



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 10/28/2019 Amount:
Department: City Manager Account #:
Subject: City Manager Annual Evaluation and Approval of Salary Increase
Agenda Section: New Business:
Goal/Priority: Organizational Excellence

ATTACHMENTS:

Description	Type
City Manager Employment Agreement	Contract
Mayor Robinson City Manager Evaluation	Exhibit
Vice Mayor Rogers City Manager Evaluation	Exhibit
Commissioner Baxley City Manager Evaluation	Exhibit
Commissioner Nobles City Manager Evaluation	Exhibit
Commissioner Reeger City Manager Evaluation	Exhibit

Summary/Highlights:

Dr. Alvin B. Jackson Jr. has been serving as the City Manager since October 1, 2018.

Dr. Jackson's evaluation was due on October 1st, 2019.

The City initially agreed to pay Dr. Jackson an annual base salary of \$82,000.

According to Section 6 Salary and Evaluation of the City's Contract with the City Manager, the City Commission shall evaluate the City Manager annually and may consider upon each annual performance evaluation such salary, benefit and / or performance bonus increase, as it may deem appropriate.

Background:

At the October 14, 2019 City Commission meeting, the City Commission met and agreed on the approved evaluation format, which was sent to all Commissioners.

Attached is the City Manager Employment Agreement and each individual Commission evaluation.

The City Manager evaluation is rated on the following schedule:

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards

4.00-4.49 Exceeds job Standard

4.5-5.00 Outstanding

The average of all 5 evaluations combined is 3.60

Staff Recommendation:

Per the City Commission.

City Attorney Review:

Reviewed and Approved as to form.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved



CITY MANAGER EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made and entered into on the 10 day of ^{September}~~August~~, 2018, by and between the City of Bunnell, a municipal corporation of the State of Florida (City) and Alvin B. Jackson, Jr. (City Manager), as follows:

WHEREAS, the Mayor and City Commission are committed to the Commission/City Manager form of government and to the related duties and responsibilities of the Commission and the City Manager as described in the *City Charter*; and

WHEREAS, the City wishes to employ the services of Alvin B. Jackson, Jr. as City Manager of the City of Bunnell, Florida; and

WHEREAS, it is the desire of the City to provide certain benefits, to establish certain conditions of employment, and to set working conditions of the City Manager while providing inducement for him to accept and remain in said employment; and

WHEREAS, the City Manager desires to accept employment as the City Manager of the City of Bunnell, Florida.

NOW, THEREFORE, in consideration of the mutual covenants and consideration herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SECTION 1. Duties

The City hereby agrees to employ Alvin B. Jackson, Jr. as the City Manager of the City of Bunnell to exercise the executive responsibilities and duties of local self-government not inconsistent with the *City Charter*, to perform the functions and duties specified in the *City Charter*, the City's Code Ordinances and other controlling law, and to perform other legally permissible and proper duties and functions as the City Commission shall, from time to time, assign. Pursuant to Sec. 4.02 of the *City Charter*, the City Manager's Job Description, as developed by the City Commission and adopted by a majority vote of the City Commission from time to time, shall be a binding portion of this contract for employment, and any portion of the City Manager's Job Description may be changed at any time by a majority vote of the City Commission.

SECTION 2. Term

- A. The City Manager agrees to accept employment as the City Manager effective on October 1, 2018, and to continue services thereafter in accordance with this Agreement. In accordance with the provisions of the *City Charter*, this Agreement shall be in effect for an indeterminate term.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the City Manager at any time, subject only to the provision set forth in this Agreement and in the *City Charter*.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to resign at any time from the position of City Manager subject only to the provisions set forth in this Agreement.
- D. The City Manager agrees to remain in the exclusive employ of the City of Bunnell and to not become employed by any other employer until termination date, unless termination is affected as hereinafter provided. The term "employed" shall not be construed to include occasional teaching, writing or consulting performed on the City Manager's time off, provided that the City is advised in writing of all such occasions, in advance.

SECTION 3. Termination and Severance

The City Manager shall be eligible for severance pay subject to the following terms and conditions:

- A. In the event the City Manager is terminated by the Commission during such time the City Manager is willing and able to perform the duties of the City Manager position, then, and in that event, the City of Bunnell agrees to pay the City Manager a lump sum cash payment equal to three (3) months aggregate salary; provided, however, that in the event the City Manager is terminated because of his conviction of a felony, terminated for any act of moral turpitude, or terminated for misconduct as defined in Section 443.036, Fla. Stat., then, and in that event, the City shall have no obligation to pay, and shall be prohibited from paying, the aggregate severance sum designated in this paragraph.
- B. In the event the City Manager voluntarily resigns his position with the City, then the City Manager shall not be eligible for severance pay unless the parties otherwise agree.

SECTION 4. Resignation

In the event the City Manager voluntarily resigns his position with the City, then the City Manager shall give the City sixty (60) days written notice in advance, unless the parties agree otherwise.

SECTION 5. Disability

If the City Manager is unable to perform his duties for any reason including, but not limited to, sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks beyond any accrued personal leave, the City shall have the option to terminate this Agreement provided that such termination is in full compliance with applicable State and Federal laws.

SECTION 6. Salary and Evaluation

The City agrees to initially pay the City Manager for his services pursuant hereto an annual base salary of Eighty-Two Thousand Dollars (\$82,000) and cash payouts, payable in installments at the same time as other employees of the City are paid. The City Commission shall evaluate the City Manager annually and may consider upon each annual performance evaluation such salary, benefit and/or performance bonus increases, as it may deem appropriate. The parties shall mutually agree to the evaluation process that will be utilized. The process, at a minimum, shall include: (1) a written evaluation prepared by the City; (2) an opportunity for the parties to meet and discuss the evaluation; and (3) a presentation by the City of a written summary of the evaluation results. The formal written evaluation shall be delivered within thirty (30) days of the evaluation meeting. In addition, the City Manager shall receive an annual cost of living increase at the same time and in the same percentages as other City employees for the term of this Agreement and the term of any renewal hereof.

SECTION 7. Travel

The City Manager will receive a gas allowance of \$200.00 per month.

SECTION 8. Vacation Leave

The leave specified for the City Manager under this Section is in lieu of any and all other leave to which the City Manager might otherwise have been entitled as an exempt employee, as a fulltime employee, or otherwise, including but not limited to Paid Time Off (PTO), administrative leave, incentive leave, 4 hours per week time off allowance for department heads, or any other leave entitlement, however formulated or styled, now existing or implemented in the future, with the exception of designated paid holidays and leave required by applicable state or federal law (FMLA/Military Service). The City Manager acknowledges that the aforementioned terms constitute a waiver of benefits to which he might otherwise have been entitled, and that such terms constitute material terms and bargained for provisions of this Agreement.

The City Manager shall be entitled to 38 days (304 hours) of paid leave per fiscal year. Such leave shall expire and be forfeited at the end of each fiscal year. Such leave shall be used in increments of no less than one hour. The City Manager shall not be entitled to receive payment in exchange for the paid leave or in lieu of taking the paid leave, and upon separation of employment, the City Manager shall not be entitled to receive payment for unused paid leave.

SECTION 9. Insurance

- A. The City agrees to provide directly to the City Manager annual health insurance and annual dental insurance as provided to other managerial employees of the City.
- B. The City agrees to indemnify, defend and hold the City Manager harmless from any and all claims that may arise out of the City Manager's employment with the City provided that the City Manager is acting within the scope, terms and conditions of his employment. To that end, the City shall provide insurance coverage to protect and defend the City Manager from and against tort, professional liability claims of demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the City Manager's duties as the City Manager unless he acted in bad faith with malicious purpose or in a manner which exhibits wanton and willful disregard of human rights, safety or property. The City may compromise and settle any such claim or suit, and shall pay the amount of any settlement or judgment rendered thereon. Nothing herein shall be construed to waive or extend the City's sovereign immunity limitation of liability.
- C. The City shall bear the full cost of any fidelity or other bonds required of the City Manager under any law or ordinance.

SECTION 10. Professional Development

The City Manager shall be responsible, out of his personal funds, for the payment of all expenses associated with his professional development, including but not limited to professional publications and expenses relating to various professional conferences and training. It is hereby noted that this obligation was a negotiated term incurred in exchange for an increase in the City Manager's starting salary.

SECTION 11. Memberships

The City agrees to budget and pay for the City Manager's memberships in the International City/County Managers Association (ICMA), and the Florida City/County Manager's Association (FCCMA).

SECTION 12. Business Expenses

The City shall reimburse, or may pay directly, for all the City Manager's reasonable and necessary employment-based expenses in accordance with the City's rules and regulations.

SECTION 13. Retirement

The City Manager shall participate in the Florida Retirement System pursuant to its normative processes and policies.

SECTION 14. Relocation Expenses

The City Manager shall be entitled to a reimbursement of up to \$1,200 in moving/relocation expenses and temporary lodging costs, as documented by appropriate receipts, leases, or other appropriate documentation.

SECTION 15. Other Terms and Conditions

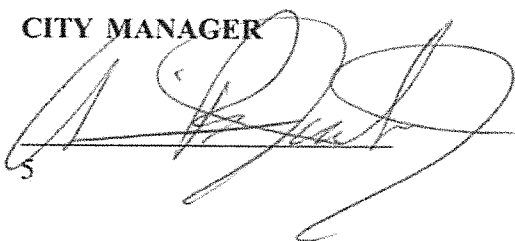
- A. The City, in consultation with the City Manager, shall fix any such other terms and condition of employment, as it may determine from time-to-time, relating to performance of the City Manager provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the *City Charter* or any other controlling law.
- B. All provisions of the *City Charter*, *City's Code of Ordinances* and the regulations and rules of the City relating to retirement and pension system contributions, holidays and other fringe benefits and working conditions as they exist or hereinafter may be amended, also shall apply to the City Manager as they would to other managerial employees of the City except as herein specially provided.

SECTION 15. General Provisions

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the City Manager.
- C. This Agreement shall be effective upon execution.
- D. If any provisions, or any portion, thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Any notice required or permitted to be given under this Agreement shall be sufficient if hand delivered or sent by certified mail, return receipt requested, to his residence, in the case of the City Manager, or to its officers in the case of the City.

IN WITNESS WHEREOF, the City Commission of the City of Bunnell has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested, and the City Manager has executed this Agreement, both in duplicate, as of the date set forth above.

CITY MANAGER




5

8/30/18

Alvin B. Jackson, Jr., City Manager


Date

CITY OF BUNNELL, FLORIDA


Catherine D. Robinson, Mayor

9/10/2018
Date

CITY ATTORNEY


Wade C. Vose

9/10/2018
Date



City of Bunnell City Manager Performance Evaluation

Name: Alvin Jackson Jr.

Evaluation Period: 10/2/2018 thru 10/1/2019

Definition of Ratings

- (1) Unsatisfactory: Consistently does not meet the performance standard.
- (2) Improvement Needed: Occasionally meets the performance standard, seldom exceeds.
- (3) Meets: Performs at the performance standard.
- (4) Exceeds: Consistently meets and often exceeds the performance standard.
- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
1. Relationship with City Commission		15%
A. Effectively implements policies and programs approved by the City Commission.	4	
B. Reporting to City Commission is timely, clear, concise and thorough.	5	
C. Accepts direction/instructions in a positive manner.	5	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	5	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	4	
F. Provides the City Commission with clear report of anticipated goals.	5	
G. Has an "open door policy" for Commissioners.	5	
Average score for this category	33	4.7143
Weighted Score		70.714
Comments:		
I appreciate the phone calls to keep me abreast of events in the City. The communication has greatly improved. He is open to suggestions and asks for input on many issues. He handles criticism with grace and dignity.		
2. Public Relations		10%
A. Projects a positive public image.	5	
B. Is courteous to the public at all times.	5	
C. Maintains effective relations with media representatives.	4	
D. Responds to requests from the public in a timely manner.	4	
Average score for this category	18	4.5
Weighted Score		45
Comments:		
This city manager projects a professional image in his dress and mannerisms. His door is open to the public and is not afraid to address concerns brought to him by the public and the commission.		
3. Effective Leadership of Staff		20%
A. Delegates appropriate responsibilities.	4	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	4	
C. Initiates programs to motivate staff.	4	
D. Initiates programs to enhance the City of Bunnell workplace.	4	
Average score for this category	16	4
Weighted Score		80
Comments:		
There has been a large staff turnover over the past year. He inherited the staff from past city managers and turnover is not surprising. He has challenged his executive staff to grow and develop leadership skills. He implemented positive events to		

reinforce behavior in the staff level.		
4. Fiscal Management		
A. Prepares realistic annual budget, which is easy to understand.	3	20%
B. Controls expenditures in accordance with approved budget.	3	
C. Keeps City Commission informed about revenues and expenditures, actual and projected.	3	
D. Ensures the budget addresses the goals and objectives, including readability.	4	
Average score for this category	13	3.25
Weighted Score		65
Comments:		
This has been a difficult department to deal with after the long term finance director left. It was difficult to present a balanced budget when there was no staff in the finance department. The current finance director was on the job three weeks before the first budget hearing. The department is in the process of being rebuilt.		
5. Communication		
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	5	15%
B. Written communications are clear, timely, forthright and encourages feedback.	4	
Average score for this category	9	4.5
Weighted Score		67.5
Comments:		
The city manager produces a written monthly report that is well written and very informative. His main method of communication is a phone call and he communicates with all commissioners.		
6. Personal Traits		
A. Initiative.	5	10%
B. Openness: Encourages participation in decision making process.	4	
C. Fairness and Impartiality.	4	
D. Creativity.	4	
E. Visionary.	5	
Average score for this category	22	4.4
Weighted Score		44
Comments:		
The city manager is a visionary and has brought this to the table to help the commission plan for our long term future. He set up an all day "advance" to work on the direction of the City for the city commission and helped develop our strategic plan. He facilitated the development of our utility plan. Another "advance" is being planned for the current commission.		
7. Intergovernmental Affairs		
A. Maintains effective communication with local, regional, State and Federal organizations/governments.	5	10%
B. Financial resources (grants) from other agencies are pursued.	4	
C. Contributions to good government through regular participation.	5	
D. Lobbies effectively with legislators and State agencies.	5	
Average score for this category	19	4.75
Weighted Score		47.5
Comments:		
His strength is effective communication toward economic development for the City and working well with other local governments as well as the County. He has a large network of connections around the state. Limited funds and limited staff are issues to be managed.		

FINAL

4.20

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

Overall Comments:
The City Manager had a successful first year and has grown into the position. The finance department has been the

most difficult to manage, with two hires in the Finance Director position within a six month period. The City lost several key department heads which created a re-alignment of those departments.

He is very effective in representing the City at various events and lobbying for the needs of the City.

He has worked well with the mayor in communicating positive events as well as brainstorming ideas to move the City forward.

Signature of Evaluator:

Date:

Catherine Robinson, Mayor

10-27-19



City of Bunnell City Manager Performance Evaluation

Name: Alvin Jackson Jr.

Evaluation Period: 10/2/2018 thru 10/1/2019

Definition of Ratings

- (1) Unsatisfactory: Consistently does not meet the performance standard.
- (2) Improvement Needed: Occasionally meets the performance standard, seldom exceeds.
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- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
1. Relationship with City Commission		15%
A. Effectively implements policies and programs approved by the City Commission.	4	
B. Reporting to City Commission is timely, clear, concise and thorough.	5	
C. Accepts direction/instructions in a positive manner.	5	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	5	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	5	
F. Provides the City Commission with clear report of anticipated goals.	5	
G. Has an "open door policy" for Commissioners.	5	
Average score for this category	34	4.8571
Weighted Score		72.857
Comments:		
2. Public Relations		10%
A. Projects a positive public image.	5	
B. Is courteous to the public at all times.	5	
C. Maintains effective relations with media representatives.	5	
D. Responds to requests from the public in a timely manner.	5	
Average score for this category	20	5
Weighted Score		50
Comments:		
3. Effective Leadership of Staff		20%
A. Delegates appropriate responsibilities.	5	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	5	
C. Initiates programs to motivate staff.	5	
D. Initiates programs to enhance the City of Bunnell workplace.	5	
Average score for this category	20	5
Weighted Score		100
Comments:		

4. Fiscal Management				20%
A. Prepares realistic annual budget, which is easy to understand.	4			
B. Controls expenditures in accordance with approved budget.	5			
C. Keeps City Commission informed about revenues and expenditures, actual and projected	5			
D. Ensures the budget addresses the goals and objectives, including readability.	5			
Average score for this category	19		4.75	
Weighted Score			95	
Comments:				
5. Communication				15%
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	5			
B. Written communications are clear, timely, forthright and encourages feedback.	5			
Average score for this category	10		5	
Weighted Score			75	
Comments:				
6. Personal Traits				10%
A. Initiative.	5			
B. Openness: Encourages participation in decision making process.	5			
C. Fairness and Impartiality.	5			
D. Creativity.	5			
E. Visionary.	5			
Average score for this category	25		5	
Weighted Score			50	
Comments:				
7. Intergovernmental Affairs				10%
A. Maintains effective communication with local, regional, State and Federal organizations/governments	5			
B. Financial resources (grants) from other agencies are pursued.	4			
C. Contributions to good government through regular participation.	5			
D. Lobbies effectively with legislators and State agencies.	5			
Average score for this category	19		4.75	
Weighted Score			47.5	
Comments:				

FINAL

4.90

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

Overall Comments:
Has been effective for the first year.

Signature of Evaluator:

J. R. R.

Date:

10/28/2019



City of Bunnell
City Manager Performance Evaluation



ANSB
~~COPY~~

Name: Alvin Jackson Jr.

Evaluation Period: 10/2/2018 thru 10/1/2019

Definition of Ratings

- (1) Unsatisfactory: Consistently does not meet the performance standard.
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- (4) Exceeds: Consistently meets and often exceeds the performance standard.
- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
1. Relationship with City Commission		15%
A. Effectively implements policies and programs approved by the City Commission.	3	
B. Reporting to City Commission is timely, clear, concise and thorough.	3	
C. Accepts direction/instructions in a positive manner.	4	
D. Effectively aids the City Commission in establishing long range goals as determined from the Statagic Plan.	3	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	2	
F. Provides the City Commission with clear report of anticipated goals.	3	
G. Has an "open door policy" for Commissioners.	4	
Average score for this category	22	3.1429
Weighted Score		47.143
Comments:		
For only one year a little above average.		
2. Public Relations		10%
A. Projects a positive public image.	4	
B. Is courteous to the public at all times.	4	
C. Maintains effective relations with media representatives.	3	
D. Responds to requests from the public in a timely manner.	3	
Average score for this category	14	3.5
Weighted Score		35
Comments:		
Above standard		
3. Effective Leadership of Staff		20%
A. Delegates appropriate responsibilities.	3	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	3	
C. Initiates programs to motivate staff.	3	
D. Initiates programs to enhance the City of Bunnell workplace.	3	
Average score for this category	12	3
Weighted Score		60
Comments:		
Meets Standards		

4. Fiscal Management			20%
A. Prepares realistic annual budget, which is easy to understand.	2		
B. Controls expenditures in accordance with approved budget.	3		
C. Keeps City Commission informed about revenues and expenditures, actual and projected	3		
D. Ensures the budget addresses the goals and objectives, including readability.	3		
Average score for this category	11	2.75	
Weighted Score		55	
Comments:			
A little below standard			
5. Communication			15%
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	3		
B. Written communications are clear, timely, forthright and encourages feedback.	3		
Average score for this category	6	3	
Weighted Score		45	
Comments:			
Meets standard			
6. Personal Traits			10%
A. Initiative.	4		
B. Openness: Encourages participation in decision making process.	3		
C. Fairness and Impartiality.	3		
D. Creativity.	3		
E. Visionary.	3		
Average score for this category	16	3.2	
Weighted Score		32	
Comments:			
Above standard			
7. Intergovernmental Affairs			10%
A. Maintains effective communication with local, regional, State and Federal organizations/governments.	3		
B. Financial resources (grants) from other agencies are pursued.	3		
C. Contributions to good government through regular participation.	3		
D. Lobbies effectively with legislators and State agencies.	3		
Average score for this category	12	3	
Weighted Score		30	
Comments:			
Standard			

FINAL

3.04

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

Overall Comments:
Mr. Jackson is doing a good job, for only 1 year on the job.

Signature of Evaluator:

Wm L. Bayless

Date:

10-29-19



City of Bunnell
City Manager Performance Evaluation

Name: Alvin Jackson Jr.

Evaluation Period: 10/2/2018 thru 10/1/2019

Definition of Ratings

- (1) Unsatisfactory: Consistently does not meet the performance standard.
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- (4) Exceeds: Consistently meets and often exceeds the performance standard.
- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
1. Relationship with City Commission		15%
A. Effectively implements policies and programs approved by the City Commission.	2	
B. Reporting to City Commission is timely, clear, concise and thorough.	1	
C. Accepts direction/instructions in a positive manner.	2	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	2	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	2	
F. Provides the City Commission with clear report of anticipated goals.	1	
G. Has an "open door policy" for Commissioners.	3	
Average score for this category	13	1.8571
Weighted Score		27.857
Comments:		
2. Public Relations		10%
A. Projects a positive public image.	4	
B. Is courteous to the public at all times.	4	
C. Maintains effective relations with media representatives.	2	
D. Responds to requests from the public in a timely manner.	2	
Average score for this category	12	3
Weighted Score		30
Comments:		
3. Effective Leadership of Staff		20%
A. Delegates appropriate responsibilities.	2	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	3	
C. Initiates programs to motivate staff.	3	
D. Initiates programs to enhance the City of Bunnell workplace.	2	
Average score for this category	10	2.5
Weighted Score		50
Comments:		

4. Fiscal Management		
A. Prepares realistic annual budget, which is easy to understand.	2	20%
B. Controls expenditures in accordance with approved budget.	3	
C. Keeps City Commission informed about revenues and expenditures, actual and projected	1	
D. Ensures the budget addresses the goals and objectives, including readability.	2	
Average score for this category	8	2
Weighted Score		40
Comments:		
5. Communication		
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	3	15%
B. Written communications are clear, timely, forthright and encourages feedback.	2	
Average score for this category	5	2.5
Weighted Score		37.5
Comments:		
6. Personal Traits		
A. Initiative.	2	10%
B. Openness: Encourages participation in decision making process.	2	
C. Fairness and Impartiality.	2	
D. Creativity.	3	
E. Visionary.	3	
Average score for this category	12	2.4
Weighted Score		24
Comments:		
7. Intergovernmental Affairs		
A. Maintains effective communication with local, regional, State and Federal organizations/governments.	3	10%
B. Financial resources (grants) from other agencies are pursued.	2	
C. Contributions to good government through regular participation.	3	
D. Lobbies effectively with legislators and State agencies.	3	
Average score for this category	11	2.75
Weighted Score		27.5
Comments:		

FINAL

2.37

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

Overall Comments:

Signature of Evaluator:

Date: 12-28-19

Donnie Noble



City of Bunnell City Manager Performance Evaluation

Name: Alvin Jackson Jr.

Evaluation Period: 10/2/2018 thru 10/1/2019

Definition of Ratings

- (1) Unsatisfactory: Consistently does not meet the performance standard.
- (2) Improvement Needed: Occasionally meets the performance standard, seldom exceeds.
- (3) Meets: Performs at the performance standard.
- (4) Exceeds: Consistently meets and often exceeds the performance standard.
- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
1. Relationship with City Commission		15%
A. Effectively implements policies and programs approved by the City Commission.	4	
B. Reporting to City Commission is timely, clear, concise and thorough.	3	
C. Accepts direction/instructions in a positive manner.	5	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	5	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	2	
F. Provides the City Commission with clear report of anticipated goals.	4	
G. Has an "open door policy" for Commissioners.	5	
Average score for this category	28	4
Weighted Score		60
Comments: When Manager and staff attend outside meetings, would expect to hear summary reports.		
Not all my requests are acted upon. (ie required PZA ByLaws)		
2. Public Relations		10%
A. Projects a positive public image.	5	
B. Is courteous to the public at all times.	5	
C. Maintains effective relations with media representatives.	4	
D. Responds to requests from the public in a timely manner.	4	
Average score for this category	18	4.5
Weighted Score		45
Comments: Actually have no real knowledge of this.		
3. Effective Leadership of Staff		20%
A. Delegates appropriate responsibilities.	5	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	3	
C. Initiates programs to motivate staff.	3	
D. Initiates programs to enhance the City of Bunnell workplace.	3	
Average score for this category	14	3.5
Weighted Score		70
Comments: There are limitations with some staff and I have no knowlwdge of workplace programs.		
Have concerns on whether we have all the right people in the right positions.		

4. Fiscal Management		
A. Prepares realistic annual budget, which is easy to understand.	1	20%
B. Controls expenditures in accordance with approved budget.	3	
C. Keeps City Commission informed about revenues and expenditures, actual and projected	2	
D. Ensures the budget addresses the goals and objectives, including readability.	2	
Average score for this category	8	2
Weighted Score		40
Comments: Did not present clear, balanced budget.		
5. Communication		
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	4	15%
B. Written communications are clear, timely, forthright and encourages feedback.	3	
Average score for this category	7	3.5
Weighted Score		52.5
Comments:		
6. Personal Traits		
A. Initiative.	5	10%
B. Openness: Encourages participation in decision making process.	4	
C. Fairness and Impartiality.	4	
D. Creativity.	5	
E. Visionary.	5	
Average score for this category	23	4.6
Weighted Score		46
Comments: Alvin is one of the most upbeat and positive people I know.		
7. Intergovernmental Affairs		
A. Maintains effective communication with local, regional, State and Federal organizations/governments.	4	10%
B. Financial resources (grants) from other agencies are pursued.	3	
C. Contributions to good government through regular participation.	4	
D. Lobbies effectively with legislators and State agencies.	4	
Average score for this category	15	3.75
Weighted Score		37.5
Comments: We need to apply for more grants. Have no knowledge of interactions with others.		

FINAL

3.51

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

Overall Comments: Effectively, a year is a short time to be able to properly evaluate.
There have been some disappointments and some hopes not fulfilled.
The talent is there and next year may bring wonderful plans.
I am aware we had deferred maintenance and many projects to catch up.
On items about which I had no knowledge, I marked a 3 presuming a typical performance standard.
Marking NA as directed, lowered the score significantly.

Signature of Evaluator: <i>Jan Reeger</i>	Date: October 28, 2019
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