



Town Council Workshop

June 26, 2023 at 5:15 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.,

Howey-in-the-Hills, FL 34737

Join Zoom Meeting: <https://us06web.zoom.us/j/83510633906?pwd=U0JDdEJsN0pDQI9OaHB5d04rdWNqdz09>
Meeting ID: 835 1063 3906 | **Passcode:** 516336

AGENDA

Call the Town Council Meeting to order
Pledge of Allegiance to the Flag
Invocation by Councilor Reneé Lannamañ

ROLL CALL

Acknowledgement of Quorum

NEW BUSINESS

- 1. Discussion: Town Manager Annual Review**

PUBLIC COMMENTS

Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

ADJOURNMENT

To Comply with Title II of the Americans with Disabilities Act (ADA):

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STs) and Enhanced Speech to Speech.

Howey Town Hall is inviting you to a scheduled Zoom meeting.

Topic: **Town Council Meeting**

Time: **Jun 26, 2023 05:15 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/83510633906?pwd=U0JDdEJsN0pDQI9OaHB5d04rdWNqdz09>

Meeting ID: 835 1063 3906

Passcode: 516336
Dial by your location
+1 646 558 8656 US (New York)
+1 346 248 7799 US (Houston)
Meeting ID: 835 1063 3906
Passcode: 516336
Find your local number: <https://us06web.zoom.us/j/kwRUXqalq>

Please Note: In accordance with F.S. 286.0105: Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.

Town Manager Performance Evaluation

Town Manager's Name: _____

Council Member Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council to evaluate the Town Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Town Attorney. Performance levels can be based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

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Town Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
<ul style="list-style-type: none"> a. Is knowledgeable of current developments affecting the management field and affecting local governments. b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization. c. Anticipates problems and develops effective approaches for solving them. d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical. e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner. 	
Total Rating for this Performance Dimension:	

2. Council/Commission Relations	Rating:
<ul style="list-style-type: none"> a. Carries out directives of the Board as a whole rather than those of any one Board member. b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members. c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action. d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board. e. Is willing to try new ideas proposed by Board members. 	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> </div>
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

3. Citizen and Public Relations	Rating:
<ul style="list-style-type: none"> a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus. b. Is willing to meet with members of the community and is responsive to their concerns. c. Demonstrates a dedication to service to the community and its citizens. d. Expresses information orally in a clear and concise manner when making public presentations. e. Is skillful with the news media, proactively providing information that is important to the public. 	
Total Rating for this Performance Dimension:	

4. Policy Execution	Rating:
<ul style="list-style-type: none"> a. Understands, supports, and enforces the organization's ordinances, policies, and procedures. b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board. c. Implements Board actions in accordance with the intent of the Board. d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies. 	
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

5. Intergovernmental Relations	Rating:
<ul style="list-style-type: none">a. Promotes a positive working relationship with other governmental entities.b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.c. Positively and effectively represents the organization and its interests when working with other governmental agencies.d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.e. Is willing to share resources or information with other governmental agencies as appropriate.	
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

6. Staffing and Management	Rating:
<ul style="list-style-type: none"> a. Recruits and retains competent personnel for Town positions. b. Is aware of staff weaknesses and works to improve their performance. c. Promotes training and development opportunities for employees at all levels of the organization. d. Stays accurately informed and concerned about employee relations. e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support. 	
Total Rating for this Performance Dimension:	

7. Fiscal Management	Rating:
<ul style="list-style-type: none"> a. Prepares a balanced budget to provide services at a level directed by the Board. b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds. c. Prepares the budget in an intelligent but readable format. d. Submits the proposed budget in a timely manner that allows for an appropriate review period. e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year. 	
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

8. Planning and Organizational Development	Rating:
<ul style="list-style-type: none">a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.d. Has a capacity for and encourages innovation.e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

9. Leadership and Decision-Making	Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____
e. Is able to effectively make decisions rapidly in situations where information is limited, and the outcome might be uncertain.	_____
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

10. Individual Characteristics	Rating:
<ul style="list-style-type: none">a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.d. Has the capacity to listen to others and to recognize their interests.e. Avoids political positions, partisanship, and unnecessary controversy.	
Total Rating for this Performance Dimension:	

Town Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise		
2. Council/Commission Relations		
3. Citizen and Public Relations		
4. Policy Execution		
5. Intergovernmental Relations		
6. Staffing and Management		
7. Fiscal Management		
8. Planning and Organizational Development		
9. Leadership and Decision-Making		
10. Individual Characteristics		

Total Score:

Total Average Rating:

Date: September 20, 2022

CITY OF FRUITLAND PARK CITY MANAGER PERFORMANCE EVALUATION

**October 2016 – September 2017
(Evaluation Period)**

Evaluation Scale

Exceeds Expectation	Performance which exceeds the level normally expected
Meets Expectation	Generally meets expectation on performance criteria
Needs Improvement	Falling short of what is normally expected

Please place an “X” on the line in front of the description you feel the performance qualifies as. Please provide an explanation if “needs improvement” is marked.

RELATIONS WITH CITY COMMISSION

Maintains informative and timely communications, both verbal and written, with the City Commission

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Follow up promptly on Commission requests for information or action without having to be reminded?

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Receptive to constructive criticism and advice.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Leads the City through example, such as being professional, courteous, prompt attendance at meetings, returns phones calls/messages and adhering to established policies and procedures.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

POLICY EXECUTION AND DEVELOPMENT**Implements policies set by Commission.**

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Develops short and long range plans and goals to meet City objectives consistent with established priorities set by City Commission.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Assists Commission in establishing policy, while acknowledging the ultimate authority of the Commission.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Supports the actions of the Commission after a decision has been reached.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

ORGANIZATIONAL MANAGEMENT

Has effective oversight of City operations.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Aware of staff weaknesses and works to improve their performance.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Takes responsibility for staff actions.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Recruits and/or retains competent personnel for City positions.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

FISCAL MANAGEMENT**Submits the proposed budget in a timely manner that allows for an appropriate review period.**

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Prepares a balanced budget to provide services at a level directed by Commission.

___ Exceeds Expectation ___ Meets Expectation ___ Needs Improvement

Explain your ranking:

Appropriately monitors and manages the fiscal activities of the City throughout the fiscal year, conscious of the need to operate the City efficiently and effectively.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

COMMUNITY RELATIONS

Dedicated to the community and its citizens and businesses.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

Positively and effectively represents the City and its interests when working with other government agencies.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

Willing to meet with citizens and business owners to discuss issues or concerns.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

Cooperative with other organizations within the City or local area, such as non-profit organizations, and other similar community based groups.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

Projects a positive image on behalf of the City.

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

EVALUATOR'S COMMENTS, if any:

OVERALL EVALUATION

☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement

Explain your ranking:

Town Manager's Performance Planning and Appraisal Program

Instructions:

- Prior to the start of the performance period, the Town Council and the Town Manager shall review plans, objectives and priorities.
- The Town Manager completes a draft of the PPAP form with proposed behaviors, objectives, measures, and standards to be evaluated and consistent with the overall Town Plan and objectives.
- The Town Council reviews draft plan with Town Manager, suggest changes or additions to performance plan content and discusses relevant factors that could be considered in evaluating overall performance.
- The Town Manager completes the final draft of performance plan and forwards to the Town Council for approval.

➤ Performance Monitoring

- The Town Council systematically observes and notes performance behaviors and results, critical incidents and provides ongoing feedback and coaching.
- The Town Manager should keep the Town Council informed of progress toward achieving performance expectations.
- If necessary, Council may agree to modify the performance plan in response to changing circumstances or priorities.

➤ Performance Appraisal

- The Town Manager completes a draft of the evaluation components of the performance plan.
- The Town Council reviews the agreed upon performance plan documentation and the Town Manager's self-evaluation, and notes areas of agreement or disagreement with the draft appraisal.
- The Town Councilors and Town Manager meet to discuss the draft appraisal and reach consensus on performance outcomes.
- The Performance evaluation is completed in final form and returned to the Town Council for signatures. The Town Manager may sign and date as well, but signature is only to indicate that evaluation information has been discussed with him or her.
- At the conclusion of the appraisal meetings, the Town Council and the Town Manager should agree on a schedule for preparing a performance plan for the next performance period.

A Performance Evaluation form shall be completed by the Town Manager and by each member of the Council to evaluate the Town Manager's performance in the following categories. Each member of the Town Council shall discuss the form with the Town Manager.

Performance levels should be based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
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- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

June 9, 2023: Town Council discusses and agrees on a format, process and timeline for the Town Manager Performance Evaluation

Following are the evaluation categories. Provide your rating for each category. The questions in each category provide the scope and focus for your category rating and explanation for your rating.

1. Supervision Rating:

Does the Manager delegate effectively?

Does the Town Manager maintain a standard of respect for department head's ability and encourage their initiative?

Does the Manager challenge them to perform at their highest level?

Does the Manager hold them accountable for their actions?

Is the Manager ensuring that appropriate succession plans are in place?

Explanation for Rating:

2. Leadership Rating:

Does the Town Manager motivate others to succeed?

Does the Manager actively promote efficiency in operations?

Does the Manager create an organizational culture of responsiveness and performance?

Does the Manager demonstrate a high regard for personal ethics?

Does the Manager take accountability for own actions?

Explanation for Rating:

3. Execution of Policy Rating:

Does the Town Manager understand the laws, ordinances and policies of the Town and cause them to be fairly enforced?

Explanation for Rating:

4. Community Relations Rating:

Does the Manager work well with citizens and the community?

Does the Manager properly handle their complaints and address their concerns?

Does the Manager ensure that staff provides the best service possible to the community?

Explanation for Rating:

5. Administrative Duties Rating:

Does the Manager properly handle administrative duties?

Does the Manager prepare agendas and plan meetings focusing on appropriate topics?

Explanation for Rating:

6. Economic Development Rating:

Does the Manager work well with developers and community partners while protecting the Town's interest?

Does the Manager work to increase the Town's tax base through economic development?

Explanation for Rating:

7. Intergovernmental Relations Rating:

Does the Manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town?

Explanation for Rating:

8. Town Board Relations Rating:

Does the Manager work well with the Board making sure there is accurate, relevant and thorough information available prior to meetings?

Is the Manager willing to meet with Board members to deal with individual problems and issues?

Is communication consistent, timely and effective?

Are balanced and impartial recommendations and alternatives being made when needed?

Has the Manager earned the trust and confidence of all board members?

Does the Manager help the Board develop high-performing habits?

Explanation for Rating:

9. Planning Rating:

Does the Town Manager involve him/herself in the planning process to the correct degree?

Is the Manager planning appropriately for future Town needs?

Is the Manager strategic with his/her planning efforts?

Explanation for Rating:

10. Financial Management/Budget Rating:

Does the Manager ensure the budget is prepared and executed in the manner approved by the Board?

Does the Manager ensure the Town's monies are managed properly?

Does the Manager actively seek efficiencies?

Explanation for Rating:

Overall Rating:

1. Supervision:
2. Leadership:
3. Execution of Policy:
4. Community Relations:
5. Administrative Duties:
6. Economic Development:
7. Intergovernmental Relations:
8. Town Board Relations:
9. Planning:
10. Financial Management/Budget:

Average of all Ratings

1. In your opinion, what were the Town Manager's three most significant accomplishments, projects or outcomes this previous year?
 - a.
 - b.
 - c.
2. Please list three areas of improvement which you would like the Town Manager to focus on in the coming year.
 - a.
 - b.
 - C.
3. What additional comments would you like to make?