

# City of Palm Coast, Florida Agenda Item

Agenda Date : 5/11/2021

<b>Department</b>	HUMAN RESOURCES	<b>Amount</b>												
<b>Item Key</b>	10644	<b>Account</b>												
		<b>#</b>												
<b>Subject</b> RESOLUTION 2021-XX APPROVING THE CITY MANAGER PERFORMANCE EVALUATION AND SALARY INCREASE FOR FY 2022														
<b>Presenter</b> : Renina Fuller, Human Resources Director														
<p><b>Background :</b>            The City Manager’s anniversary day was April 8, 2021. Ms. Fuller began the evaluation process in March 2021 with the understanding every other year is a comprehensive evaluation. Therefore, the April 2021 evaluation would be condensed. The information for the 2021 evaluation was taken from International City/County Management Association (ICMA) and Florida League of Cities. The evaluations and summary of the results are attached to this agenda item. The results were based on the following values:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Rating</td> <td style="text-align: right;">Score</td> </tr> <tr> <td>Unsatisfactory</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Improvement Needed</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Meets Expectations</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Exceeds Expectations</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Outstanding</td> <td style="text-align: right;">5</td> </tr> </table> <p>The tabulated score, which is attached, resulted in an overall value of 3.84 or just above midway between “meets expectations” and “exceeds expectations.”</p> <p>For informational purposes, City staff received an annual cost of living adjustment of 3% in February 2021, however due to COVID-19, merit increases averaging 3% to reflect performance were frozen. Employees who achieved scores higher than “meets expectations” could have received up to 5%.</p> <p>The Human Resources Director recommends that the City Manager be treated the same as all other employees with regard to the annual cost of living adjustment and performance-based merit increase.</p> <p>Based on the City Council performance evaluation rating of “meets expectations”, the recommendation is for a contract amendment that adjusts the City Manager’s salary by the same cost of living increase of 3%, as well as provide for the annual merit adjustment of 3%. This change will result in an increase of \$9,135 to the City Manager’s salary. This would take effect May 16, 2021, to coincide with the City Manager’s anniversary date.</p>			Rating	Score	Unsatisfactory	1	Improvement Needed	2	Meets Expectations	3	Exceeds Expectations	4	Outstanding	5
Rating	Score													
Unsatisfactory	1													
Improvement Needed	2													
Meets Expectations	3													
Exceeds Expectations	4													
Outstanding	5													
<p><b>Recommended Action :</b>  <b>ADOPT RESOLUTION 2021-XX APPROVING THE CITY MANAGER PERFORMANCE EVALUATION AND SALARY INCREASE FOR FY 2022</b></p>														

**RESOLUTION 2021-\_\_\_\_\_**  
**CITY MANAGER’S EVALUATION**

**A RESOLUTION RELATING TO THE ANNUAL EVALUATION AND SALARY REVIEW OF THE CITY MANAGER OF THE CITY OF PALM COAST; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTATION AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council entered into an Employment Agreement with Matthew Morton on March 19, 2019; and

**WHEREAS**, on April 8, 2019, Matthew Morton began his employment with the City of Palm Coast as City Manager of the City of Palm Coast; and

**WHEREAS**, Section 3 (2) of the Compensation clause calls for annual evaluation and salary review of the City Manager on the anniversary date of his hiring; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:**

**SECTION 1. APPROVING CITY MANAGER PERFORMANCE EVALUATION AND SALARY INCREASE.** The City Council hereby approves the City Manager’s annual performance evaluation and salary increase for FY2022, from \$152,250.00 to \$161,385.00.

**SECTION 2. DATE OF SALARY INCREASE.** Said salary increase shall be effective May 16, 2021.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The Human Resource Director, or designee is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** at the meeting of the City Council of the City of Palm Coast on the 11th day of May 2021.

**CITY OF PALM COAST, FLORIDA**

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

ATTEST:

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

City of Palm Coast, Florida  
 City Manager Evaluation Tabulation Summary  
 Fiscal Year 2021

	Mayor Holland	Vice Mayor Branquinho	Council Member Kluffas	Council Member Danko	Council Member Barbosa	Overall
<b>SECTION I: Leadership</b>						
AVERAGE TOTAL SECTION I	5.00	5.00	4.00	3.00	1.00	3.60
<b>SECTION II: Decision Making/Judgement</b>						
AVERAGE TOTAL SECTION II	5.00	5.00	4.00	3.00	1.00	3.60
<b>SECTION III: Planning &amp; Organization</b>						
AVERAGE TOTAL SECTION III	5.00	5.00	4.00	3.00	3.00	4.00
<b>SECTION IV: Financial Reporting/Budgeting</b>						
AVERAGE TOTAL SECTION III	5.00	5.00	4.00	3.00	3.00	4.00
<b>SECTION V: Communication &amp; Responsiveness</b>						
AVERAGE TOTAL SECTION IV	5.00	5.00	4.00	4.00	2.00	4.00
<b>AVERAGE TOTAL FROM ALL SECTIONS</b>	5.00	5.00	4.00	4.00	2.00	3.84

**City of Palm Coast, Florida**  
**City Manager Evaluation Tabulation**  
**Fiscal Year 2021**

	Mayor	Vice Mayor	Council	Council	Council	Average
	Holland	Branquinho	Member Kluffas	Member Danko	Member Barbosa	Total
<b>SECTION I: LEADERSHIP</b>						
Inspire others to succeed	5.00	5.00	4.00	3.00	1.00	3.60
Actively promote efficiency in operations	5.00	5.00	4.00	3.00	1.00	3.60
Demonstrate a high regard for personal ethics	5.00	5.00	4.00	3.00	1.00	3.60
<b>AVERAGE TOTAL SECTION I</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>3.00</b>	<b>1.00</b>	<b>3.60</b>

<b>SECTION II: DECISION MAKING/JUDGEMENT</b>						
Makes decisions that are well thought out and in the best interest of the city	5.00	5.00	4.00	3.00	1.00	3.60
Accepts responsibility for outcomes	5.00	5.00	4.00	3.00	1.00	3.60
Handles difficult situations in a professional and proactive manner	5.00	5.00	4.00	3.00	1.00	3.60
<b>AVERAGE TOTAL SECTION II</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>3.00</b>	<b>1.00</b>	<b>3.60</b>

	Mayor	Vice Mayor	Council Member		Council Member	Average Total
	Holland	Branquinho	Kluffas	Danko	Barbosa	

**SECTION III: PLANNING & ORGANIZATION**

Works with Council developing long and short goals and objectives	5.00	5.00	4.00	3.00		4.00
Makes effort to carry out goals and priorities of the Council	5.00	5.00	4.00	3.00		4.00
Demonstrates the ability to anticipate needs of the City and recommend options	5.00	5.00	4.00	3.00		4.00
Set realistic objectives with appropriate time frames	5.00	5.00	4.00	3.00		4.00
<b>AVERAGE TOTAL SECTION III</b>	5.00	5.00	4.00	3.00		4.00

**SECTION IV: FINANCIAL REPORTING/BUDGETING**

Budget is prepared and executed in the manner approved by Council	5.00	5.00	4.00	3.00		4.00
Provide Council with information on the financial status	5.00	5.00	4.00	3.00		4.00
Ensures the city's monies are managed properly	5.00	5.00	4.00	3.00		4.00
<b>AVERAGE SECTION IV</b>	5.00	5.00	4.00	3.00		4.00

**SECTION IV: COMMUNICATIONS & RESPONSIVENESS**

Openly communicates with Council	5.00	5.00	4.00	4.00	2.00	4.00
Responds in a timely manner to Council, Staff, and Citizen request	5.00	5.00	4.00	4.00	2.00	4.00
Availability to the Council	5.00	5.00	4.00	4.00	2.00	4.00
Carries out directives of the Council	5.00	5.00	4.00	4.00	2.00	4.00
<b>AVERAGE SECTION IV</b>	5.00	5.00	4.00	4.00	2.00	4.00

# City Manager Evaluation

Evaluation Period: 2020/2021



1	2	3	4	5
Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding

**Please rate the city manager using this scale.**

<b>Leadership</b>	<b>Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?</b>
<div style="display: flex; justify-content: space-between; width: 100%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span> </div>	Comments: <hr/> <hr/> <hr/> <hr/>
<b>Decision Making/Judgement</b>	<b>Makes decisions that are well thought out and in the best interest of the city: accepts responsibility for outcomes: handles difficult situations in a professional and proactive manner.</b>
<div style="display: flex; justify-content: space-between; width: 100%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span> </div>	Comments: <hr/> <hr/> <hr/> <hr/>
<b>Planning &amp; Organization</b>	<b>Works with Council developing long and short goals and objectives; makes effort to carry out the goals and priorities of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.</b>
<div style="display: flex; justify-content: space-between; width: 100%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span> </div>	Comments: <hr/> <hr/> <hr/> <hr/>

<b>Financial Reporting/Budgeting</b>	<b>Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Provides the Council with information on the financial status and ensures the city's monies are managed properly?</b>
1   2   3   4 <b>5</b>	Comments: _____ _____ _____ _____
<b>Communication &amp; Responsiveness</b>	<b>Openly communicates with the Council and responds in a timely manner to the requests of Council, Staff, and Citizens. Available to the Council on official business either personally or through designated subordinates. Carries out directives of the Council as a whole as opposed to those of any one member.</b>
1   2   3   4 <b>5</b>	Comments: _____ _____ _____ _____

**OVERALL PERFORMANCE**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation Completed by: M Holland

Date: 9/14/21



# City Manager Evaluation

Evaluation Period: 2020/2021



1	2	3	4	5
Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding

**Please rate the city manager using this scale.**

<b>Leadership</b>	Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?
1   2   3   4   5  <b>5</b>	Comments: <hr/> <hr/> <hr/> <hr/>
<b>Decision Making/Judgement</b>	Makes decisions that are well thought out and in the best interest of the city; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner.
1   2   3   4   5  <b>5</b>	Comments: <hr/> <hr/> <hr/> <hr/>
<b>Planning &amp; Organization</b>	Works with Council developing long and short goals and objectives; makes effort to carry out the goals and priorities of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.
1   2   3   4   5  <b>5</b>	Comments: <hr/> <hr/> <hr/> <hr/>

<b>Financial Reporting/Budgeting</b>						Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Provides the Council with information on the financial status and ensures the city's monies are managed properly?
1	2	3	4	5		Comments:
		5				_____
						_____
						_____
						_____
<b>Communication &amp; Responsiveness</b>						Openly communicates with the Council and responds in a timely manner to the requests of Council, Staff, and Citizens. Available to the Council on official business either personally or through designated subordinates. Carries out directives of the Council as a whole as opposed to those of any one member.
1	2	3	4	5		Comments:
		5				_____
						_____
						_____
						_____

**OVERALL PERFORMANCE**

**COMMENTS:** Wealth of knowledge.

\_\_\_\_\_

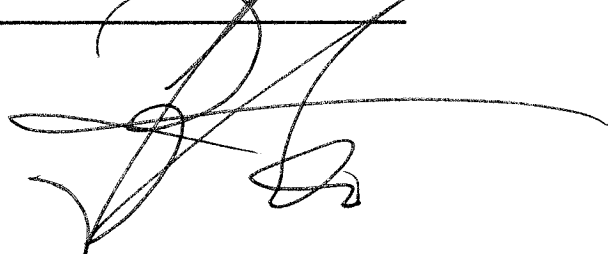
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluation Completed by: Eddie Branquinho

Date: 04/06/21



# City Manager Evaluation

Evaluation Period: 2020/2021



1	2	3	4	5
Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding

**Please rate the city manager using this scale.**

<b>Leadership</b>	<b>Does the city manager inspire others to succeed? Does he actively promote efficiency operations? Does he demonstrate a high regard for personal ethics?</b>
<b>1   2   3   4   5</b>  <div style="font-size: 2em; font-weight: bold;">4</div>	<b>Comments:</b> Inspiring others to succeed is a direct consequence of giving individuals opportunities that they can aspire to. That's exactly what we're seeing this year, internal promotions of staff and the creation of positions that will empower our organization to accelerate the execution of our strategic action plan objectives. Recently I've had conversations with Mr. Morton regarding efficiency and how to maximize his personal bandwidth; I believe we can empower Mr. Morton by identifying a point individual for creating business plans for the multiple SAP projects/objectives that require them. These business plans are what the council relies heavily on for making critical decisions with our tax dollars, they deserve all the attention required. Mr. Morton's personal ethics are satisfactory. He's had a lot of negative windfall from an especially trying political season but he didn't lose his composure. I applaud you for that.
<b>Decision Making/Judgement</b>	<b>Makes decisions that are well thought out and in the best interest of the city: accepts responsibility for outcomes: handles difficult situations in a professional and proactive manner.</b>
<b>1   2   3   4   5</b>  <div style="font-size: 2em; font-weight: bold;">4</div>	<b>Comments:</b> I consistently see Mr. Morton listens to our Council during discussion and instructs staff to complete any request as long as it has a majority in favor. Mr. Morton has improved in getting "in-front" of issues before they come to Council. I think this is also a net result from our deliberate efforts to improve messaging across all platforms, which was executed in part, by Mr. Morton.
<b>Planning &amp; Organization</b>	<b>Works with Council developing long and short goals and objectives; makes effort to carry out the goals and priorities of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.</b>
<b>1   2   3   4   5</b>  <div style="font-size: 2em; font-weight: bold;">4</div>	<b>Comments:</b> Mr. Morton benefits from a tremendous team that aggregates the Council's priorities and develops our strategic action plan. I can't emphasize enough how vital the SAP is to our City and I give credit to Mr. Morton for prioritizing the staff's direction to be consistent with Timelines consistently are met and when goals need to be reevaluated, Mr. Morton isn't hesitant to admit it.

<b>Financial Reporting/Budgeting</b>	<b>Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Provides the Council with information on the financial status and ensures the city's monies are managed properly?</b>
1   2   3   4   5  4	<b>Comments:</b> Our City Manager does a great job ensuring that our Finance team can work without bias and independently. Mrs. Alves and her team have consistently delivered clear budgets every year I've been on the council. _____ _____ _____
<b>Communication &amp; Responsiveness</b>	<b>Openly communicates with the Council and responds in a timely manner to the requests of Council, Staff, and Citizens. Available to the Council on official business either personally or through designated subordinates. Carries out directives of the Council as a whole as opposed to those of any one member.</b>
1   2   3   4   5  4	<b>Comments:</b> My communication with Mr. Morton is always effective. My requests are always punctually responded to and I have no gripes about the availabil Mr. Morton has kept with me. Mr. Morton carries out the directives of our Council, I've never felt that a consensus has been acted against. _____ _____ _____

**OVERALL PERFORMANCE**

**COMMENTS:** Over the past year we've experienced some of the most difficult times I've seen on City Council. Mr. Morton you did a tremendous job migrating our staff to a virtual environment and navigating the Covid-19 pandemic from my perspective. You rallied our staff to stick through the tough times and now we finally can see the light at the end of the tunnel. I appreciate your availability and willingness to discuss topics that impact our community and how best to accomplish my goals while serving on our Council.

Evaluation Completed by: Nicholas Klufas

Date: 4/15/20

# City Manager Evaluation

Evaluation Period: 2020/2021



1	2	3	4	5
Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding

**Please rate the city manager using this scale.**

<b>Leadership</b>	<b>Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?</b>
1   2   x3   4   5	<p>Comments: 3 – In my short time at City Hall I have only experienced limited interaction between Mr. Morton and staff, so it is hard to evaluate whether he inspires others or not. However, I have seen him promote efficiency with staff. From what I have also witnessed so far, I've personally have seen no issues regarding ethics.</p> <hr/> <hr/> <hr/>
<b>Decision Making/Judgement</b>	<b>Makes decisions that are well thought out and in the best interest of the city; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner.</b>
1   2   x3   4   5	<p>Comments: 3 – I have seen Mr. Morton handle a few difficult situations, including the recent issues regarding security at City Hall and problems regarding Waste Pro. From what I've seen so far, I believe he has acted in a very professional and proactive manner.</p> <hr/> <hr/> <hr/>
<b>Planning &amp; Organization</b>	<b>Works with Council developing long and short goals and objectives; makes effort to carry out the goals and priorities of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.</b>
1   2   x3   4   5	<p>Comments: 3 – So far, so good. I believe Mr. Morton sets realistic objectives and he makes a sincere effort to carry out our goals and priorities.</p> <hr/> <hr/> <hr/>

<b>Financial Reporting/Budgeting</b>	<b>Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Provides the Council with information on the financial status and ensures the city's monies are managed properly?</b>
1   2   x3   4   5	Comments: 3 – Since this will be my first time dealing with the budget I really cannot comment on this yet. I'll have a better understanding next year. However, I am expecting Mr. Morton to present areas in the budget where we can cut spending and waste and avoid a tax increase to homeowners. _____ _____ _____ _____
<b>Communication &amp; Responsiveness</b>	<b>Openly communicates with the Council and responds in a timely manner to the requests of Council, Staff, and Citizens. Available to the Council on official business either personally or through designated subordinates. Carries out directives of the Council as a whole as opposed to those of any one member.</b>
1   2   3   x4   5	Comments:4 – Communications between myself and Mr. Morton have been excellent. He has responded quickly to my concerns, and more importantly, to the concerns and issues I have presented to him on behalf of our residents. _____ _____ _____ _____

**OVERALL PERFORMANCE**

**COMMENTS:** \_\_\_\_ From what I've experienced so far in my short time as a Councilman, I am pleased with Mr. Morton's overall performance. While we may disagree on some spending issues (Jacksonville University comes to mind) I do believe he does have the best interest of Palm Coast in his heart and mind. I have been very impressed with his willingness to accompany me and meet with residents and work on finding solutions to address their concerns. However, I do have concerns about our city's future and I am expecting Mr. Morton to work the remainder of this year coming up with a long-term plan to address and fund dredging of our saltwater canals and a plan that will focus on real efforts to attract businesses (as opposed to universities) to relocate or expand in Palm Coast. We are a changing community and we need high paying jobs. We also need to shift the tax burden away from homeowners and can only accomplish this by attracting major corporations to Palm Coast.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ed Danko  
Evaluation Completed by: \_\_\_\_\_  
\_\_\_\_\_

04-04-2021  
Date: \_\_\_\_\_

# City Manager Evaluation

Evaluation Period: 2020/2021



1	2	3	4	5
Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding

**Please rate the city manager using this scale.**

<b>Leadership</b>	<b>Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?</b>
<p>1   2   3   4   5</p> <p style="font-size: 2em; margin-top: 20px;">1</p>	<p>Comments:</p> <p>He inspires some but not all.</p> <hr/> <p>No, this is an area of need great improvement.</p> <hr/> <p>I believe he could but he has not shown his best behavior.</p> <hr/>
<b>Decision Making/Judgement</b>	<b>Makes decisions that are well thought out and in the best interest of the city; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner.</b>
<p>1   2   3   4   5</p> <p style="font-size: 2em; margin-top: 20px;">1</p>	<p>Comments:</p> <p>He has no follow through and could do better at that task</p> <hr/> <p>No, he doesn't not discuss matters on a one on one basis</p> <hr/> <p>He can sometimes be lead by any one council member to their point</p> <hr/>
<b>Planning &amp; Organization</b>	<b>Works with Council developing long and short goals and objectives; makes effort to carry out the goals and priorities of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.</b>
<p>1   2   3   4   5</p> <p style="font-size: 2em; margin-top: 20px;">3</p>	<p>Comments:</p> <p>I don't believe Mr. Marton has been very affective</p> <hr/> <p>He is better at some anticipation but for the most part lacks experience in this matter</p> <hr/> <p>I feel as though he could use some additional training in his field</p> <hr/>



<b>Financial Reporting/Budgeting</b>	<b>Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Provides the Council with information on the financial status and ensures the city's monies are managed properly?</b>
1   2   3   4   5 3	Comments: Yes _____ Yes _____ _____ _____ _____
<b>Communication &amp; Responsiveness</b>	<b>Openly communicates with the Council and responds in a timely manner to the requests of Council, Staff, and Citizens. Available to the Council on official business either personally or through designated subordinates. Carries out directives of the Council as a whole as opposed to those of any one member.</b>
1   2   3   4   5 2	Comments: Not professional and never in a timely manner Yes, he is available personally. Mr. Mortan understands that as a council person I personally want limited Direct one on one interaction with staff to avoid the misunderstanding of councilman directing staff Yes, _____ _____

**OVERALL PERFORMANCE**

**COMMENTS:** Wish he becomes more professional less emotional and works things out with a clear mind.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluation Completed by: Councilman Victor Barbosa

Date: 4-19-21