needs to adhere to the spending guidelines or seek approval from the council before exceeding the established limits.

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. 3
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 2
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 3

Add the values from above and enter the subtotal 8 + 3 = 2.66 score for this category

Comments on Personnel Management

Rick has improved in this area the past year. This is an area where continued improvement should always be sought and attained.

14



4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 3
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 4
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 2
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 3
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 3

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category

Comments on Managing the Organization

Rick should work on ensuring all Belle Isle citizens are treated equally and enforce all the Belle Isle ordinances equally with all citizens.

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 3
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 10 + 3 = 3.33 score for this category

Comments on Relations with the Public

Rick does a good job of representing the city at our special events and works to ensure they are successful and enjoyed by our citizens. Additionally he is sensitive to the concerns of our citizens and prioritizes efforts to meet their needs.



6. Relations with Other Governments

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 3
- b. Develop and administer an effective program of grantsmanship. 2

Add the values from above and enter the subtotal 5 + 2 = 2.5 score for this category

Comments on Relations with Other Governments

As our City Manager, Rick should be writing and submitting a minimum of 2 grant proposals a month to ensure we maximize our ability to be considered for and receive all available grant funds.

List any goals, achievements, and objectives.

Goal - Continuously write and submit grant proposals to all levels of government, government entities and private corporations.

Achievement - Leadership - By maximizing the skills of Director Price, the city has never looked better. Keep up the good work.

Commission Member Observations - Narrative Evaluation

A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

Write and submit more grants
Continue to repair and improve the city infrastructure.

B. What would you identify as the manager's strength(s), expressed in terms of the principles results achieved during the rating period?

Knowledge of and experience at the position allows Rick to work on moving the city forward.

C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

Meet with the citizens to explain the need to increase revenues.
Present viable options to the City Council for a larger municipal complex.
Bring more items to the City Council for consideration and possible adoption to improve our city.

D. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

Be the leader in every sense of the word.
Be more prepared at Council meetings about the financial impact of Council decisions.

7. Managerial and Administrative Performance

1	2	3	4	5	
		3			Accessible and maintains good rapport with elected officials, staff, and the public.
		3			Demonstrates a capacity for innovation and creativity
		3			Anticipates and analyzes problems to develop practical approaches for solving them
		3			Willing to try new ideas proposed by the governing body and/or staff
		3			Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category.

Comments on Managerial and Administrative Performance

Rick has performed as expected this past year. However, the bar will be raised going forward to meet and exceed the expectations of the City Council, employees and our citizens.

8. Personal Qualities

1	2	3	4	5	
		3			Diligent and thorough in the discharge of duties. "self-starter."
		3			Exercises good judgment
		3			Open/forthright and make tough decisions.
		3			Displays enthusiasm and cooperation and will adapt.
		3			Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category.

Comments on Personal Qualities

Rick is competent and knowledgeable. He has the experience and skill set to guide Belle Isle into the future.

2.87 **Overall Rating**
(Consider all items above)

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Additional Comments

[Empty comment box]

Evaluation Completed by: Stan Smith

Date: 03/04/2025

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

Stan Smith
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? yes no

If yes, what information would you like to have to determine the appropriate increase?

The total CPI increase for 2024.

If no, please comment.

14

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager's direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager's direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor's Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years' experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver's License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
- Ability to make effective decisions.
- Ability to maintain records, files, and reports in accordance with established methods and procedures.
- Ability to read, interpret, and analyze instructions and/or data effectively.
- Ability to work independently with minimal supervision.
- Ability to formulate, submit and administer budgets.
- Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment

14

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

City Manager Self-Evaluation

Directions: Your responses to these questions must be completed and attached to your performance and development self-evaluation. Additional pages may be added as necessary.

1. How have you accomplished your goals and/or work assignments in your first year of employment?

2. What other job-related accomplishments have you had that were not part of the goals set during your first year?

3. What obstacles or setbacks did you encounter during the year?

4. What do you see as your major goal(s) for this next evaluation period?
What can the City Council do to help you accomplish these goals?

14

5. What suggestions do you have for improving the effectiveness between you, the Council, and Mayor?

6. Do you have specific training needs that the Council can facilitate, and how will those needs help you meet your goals?

7. Are there any other issues or comments you wish to share?

14

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January-December 2024

James "Jim" Patten

Governing Body Member's Name

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.


Governing Body Member's Signature

3-4-2025
Date Submitted

Mayor's Signature

Date Reviewed


Jennifer Owen rec'd 3/5/2025


Comm/Mayor initials

INSTRUCTIONS

This evaluation form contains eight evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

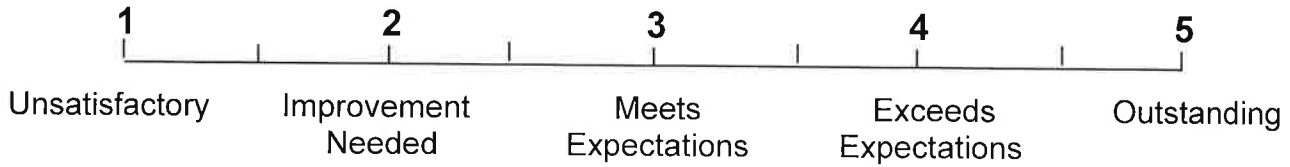
Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.



Comm/Mayor initials

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

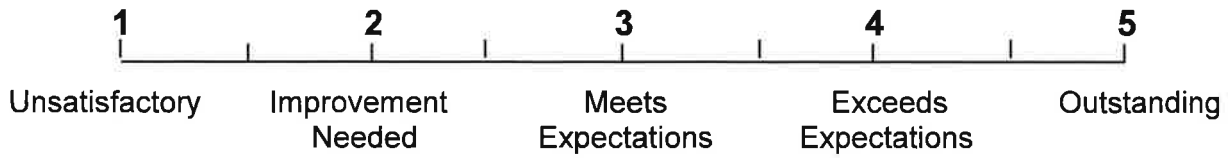
- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission’s policymaking role and relevant legislation and developments in the area of public policy affecting the City 3_____
- b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 3_____
- c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 2_____
- d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 2_____
- e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 2_____
- f. Responds well to requests, advice, and constructive criticism 3_____

Add the values from above and enter the subtotal _____ + 6 = _____ score for this category

Comments on Relating to the Governing Body

Rick often forwards updates or information from the state/county. Other than that there is no additional critical information provided other than through council meetings/reading packets I discover new matters. The communication I receive from Rick is a text on Tuesday mornings of council meetings asking if I have questions. Rick has brought matters to the council that he himself could have handled. Reduction of a voting location was brought to us and all alternatives were not considered before making recommendations to council. Rick was unaware early voting had been canceled. Rick responds well to requests and usually as well to advice.

CITY OF BELLE ISLE EVALUATION OF CITY MANAGER



Rate the following categories using the chart above.

1. Relating with Governing Body - Providing Information

- a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission’s policymaking role and relevant legislation and developments in the area of public policy affecting the City 3
 - b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded. 3
 - c. Carries our directives of the body as a whole as opposed to those of any one member or minority group. 2
 - d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns 2
 - e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions. 2
 - f. Responds well to requests, advice, and constructive criticism 3
- Add the values from above and enter the subtotal 15 + 6 = 21 score for this category

Comments on Relating to the Governing Body

Rick often forwards updates or information from the state/county. Other than that there is no additional critical information provided other than through council meetings/reading packets/discuss new matters. The communication received from Rick is a text on Tuesday morning of council meetings asking if we accept. Rick has brought matters to the council that he himself could have handled. Reduction of a voting location was brought to us and all alternatives were not considered before making recommendations to council. Rick was unaware early voting

 Comm/Mayor initials

2. Organizational Relations: Fiscal Management

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 4

- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and manpower, material, and equipment. 3

- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 110 + 3 = 113 score for this category

Comments on Fiscal Management

I want to see Rick and his staff stay within the budget and budget lines. I heard the statement in a council meeting that if we go over on a line we can take from another line and just amend the budget. Sometimes this might be necessary but a budget is to be adhered to not adjusted to suit the whims of a department.

3. Personnel Management

- a. Effectuate sound personnel selection and placement policies. 3

- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 3

- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 4

Add the values from above and enter the subtotal 110 + 3 = 113 score for this category

Comments on Personnel Management



4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 2
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 4
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 4
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 3
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 3

Add the values from above and enter the subtotal 16 + 5 = 21 score for this category

Comments on Managing the Organization

I would like to see Rick conduct more review of policies and ordinances and find where we need to make improvements.

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 4
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 4
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 12 + 3 = 15 score for this category

Comments on Relations with the Public

In my experiences with Rick and residents in my district where he has helped with issues or matters that have come up he has gone out of his way to meet with folks understand and provides a high level of customer service. Thinking of the dock issue in the neighbor dispute.

4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 2
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 4
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 4
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 3
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 3

Add the values from above and enter the subtotal 16 + 5 = 21 score for this category

Comments on Managing the Organization

I would like to see Rick conduct more review of policies and ordinances and find where we need to make improvements.

5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 4
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 4
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 12 + 3 = 15 score for this category

Comments on Relations with the Public

In my experience with Rick and residents in my district where he has helped with issues or matters that have come up he has gone out of his way to meet with folks understand and provides a high level of customer service. Thinking of the dock issue in the neighbor dispute.



6. Relations with Other Governments

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 3
- b. Develop and administer an effective program of grantsmanship. 2

Add the values from above and enter the subtotal 5 + 2 = 7 score for this category

Comments on Relations with Other Governments

need to build relationships within areas of Orange County, district 3 commissioner? has there been presence at nav board meetings? school board meetings? No work has been done that I am aware on developing or administering an effective program on grantsmanship.

List any goals, achievements, and objectives.

Reach out to the county and build relationships, fire, district 3 comm, etc.
Reach out to other local CM's and build relationships.
These relationships could open doors or provide opportunity for the city.

 Comm/Mayor Initials

6. Relations with Other Governments

a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 3

b. Develop and administer an effective program of grantsmanship. 2

Add the values from above and enter the subtotal 5 + 2 = 7 score for this category

Comments on Relations with Other Governments

need to build relationships within areas of Orange County, district 3 commissioner? Has there been presence at new board meetings? school board meetings? No work has been done that I am aware of developing or administering an effective program on grantsmanship.

List any goals, achievements, and objectives.

Reach out to the county and build relationships, fire, district 3 comm, etc.
Reach out to other local CMOs and build relationships.
These relationships could open doors or provide opportunity for the city.

 Comm/Mayor initials

Commission Member Observations – Narrative Evaluation

- A.** Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

The time in which to complete tasks takes far too long. The landscape around city hall was removed in June/July 2024 and nothing was planted until 12/2024 the day before light the way. The task of painting PD and CH have been on the to-do list for nearly one year. The inside is still not painted in CH. Continuing to work on updating the Purchasing Policy for a year. The study on Conway and Judge has been on the list for one year as well as other to-do's. Sense of urgency.

- B.** What would you identify as the manager's strength(s), expressed in terms of the principles results achieved during the rating period?

Rick shows a high level of customer service and works to understand the residents and help to resolve the matters that come before him in an equitable manner. He lets the staff do their jobs and trusts them to do their jobs with little involvement or oversight.

- C.** What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

Complete tasks in a timely fashion, set a date in mind to complete tasks quicker.
 Sense of urgency, defy normal government and get things done go the extra mile.
 Make decisions with confidence and own them.
 Have team meetings again regularly for your staff. Be it bi-weekly, monthly, weekly?
 Pursue annexation opportunities please.

Rick depends on his staff too much rather than digging in and knowing more himself, he often has to seek answers in meetings from his clerk that he should know after a year.
 Example: Caught off guard by the arrangement for voting and not having an understanding what the clerk put in place. who's idea was this and where did it come from?

- D.** What constructive suggestions or assistance can you offer the City Manager to enhance performance?

Ricks work ethic is strong; he is honest, and trustworthy, sometimes too agreeable, and appears unwilling to push back when needed. Rick is a super nice guy and prefers not to "hurt" feelings and steers away from conflict.

Commission Member Observations – Narrative Evaluation

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Comm/Mayor initials

7. Managerial and Administrative Performance

1	2	3	4	5	
			X		Accessible and maintains good rapport with elected officials, staff, and the public.
		X			Demonstrates a capacity for innovation and creativity
		X			Anticipates and analyzes problems to develop practical approaches for solving them
			X		Willing to try new ideas proposed by the governing body and/or staff
				X	Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 19 + 5 = 24 score for this category.

Comments on Managerial and Administrative Performance

Staff appreciate that Rick allows them to do their jobs; however they would like to have more involvement from Rick and desire regular all hands on deck meetings. Rick is willing to try new ideas and accommodates the council ideas. If Rick has brought innovation & creativity to the job I am unaware.

8. Personal Qualities

1	2	3	4	5	
	X				Diligent and thorough in the discharge of duties. "self-starter."
				X	Exercises good judgment
		X			Open /forthright and make tough decisions.
		X			Displays enthusiasm and cooperation and will adapt.
			X		Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 17 + 5 = 22 score for this category.

Comments on Personal Qualities

discharge of duties - slow to complete to-do's apprehensive to make tough decisions appearance; I do not know if there is a grooming policy; hair can at times be too long and hanging over ears to much for an executive professional position in my opinion. when Rick came for interviews he looked clean cut and sharp in his suit.

 Overall Rating
(Consider all items above)

7. Managerial and Administrative Performance

1	2	3	4	5	
			X		Accessible and maintains good rapport with elected officials, staff, and the public.
		X			Demonstrates a capacity for innovation and creativity
		X			Anticipates and analyzes problems to develop practical approaches for solving them
			X		Willing to try new ideas proposed by the governing body and/or staff
				X	Sets a professional example by handling affairs of the public office in a fair and impartial manner

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8. Personal Qualities

1	2	3	4	5	
	X				Diligent and thorough in the discharge of duties, "self-starter."
				X	Exercises good judgment
		X			Open/forthright and make tough decisions.
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			X		Exhibits composure, appearance, and attitude appropriate for an executive position

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Comments on Personal Qualities

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Overall Rating
(Consider all items above)

Additional Comments

When concerns arise with staff and CM, there needs to be protocol in our employee manual to provide a place for the staff to go to; such as a lawyer working for the city, a neutral party, the Mayor or Vice Mayor?

Lower amount of \$ CM has permission to approve w/ no council input during emergency powers.

Perhaps the charter should be changed back to allow the Mayor to communicate with council and have no vote or perhaps have a vote.

Consider whether the CM has a conflict of interest because they have a monopoly on the system and there is no check and balance. Makes all decisions.

Consider whether council and Mayor should have access to staff, or be able to request staff assistance. Not necessarily direct the staff, but someone to help council and Mayor when needed.

Evaluation Completed by: James Jimé Partin

Date: 3-4-2025



Additional Comments

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Evaluation Completed by: James "Jim" Partin

Date: 3-4-2025

 Comm/Mayor initials

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

James "Jim" Partin
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? yes X no

If yes, what information would you like to have to determine the appropriate increase?

If no, please comment,

Based on this previous year I have not reached the point where I believe an increase is warranted. Rick assumed the job and has quietly done the job, I believe there are areas for improvement for Rick this coming year.

- Knowledge of local governmental operations.
-Ability to establish and maintain effective working relationships with, government officials.
Outside COBI
-Ability to make effective decisions.
-Directs and supervises the administration of all departments, offices, and agencies of the City.
-Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City. (I should know more sooner, not discover in a meeting)

I would like to have a better understanding of what Rick does from day to day and week to week, what is he bringing to the table himself, I look forward to reviewing and gaining this insight from his self evaluation.

City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

Salary Adjustment

James "Jim" Partin
Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase? yes no

If yes, what information would you like to have to determine the appropriate increase?

[Empty box for providing information to determine the appropriate increase]

If no, please comment,

Based on this previous year I have not reached the point where I believe an increase is warranted. Rick assumed the job and has quietly done the job, I believe there are areas for improvement for Rick this coming year.
-Knowledge of local governmental operations.
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Outside COBI
-Ability to make effective decisions.
-Directs and supervises the administration of all departments, offices, and agencies of the City.
-Keeps the Council fully advised as to the financial condition and future needs of the City and

[Signature] Comm/Mayor initials

City of Belle Isle City Manager Position Description

General Description: The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.


Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager’s direction and supervision to exercise these powers with respect to subordinates in that officer’s department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager’s direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager’s direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

Minimum Requirements:

- Bachelor’s Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years’ experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver’s License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

 Comm/Mayor initials

-
- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
 - Ability to make effective decisions.
 - Ability to maintain records, files, and reports in accordance with established methods and procedures.
 - Ability to read, interpret, and analyze instructions and/or data effectively.
 - Ability to work independently with minimal supervision.
 - Ability to formulate, submit and administer budgets.
 - Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment



City of Belle Isle

City Manager Performance Evaluation

Evaluation period: January -December 2024

City Manager Self-Evaluation

Directions: Your responses to these questions must be completed and attached to your performance and development self-evaluation. Additional pages may be added as necessary.

- 1. How have you accomplished your goals and/or work assignments in your first year of employment?

- 2. What other job-related accomplishments have you had that were not part of the goals set during your first year?

- 3. What obstacles or setbacks did you encounter during the year?

- 4. What do you see as your major goal(s) for this next evaluation period?
What can the City Council do to help you accomplish these goals?

5. What suggestions do you have for improving the effectiveness between you, the Council, and Mayor?

6. Do you have specific training needs that the Council can facilitate, and how will those needs help you meet your goals?

7. Are there any other issues or comments you wish to share?

