



## City Managers Evaluation City of Bunnell

Use the following scale to complete this evaluation

**Rating Description**

- 1 Unacceptable- Unsatisfactory performance
- 2 Conditional - Requires Improvement
- 3 Satisfactory - Meets City Commission expectations
- 4 Exceptional - Generally exceeds Commission Expectations
- 5 Outstanding - Substantially exceeds Commission Expectations

Please assign the rating for each item based upon your observation of the City Manager's job performance.

SECTION I: ASSISTING CITY COMMISSION WITH ITS POLICY-MAKING ROLE	Rating
<b>A. Providing Information</b>	
<b>The City Manager provides information which is:</b>	
Detailed and reliable	3
Explained in a thorough manner and includes alternatives or recommendations	3
Timely	2 <sup>+</sup>
Helpful in preventing trivial administrative matters from being reviewed by the City Commission	2
Helpful and adequate to assist City Commission in making sound decisions	2
<b>The City Manager:</b>	
Provides members of City Commission with the opportunity to set long-term organizational goals and to establish the future direction of City policy	2 <sup>+</sup>
Keeps City Commission informed, in a timely manner, of the things City Commission wants to know	2 <sup>+</sup>
Keeps City Commission well informed with concise written and oral communications	3
Provides City Commission members with information on an equal basis	3
Informs the City Commission of administrative developments	2
Follows up in a timely manner on City Commission requests for information or action.	4
<b>B. Providing Advice</b>	
<b>The City Manager:</b>	
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	3

Considers alternatives before making recommendations	2
Plans ahead, anticipates needs and recognizes potential problems	2
Has a good sense of timing in bringing issues to the City Commission for action	3
Comments: Options for solutions / "trivial adm. matters" - better communication for brainstorming + problem solving. Hiring consultants w/out discussion.	
<b>SECTION II: INTERNAL ADMINISTRATION</b>	
<b>A. Implementation of City Commission Policies</b>	
<b>The City Manager is effective in the following areas:</b>	
Carrying out City Commission directives	3
Assigning work so that it is performed efficiently and effectively	2
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	2
Analyzing problems or issues and identify causes, reasons, and implications	2 <sup>+</sup>
Accurately interpreting the direction given by City Commission	3
Carrying out the directives of City Commission as a whole rather than those of any one City Commission member, but recognizes the concerns of the minority	3
Supporting the actions of the City Commission after a decision is made	3
Assuming responsibility for staff performance	2
Providing members of City Commission with periodic status reports on projects or tasks which may overlap months or years in implementation	3
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	3
<b>B. Financial Management</b>	
<b>Are you satisfied with the City Manager's?</b>	
Approach to budget preparation and review	2
Use of standard financial management procedures to meet City Commission's policy guidelines	2
Implementation of City Commission's policy regarding the expenditure of budgeted funds	3
Cost control through economical use of labor, materials and equipment	3
Information on the financial status of City government	3
Use of available funds and his ability to operate the City efficiently and effectively	3
Knowledge of financial matters	2 <sup>+</sup>
Information pertaining to long or short-term financing for capital projects or equipment purchases	2 <sup>+</sup>
Information on opportunities for federal and state grant funding	3

<b>C. Personnel Management</b>	
<b>The City Manager is:</b>	
Successful in guiding people as a team toward common objectives	2
Effective in selecting qualified and highly competent staff members (no directors hired)	N/A
Effective in maintaining professional relationships with Department Directors	2
Effective in assuring that staff members make a positive impression on citizens	3
It is recommended you speak to Department Directors to gain an accurate understanding of how effective the City Manager is with all the above items. Number of Directors and/or City staff talked to for evaluation of the City Manager:	✓
<b>The City Manager:</b>	
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	2
Develops and motivates employees so that they are increasingly effective	2
Addresses disciplinary problems and takes action when warranted	2
Monitors performance of employees and initiates corrective action as needed	2
Comments Poor budget (w/loss) with Commission. Poor staff morale. Departments "pitted" against each other. Poor motivation for staff. Inconsistent follow up.	/
<b>SECTION III: EXTERNAL RELATIONS</b>	
<b>A. Citizen Relations</b>	
<b>The City Manager:</b>	
Makes a positive impression on citizens and is he respected in the City of Bunnell	4
Has appropriate visibility or identity in the community	4
Assists the City Commission in resolving problems at the administrative level to avoid unnecessary City Commission action	2
Is willing to meet with members of the community and discuss issues of concern	3
Is skillful with the news media, avoiding political positions and partisanship	3
Provides information to the public in a timely fashion on matters which will cause public reaction	3
Represents City Commission positions and policies accurately and effectively	3
Thinks and acts in a manner reflecting an attitude that client (City Commission, staff or citizens) perceptions and satisfactions are important	3
Responds completely and in a timely manner to citizen complaints	3
<b>Intergovernmental Relations:</b>	
<b>The City Manager is:</b>	
Effective representing the City's interests in dealing with other agencies	3
Participative in enough intergovernmental activity to have an impact on behalf of the City	3
Cooperative with the county, state and federal governments	3

Comments:	
<b>SECTION IV: PERSONAL ACCOMPLISHMENTS</b>	
<b>A. Communications</b>	
With regard to communications, City Manager is:	
Easy to talk to and a good listener	3
Thoughtful, clear and to the point	3
Sensitive to the concerns of others	2
Candid and forthright in discussing City business matters with members of City Commission	3
<b>B. Management Style</b>	
<b>The City Manager</b>	
Demonstrates interest and enthusiasm in performing his duties	3
Commands respect and good performance from staff	2
Shows initiative and creativity in dealing with issues, problems and unusual situations	3
Is open to new ideas and suggestions for change	3
Works well under pressure	2+
Consistently puts aside personal views and implements City Commission policy and direction	3
Displays the ability to resolve the numerous conflicts inherent in municipal government	2
Responds well to a changing world and local conditions; is adaptive	3
Is accessible to City Commission members	3
Conforms to the high standards of the profession; follows the 11ICMA Code of Ethics Tenet 11	2+
Exhibits a commitment to continuing education to encourage his professional development	?
Is receptive to constructive criticism and advice	3
<b>C. Job Effectiveness</b>	
<b>The City Manager:</b>	
Demonstrates interest and enthusiasm about the City Commission's Vision for the City	3
Gives his staff the tools necessary to provide efficient, responsive City services	2+
Coordinates the implementation of City goals and objectives	3
Supports policies that will promote annexation and growth in the City of Bunnell	3
Creates a positive atmosphere for successful economic development in the City	3
Supports responsible infrastructure expansion and maintenance	3
Emphasizes the need for employee training and technological improvements	?

Comments:

See attached

**SECTION V: NARRATIVE RESPONSES**  
**ACHIEVEMENTS FROM THIS PAST YEAR:**

What were the Manager's most notable accomplishments during the past year?

2 Hurricanes in 2017 - great response from staff.

Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?

See attached

**PERFORMANCE OBJECTIVES FOR COMING YEAR:**

What does the Manager do that you would like him to continue?

See attached

Is there anything that the Manager does that you would like him to do differently?

"

In what areas should the Manager focus his attention in this coming year?

"

Do you have any other general comments to share with the City Manager?

"

**SECTION VI: OVERALL PERFORMANCE RATING NARRATIVE**

Rater's Signature

Catherine Robins

Date

4-14-18

## Evaluation Summary 2018

Dan Davis, City Manager

Strengths – organizational skills, open door policy, accessible to staff and commission; quick response to requests from the commission; informative, well done monthly newsletter which has improved the knowledge of what all departments are accomplishing; positive presence when representing the City in the community; faithful to make the weekly call as requested by the Mayor.

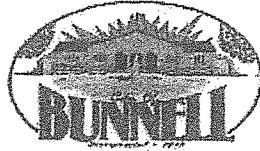
Weaknesses – major issues that occur during the week are still not reported or discussed with the Mayor. Ineffective problem solving with some issues within the city departments; allowing small issues to become large issues that are difficult to solve; poor staff morale; faction between departments that have not been resolved; short with certain staff (takes conflict as personal affront and reacts with hostility or irritation); inadequate internal customer service.

Some of the ratings of (2) might have been (3) but the communication in those areas was not strong enough to feel comfortable in marking a higher rating.

The biggest work to be done is internally with staff, personnel issues, morale building, the ability to negotiate and disagree without becoming irritated or short with staff, improved communication.

Growth opportunities – training department directors on internal customer service to be passed on to staff; re-establish mutual respect and good working relationships between departments; increased communication regarding issues that would benefit from guidance and direction; deal with all staff professionally and without anger and hostility; more timely resolution of issues that involve multiple departments; be more sensitive to financial concerns of the commission including more time and input from the commission in the budget process; resolve the purchase order issue; hire a community development director (planner) by the next fiscal year.

Catherine Robinson, Mayor



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Detailed and reliable	2
Explained in a thorough manner and includes alternatives or recommendations	3
Timely	2
Helpful in preventing trivial administrative matters from being reviewed by the City Commission	2
Helpful and adequate to assist City Commission in making sound decisions	2
<b>The City Manager:</b>	
Provides members of City Commission with the opportunity to set long-term organizational goals and to establish the future direction of City policy	3
Keeps City Commission informed, in a timely manner, of the things City Commission wants to know	1
Keeps City Commission well informed with concise written and oral communications	1
Provides City Commission members with information on an equal basis	1
Informs the City Commission of administrative developments	1
Follows up in a timely manner on City Commission requests for information or action.	1
<b>B. Providing Advice</b>	
<b>The City Manager:</b>	
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	3

Considers alternatives before making recommendations	2
Plans ahead, anticipates needs and recognizes potential problems	2
Has a good sense of timing in bringing issues to the City Commission for action	2
Comments:	
<b>SECTION II: INTERNAL ADMINISTRATION</b>	
<b>A. Implementation of City Commission Policies</b>	
<b>The City Manager is effective in the following areas:</b>	
Carrying out City Commission directives	2
Assigning work so that it is performed efficiently and effectively	3
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	2
Analyzing problems or issues and identify causes, reasons, and implications	2
Accurately interpreting the direction given by City Commission	2
Carrying out the directives of City Commission as a whole rather than those of any one City Commission member, but recognizes the concerns of the minority	2
Supporting the actions of the City Commission after a decision is made	2
Assuming responsibility for staff performance	2
Providing members of City Commission with periodic status reports on projects or tasks which may overlap months or years in implementation	3
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	3
<b>B. Financial Management</b>	
<b>Are you satisfied with the City Manager's?</b>	
Approach to budget preparation and review	2
Use of standard financial management procedures to meet City Commission's policy guidelines	2
Implementation of City Commission's policy regarding the expenditure of budgeted funds	2
Cost control through economical use of labor, materials and equipment	2
Information on the financial status of City government	2
Use of available funds and his ability to operate the City efficiently and effectively	2
Knowledge of financial matters	2
Information pertaining to long or short-term financing for capital projects or equipment purchases	2
Information on opportunities for federal and state grant funding	3



<b>C. Personnel Management</b>		
<b>The City Manager is:</b>		
Successful in guiding people as a team toward common objectives		2
Effective in selecting qualified and highly competent staff members		3
Effective in maintaining professional relationships with Department Directors		2
Effective in assuring that staff members make a positive impression on citizens		2
It is recommended you speak to Department Directors to gain an accurate understanding of how effective the City Manager is with all the above items. Number of Directors and/or City staff talked to for evaluation of the		n/a
<b>The City Manager:</b>		
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner		2
Develops and motivates employees so that they are increasingly effective		2
Addresses disciplinary problems and takes action when warranted		2
Monitors performance of employees and initiates corrective action as needed		2
Comments	Comments are based on my personal observations and are independent.	
<b>SECTION III: EXTERNAL RELATIONS</b>		
<b>A. Citizen Relations</b>		
<b>The City Manager:</b>		
Makes a positive impression on citizens and is he respected in the City of Bunnell		2
Has appropriate visibility or identity in the community		3
Assists the City Commission in resolving problems at the administrative level to avoid unnecessary City Commission action		3
Is willing to meet with members of the community and discuss issues of concern		3
Is skillful with the news media, avoiding political positions and partisanship		2
Provides information to the public in a timely fashion on matters which will cause public reaction		2
Represents City Commission positions and policies accurately and effectively		2
Thinks and acts in a manner reflecting an attitude that client (City Commission, staff or citizens) perceptions and satisfactions are important		2
Responds completely and in a timely manner to citizen complaints		2
<b>Intergovernmental Relations:</b>		
<b>The City Manager is:</b>		
Effective representing the City's interests in dealing with other agencies		3
Participative in enough intergovernmental activity to have an impact on behalf of the City		3
Cooperative with the county, state and federal governments		3

Comments:	
<b>SECTION IV: PERSONAL ACCOMPLISHMENTS</b>	
<b>A. Communications</b>	
With regard to communications, City Manager is:	1
Easy to talk to and a good listener	2
Thoughtful, clear and to the point	2
Sensitive to the concerns of others	2
Candid and forthright in discussing City business matters with members of City Commission	2
<b>B. Management Style</b>	
<b>The City Manager</b>	
Demonstrates interest and enthusiasm in performing his duties	2
Commands respect and good performance from staff	2
Shows initiative and creativity in dealing with issues, problems and unusual situations	2
Is open to new ideas and suggestions for change	2
Works well under pressure	1
Consistently puts aside personal views and implements City Commission policy and direction	2
Displays the ability to resolve the numerous conflicts inherent in municipal government	2
Responds well to a changing world and local conditions; is adaptive	3
Is accessible to City Commission members	3
Conforms to the high standards of the profession; follows the 11ICMA Code of Ethics	3
Exhibits a commitment to continuing education to encourage his professional development	3
Is receptive to constructive criticism and advice	3
<b>C. Job Effectiveness</b>	
<b>The City Manager:</b>	
Demonstrates interest and enthusiasm about the City Commission's Vision for the City	2
Gives his staff the tools necessary to provide efficient, responsive City services	3
Coordinates the implementation of City goals and objectives	3
Supports policies that will promote annexation and growth in the City of Bunnell	3
Creates a positive atmosphere for successful economic development in the City	3
Supports responsible infrastructure expansion and maintenance	3
Emphasizes the need for employee training and technological improvements	3

Comments:

**SECTION V: NARRATIVE RESPONSES**  
**ACHIEVEMENTS FROM THIS PAST YEAR:**

What were the Manager's most notable accomplishments during the past year?  
Mr. Davis' handling of Hurricane Irma was effective.

Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?  
His ability to coordinate communication + efforts to prepare + recover from Hurricane Irma

**PERFORMANCE OBJECTIVES FOR COMING YEAR:**

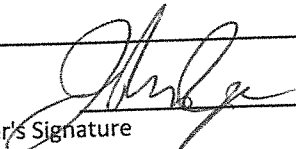
What does the Manager do that you would like him to continue?  
He has a good working relationship with other local + state government agencies.

Is there anything that the Manager does that you would like him to do differently?  
more direct communication with the board concerning the affairs of the City

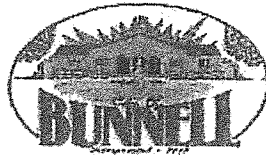
In what areas should the Manager focus his attention in this coming year?  
It would behoove Mr Davis to focus on equal communication with the five board members.

Do you have any other general comments to share with the City Manager?  
While Mr Davis' probationary period has concluded, it should be noted that it is of utmost importance that he conducts himself in a professional manner + exhibits self control in all situations.

**SECTION VI: OVERALL PERFORMANCE RATING NARRATIVE**

Rater's Signature 

Date 4-9-18



## City Managers Evaluation City of Bunnell

Use the following scale to complete this evaluation	
Rating	Description
1	Unacceptable- Unsatisfactory performance
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Please assign the rating for each item based upon your observation of the City Manager's job performance.

SECTION I: ASSISTING CITY COMMISSION WITH ITS POLICY-MAKING ROLE	Rating
<b>A. Providing Information</b>	
<b>The City Manager provides information which is:</b>	
Detailed and reliable	3
Explained in a thorough manner and includes alternatives or recommendations	3
Timely	3
Helpful in preventing trivial administrative matters from being reviewed by the City Commission	3
Helpful and adequate to assist City Commission in making sound decisions	3
<b>The City Manager:</b>	
Provides members of City Commission with the opportunity to set long-term organizational goals and to establish the future direction of City policy	3
Keeps City Commission informed, in a timely manner, of the things City Commission wants to know	3
Keeps City Commission well informed with concise written and oral communications	2
Provides City Commission members with information on an equal basis	3
Informs the City Commission of administrative developments	2
Follows up in a timely manner on City Commission requests for information or action.	3
<b>B. Providing Advice</b>	
<b>The City Manager:</b>	
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	2

Considers alternatives before making recommendations	3
Plans ahead, anticipates needs and recognizes potential problems	2
Has a good sense of timing in bringing issues to the City Commission for action	3
Comments:	
<b>SECTION II: INTERNAL ADMINISTRATION</b>	
<b>A. Implementation of City Commission Policies</b>	
<b>The City Manager is effective in the following areas:</b>	
Carrying out City Commission directives	3
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Information on the financial status of City government	
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Information pertaining to long or short-term financing for capital projects or equipment purchases	3
Information on opportunities for federal and state grant funding	2

<b>C. Personnel Management</b>	
<b>The City Manager is:</b>	
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Effective in selecting qualified and highly competent staff members	3
Effective in maintaining professional relationships with Department Directors	2
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<b>The City Manager:</b>	
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Develops and motivates employees so that they are increasingly effective	2
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Comments	
<b>SECTION III: EXTERNAL RELATIONS</b>	
<b>A. Citizen Relations</b>	
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Responds completely and in a timely manner to citizen complaints	3
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<b>The City Manager is:</b>	
Effective representing the City's interests in dealing with other agencies	3
Participative in enough intergovernmental activity to have an impact on behalf of the City	3
Cooperative with the county, state and federal governments	3

Comments:	
<b>SECTION IV: PERSONAL ACCOMPLISHMENTS</b>	
<b>A. Communications</b>	
With regard to communications, City Manager is:	
Easy to talk to and a good listener	4
Thoughtful, clear and to the point	4
Sensitive to the concerns of others	3
Candid and forthright in discussing City business matters with members of City Commission	3
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Demonstrates interest and enthusiasm in performing his duties	3
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Is open to new ideas and suggestions for change	3
Works well under pressure	2
Consistently puts aside personal views and implements City Commission policy and direction	3
Displays the ability to resolve the numerous conflicts inherent in municipal government	2
Responds well to a changing world and local conditions; is adaptive	3
Is accessible to City Commission members	3
Conforms to the high standards of the profession; follows the 11ICMA Code of Ethics	3
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Comments:

Mr Davis is still learning  
He has the potential of being a great manager

Total

2.79

**SECTION V: NARRATIVE RESPONSES**  
**ACHIEVEMENTS FROM THIS PAST YEAR:**

What were the Manager's most notable accomplishments during the past year?

Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year?

**PERFORMANCE OBJECTIVES FOR COMING YEAR:**

What does the Manager do that you would like him to continue?  
CONTINUE  
WORK TO IMPROVE

Is there anything that the Manager does that you would like him to do differently?

In what areas should the Manager focus his attention in this coming year?

Do you have any other general comments to share with the City Manager?

**SECTION VI: OVERALL PERFORMANCE RATING NARRATIVE**

Rater's Signature

Date

7-26-18



Mr. Davis is very detailed and helpful to the City Commission about providing adequate information to assist the Commission to make sound decisions. He appears to provide information to all the Commission on an equal basis.

Mr. Davis has adequate knowledge of City operations and a good sense of anticipating the needs of the City. I believe Mr. Davis would benefit from additional training regarding government finance.

Mr. Davis carries out the directives of the City Commission and provides adequate feed back to staff to assist in the timely service to the residents and businesses.

Mr. Davis could improve in his approach to budget preparation and presentation. His overall knowledge regarding the financial matters needs to improve. It is important that he familiarize himself with the purchasing policy and fully understanding the capital projects and goals of the City.

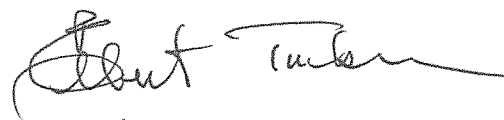
I feel Mr. Davis made a good faith effort to improve his relationships with staff since his six-month probation, and it is my hope he understands that the conclusion of the probation doesn't lessen his commitment to treat all members of the staff in a respectful and equitable manner. He also needs to insure all members of the staff responds to the citizens and business owners with equal respect.

Mr. Davis appears to effectively deal with other agencies and is cooperative with local governments.

Mr. Davis has good communication skills and appears to be thoughtful and considerate of members of the Commission. But, some of the emails he has sent has not met with my approval. He would do well to show less emotional in his written communications.

Mr. Davis demonstrates vision regarding improving the economic development of the City.

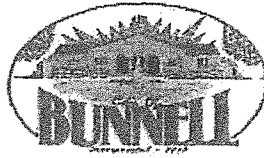
My overall performance evaluation of Mr. Davis is one of approval. I would like him to continue to familiarize himself with the City's financial picture including improvement of the audit. I encourage the continuance of fair and equitable treatment of all staff.



4/16/2018

City Manager Evaluation

Numerical - Perhaps 4.5



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Carrying out the directives of City Commission as a whole rather than those of any one City Commission member, but recognizes the concerns of the minority	3
Supporting the actions of the City Commission after a decision is made	4
Assuming responsibility for staff performance	3
Providing members of City Commission with periodic status reports on projects or tasks which may overlap months or years in implementation	4
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	5
<b>B. Financial Management</b>	
<b>Are you satisfied with the City Manager's?</b>	
Approach to budget preparation and review	2
Use of standard financial management procedures to meet City Commission's policy guidelines	4
Implementation of City Commission's policy regarding the expenditure of budgeted funds	3
Cost control through economical use of labor, materials and equipment	3
Information on the financial status of City government	3
Use of available funds and his ability to operate the City efficiently and effectively	3
Knowledge of financial matters	3
Information pertaining to long or short-term financing for capital projects or equipment purchases	3
Information on opportunities for federal and state grant funding	5

<b>C. Personnel Management</b>	
<b>The City Manager is:</b>	
Successful in guiding people as a team toward common objectives	3
Effective in selecting qualified and highly competent staff members	3
Effective in maintaining professional relationships with Department Directors	4
Effective in assuring that staff members make a positive impression on citizens	3
It is recommended you speak to Department Directors to gain an accurate understanding of how effective the City Manager is with all the above items. Number of Directors and/or City staff talked to for evaluation of the	2
<b>The City Manager:</b>	
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	4
Develops and motivates employees so that they are increasingly effective	3
Addresses disciplinary problems and takes action when warranted	3
Monitors performance of employees and initiates corrective action as needed	3
Comments: Last year's budget process needs improvement as previously discussed. Has not demonstrated sufficient efforts to bring economic growth to the City. This has been discussed in conversation and I am hopeful we will see significant improvements in the future.	
<b>SECTION III: EXTERNAL RELATIONS</b>	
<b>A. Citizen Relations</b>	
<b>The City Manager:</b>	
Makes a positive impression on citizens and is he respected in the City of Bunnell	3
Has appropriate visibility or identity in the community	3
Assists the City Commission in resolving problems at the administrative level to avoid unnecessary City Commission action	4
Is willing to meet with members of the community and discuss issues of concern	3
Is skillful with the news media, avoiding political positions and partisanship	3
Provides information to the public in a timely fashion on matters which will cause public reaction	3
Represents City Commission positions and policies accurately and effectively	3
Thinks and acts in a manner reflecting an attitude that client (City Commission, staff or citizens) perceptions and satisfactions are important	3
Responds completely and in a timely manner to citizen complaints	3
<b>Intergovernmental Relations:</b>	
<b>The City Manager is:</b>	
Effective representing the City's interests in dealing with other agencies	4
Participative in enough intergovernmental activity to have an impact on behalf of the City	3
Cooperative with the county, state and federal governments	4

Comments:	
<b>SECTION IV: PERSONAL ACCOMPLISHMENTS</b>	
<b>A. Communications</b>	
With regard to communications, City Manager is:	
Easy to talk to and a good listener	4
Thoughtful, clear and to the point	4
Sensitive to the concerns of others	3
Candid and forthright in discussing City business matters with members of City Commission	3
<b>B. Management Style</b>	
<b>The City Manager</b>	
Demonstrates interest and enthusiasm in performing his duties	4
Commands respect and good performance from staff	3
Shows initiative and creativity in dealing with issues, problems and unusual situations	5
Is open to new ideas and suggestions for change	3
Works well under pressure	4
Consistently puts aside personal views and implements City Commission policy and direction	3
Displays the ability to resolve the numerous conflicts inherent in municipal government	4
Responds well to a changing world and local conditions; is adaptive	4
Is accessible to City Commission members	4
Conforms to the high standards of the profession; follows the 11ICMA Code of Ethics	4
Exhibits a commitment to continuing education to encourage his professional development	3
Is receptive to constructive criticism and advice	4
<b>C. Job Effectiveness</b>	
<b>The City Manager:</b>	
Demonstrates interest and enthusiasm about the City Commission's Vision for the City	3
Gives his staff the tools necessary to provide efficient, responsive City services	4
Coordinates the implementation of City goals and objectives	4
Supports policies that will promote annexation and growth in the City of Bunnell	3
Creates a positive atmosphere for successful economic development in the City	2
Supports responsible infrastructure expansion and maintenance	4
Emphasizes the need for employee training and technological improvements	4

Comments: Has not demonstrated sufficient efforts to bring economic growth to the City. This has been discussed in conversation and I am hopeful we will see significant improvements in the future.

Total

3.6

**SECTION V: NARRATIVE RESPONSES**  
**ACHIEVEMENTS FROM THIS PAST YEAR:**

What were the Manager's most notable accomplishments during the past year? Successfully negotiated a LOA with the County for transfer of the Volunteer Fire Department facility to the county resulting in budget savings as well as increased level of service. Very effective at securing some much needed grants for infrastructure improvements. Made a huge improvement in personal performance of duty over the last six months.

Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year? Good problem solving skills and much more willing to implement City Commission goals than previously demonstrated.

**PERFORMANCE OBJECTIVES FOR COMING YEAR:**

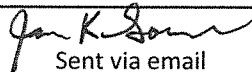
What does the Manager do that you would like him to continue? Creative problem solver.

Is there anything that the Manager does that you would like him to do differently? Do a better job with promoting the City of Bunnell. In particular, the City Manager needs to spend more time seeking growth in new businesses and residential construction. Be more active in attending local events including weekend events. when the Chamber of Commerce holds an event in Bunnell regarding economic development in our City, the CM should be there.

In what areas should the Manager focus his attention in this coming year? Economic development in the City. Find ways to reduce property taxes without decreasing services. Be more active in attending local events. Do a better job engaging local media to promote our good news stories. do a better job with press releases. Masters degree or graduate certificate in profession.

Do you have any other general comments to share with the City Manager? This year's evaluation would have been better if only considering the last six months.

**SECTION VI: OVERALL PERFORMANCE RATING NARRATIVE: Overall has the ability to succeed in this job. Increasing economic growth in the City is essential to job success. Be sure to inform Commission of important events/ especially bad news, good news, interactions with outside agencies and the press.**

  
Sent via email

Rater's Signature

Date

4/15/2018