## City of Palm Coast, Florida Agenda Item

Agenda Date : 06/02/2020

Department	CITY CLERK	Amount
Item Key	7899	Account

Subject RESOLUTION 2020-XX CITY MANAGER PERFORMANCE EVALUATION

### Background :

#### UPDATE TO THE BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by City Council at their March 10, 2020 Workshop. Council requested Ms. Alves and Ms. Smith assist with the City Manager's evaluation process. Ms. Alves collected all the evaluations from City Council. Ms. Alves ranked the evaluations in accordance with the sample provided to Council at their March 10, 2020 Workshop. The evaluations and summary of the results are attached to this agenda item. The results were based on the following values:

Rating	Score
Poor	1
Needs Improvement	2
Meets Expectations	3
<b>Exceeds Expectations</b>	4
Excels	5

The tabulated score, which is attached, resulted in an overall value of 3.73 or just above midway between "meets expectations" and "exceeds expectations."

For informational purposes, City staff received an annual cost of living adjustment of 2% in January of 2020 and merit increases averaging 3% to reflect performance. Those who achieved scores higher than "meets expectations" could receive up to 5%.

The Financial Services 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.

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 2%, as well as provide for the annual merit adjustment of 3%. This change will result in an increase of \$7,250 to the City Manager's salary.

This would take effect April 8, 2020, to coincide with the City Manager's anniversary date.

#### ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

On March 19, 2019, the City Manager entered into an employment agreement with the City of Palm Coast. Section 9 Performance Evaluation of the Agreement, requires the City, acting through the City Council review and evaluate the performance of the City Manager annually on the anniversary date of the execution of the Agreement or shortly thereafter. The review and evaluation criteria will be based upon mutually agreed upon criteria and methods established by the City Manager and the City Council. The City's evaluation of the City Manager shall be provided to the City Manager in writing within 30 days of the review and evaluation of the City

Manager's performance.

Staff is providing a sample progress evaluation for consideration by the City Manager and City Council.

#### **Recommended Action :**

For Council and City Manager consideration and discussion.

#### RESOLUTION 2020-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. AMENDMENT TO SALARY.** The City Council hereby amends the City Manager's annual base salary, from \$145,000.00 to \$152,250.00.

**SECTION 2. DATE OF SALARY INCREASE.** Said salary increase shall be effective April 8, 2020.

**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 Finance 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.

Resolution 2020-\_\_\_ Page 1 of 2 DULY PASSED AND ADOPTED at the meeting of the City Council of the City

of Palm Coast on the 2nd day of June 2020.

## CITY OF PALM COAST, FLORIDA

ATTEST:

MILISSA HOLLAND, MAYOR

VIRGINIA A. SMITH, CITY CLERK

## SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Providing Information		mprovement	Expectations	Expectations	
The City Manager provides information which is:					
Detailed and reliable	0	0	0	0	0
Explained in a thorough manner	0	0	0	0	0
Information provided includes alternatives for consideration	0	0	0	0	0
Based upon information available, makes recommendations	0	0	0	0	0
Timely	Ο	0	0	0	O
Helpful in preventing trivial administrative matters from being reviewed by the Council	Ο	0	0	0	0
Helpful and adequate to assist City Council in making sound decisions	0	0	0	0	0
The City Manager:					
Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy	0	0	0	0	0
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know	0	0	0	0	0
Keeps City Council well informed with concise written and oral communications	0	0	0	0	0
Informs the City Council of administrative developments	0	0	0	0	0
Follows up in a timely manner on City Council requests for information or action	0	0	0	0	0
B. Providing Advice					
The City Manager:					
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	0	0	0	0	0
Considers alternatives before making recommendations	0	0	0	0	0
Plans ahead, anticipates needs and recognizes potential problems	0	0	0	0	0
Has a good sense of timing in bringing issues to the Council for action	0	0	0	0	0

**Comments on Section I:** 

## SECTION II: INTERNAL ADMINISTRATION

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Implementation of Council Policies		Improvement	Expectations	Expectations	
The City Manager is effective in the following areas:					
Carrying out Council directives	0	0	0	0	0
Assigning work so that it is performed efficiently and effectively	0	0	0	0	0
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	0	0	0	0	0
Analyzing problems or issues and identify causes, reasons, and implications	0	0	0	0	0
Accurately interpreting the direction given by Council	0	0	0	0	0
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority	0	0	0	0	0
Supporting the actions of the City Council after a decision is made	0	0	0	0	0
Assuming responsibility for staff performance	Ο	0	0	0	0
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	0	0	0	0	0
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	0	0	0	0	0

B. Financia	al Management					
Are you s	satisfied with the City Manager's:					
Ар	pproach to budget preparation and review	Ο	0	0	0	Ο
	e of standard financial management occedures to meet Council's policy guidelines	0	0	0	0	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
Implementation of Council's policy regarding the expenditure of budgeted funds	0	0	0	0	0
Cost control through economical use of labor, materials and equipment	0	0	0	0	0
Information on the financial status of City government	0	0	0	0	0
Use of available funds and his ability to operate the City efficiently and effectively	0	0	0	0	0
Knowledge of financial matters	0	0	0	0	0
Information pertaining to long or short-term financing for capital projects or equipment purchases	0	0	0	0	0
Information on opportunities for federal and state grant funding	0	0	0	0	0

C. Personnel Management									
The City Manager is:									
Successful in guiding people as a team toward common objectives	0	0	0	0	0				
Effective in selecting qualified and highly competent staff members	0	0	0	0	0				
Effective in maintaining professional relationships with Department Directors	0	0	0	0	0				
Effective in assuring that staff members make a positive impression on citizens	0	0	0	0	0				
The City Manager:									
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	0	0	0	0	0				
Develops and motivates employees so that they are increasingly effective	0	0	0	0	0				
Addresses disciplinary problems and takes action when warranted	0	0	0	0	0				
Monitors performance of employees and initiates corrective action as needed	0	0	0	0	0				
Comments on Section II:									

#### Poor Needs Meets Exceeds Excels Improvement Expectations Expectations A. Citizen Relations The City Manager: Makes a positive impression on citizens and is Ο Ο $\bigcirc$ Ο Ο respected in the City of Palm Coast Has appropriate visibility or identity in the Ο Ο Ο Ο Ο community Assists the Council in resolving problems at the administrative level to avoid unnecessary $\bigcirc$ $\bigcirc$ Ο Ο Ο Council action Is skillful with the news media, avoiding Ο Ο Ο Ο Ο political positions and partisanship Provides information to the public in a timely fashion on matters which will cause public Ο $\bigcirc$ $\bigcirc$ Ο Ο reaction Represents Council positions and policies Ο Ο Ο $\bigcirc$ Ο accurately and effectively Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions Ο О Ο Ο $\bigcirc$ and satisfactions are important Responds completely and in a timely manner to $\bigcirc$ $\bigcirc$ О Ο О citizen complaints

## SECTION III: EXTERNAL RELATIONS

B. Intergovernmental Relations										
The City Manager:										
Effective representing the City's interests in dealing with other agencies	0	0	0	0	0					
Participative in enough intergovernmental activity to have an impact on behalf of the City	0	0	0	0	0					
Cooperative with the county, state and federal governments	0	0	0	0	0					
Comments on Section III:										

## SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels				
A. Communications		1 1	F						
With regard to communications, the City Manager is:Easy to talk to and a good listener	$\cap$	$\cap$	$\frown$		$\frown$				
Thoughtful, clear and to the point	Q	<u> </u>	Q	<u> </u>	<u> </u>				
Sensitive to the concerns of others	O	0	0	0	O				
Candid and forthright in discussing City business matters with members of City Council	0	0	0	0	0				
B. Management Style	B. Management Style								
The City Manager									
Demonstrates interest and enthusiasm in performing his duties	0	0	0	0	0				
Commands respect and good performance from staff	0	0	0	0	0				
Shows initiative and creativity in dealing with issues, problems and unusual situations	0	0	0	0	0				
Is open to new ideas and suggestions for change	0	0	0	0	0				
Works well under pressure	0	0	0	0	0				
Consistently puts aside personal views and implements Council policy and direction	0	0	0	0	0				
Displays the ability to resolve the numerous conflicts inherent in municipal government	0	0	0	0	0				
Responds well to a changing world and local conditions; is adaptive	0	0	0	0	0				
Is accessible to City Council members	Ο	0			Ο				
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics"	0	0	0	0	0				
Exhibits a commitment to continuing education in order to encourage his professional development	0	0	0	0	0				
Is receptive to constructive criticism and advice	0	0	0	0	0				

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
C. Job Effectiveness					
The City Manager:					
Demonstrates interest and enthusiasm about the Council's Vision for the City	0	0	0	0	0
Gives his staff the tools necessary to provide efficient, responsive City services	0	0	0	0	0
Coordinates the implementation of City goals and objectives	0	0	0	0	0
Creates a positive atmosphere for successful economic development in the City	0	0	0	0	0
Supports responsible infrastructure expansion and maintenance	0	0	0	0	0
Emphasizes the need for employee training and technological improvements	0	0	0	0	0
Comments on Section IV:					

### SECTION V: NARRATIVE RESPONSES

- What were the Manager's most notable accomplishments during the past year(s)?
- Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year(s)?
- What does the Manager do that you would like him to continue?
- Is there anything that the Manager does that you would like him to do differently?
- Do you have any other general comments to share with the City Manager?

Rater's Signature

Date

#### CITY MANAGER ANNUAL EVALUATION RESULTS SUMMARY

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Overall
SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE						Ē.
A. PROVIDING INFORMATION						
B. PROVIDING ADVICE						
AVERAGE TOTAL SECTION I	3.33	3.40	4.13	3.83	3.43	3.63

#### COMMENTS:

- Meets expectations; communication is adequate and responds quickly to inquiries.
- Mr. Morton has been a quick study on the many issues facing the City of Palm Coast. He is an exceptional leader who strives to meet all expectations of his responsibilities.
- Since this is his first annual evaluation, I think Mr. Morton has done an excellent job educating himself on municipal operations in this state and learning the structure and history of the City. While administrative operations are his decision under the City Charter, I think he could do a better job of keeping Council members informed of administrative issues, particularly higher-level staff changes, either when or as soon after they occur.

		Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Overall
SECTION II: INTERNAL ADMINISTRATION							
A. IMPLEMENTATION OF COUNCIL POLICIES							
B. FINANCIAL MANAGEMENT							
C. PERSONNEL MANAGEMENT							
AVERAGE TOTAL SEC	CTION II	3.30	2.96	3.89	3.96	3.37	3.50

#### COMMENTS:

- Higher turnover rate recently. That is consistent with change in leadership.
- Mr. Morton does his best to keep his workforce informed. He knows how to team build. Directors are given lee-way to head their departments without a heavy hand from Mr. Morton.
- I think Mr. Morton has handled the areas of City operations scored in this section well, given the steep learning curve of anyone entering an organization of this size from a different jurisdiction. Many of my scores of "meets expectations" are based on lack of a track record to compare to this first year's performance, particularly in budgeting matters. I am impressed with Mr. Morton's enthusiasm for data driven decision making and look forward to his efforts to provide meaningful benchmarks for future evaluation of both his performance and the City's as a whole. I think more attention could be paid to keeping Council up to speed on long term projects such as major road construction, stormwater, etc.

		Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Overall
SECTION III: EXTERNAL RELATIONS							
A. CITIZEN RELATIONS							
B. INTERGOVERNMENTAL RELATIONS							
A	VERAGE TOTAL SECTION III	3.45	3.82	3.82	4.36	4.18	3.93

#### COMMENTS:

- External feedback from residents and cooperating entities is always positive.
- Mr. Morton has been able to work with other local governments in a positive way. He has removed obstacles that were once barriers between the various Cities. He is all about communications at every level.

I am particularly impressed with Mr. Morton's willingness and demonstrated ability to work with other governmental agencies and his focus on customer service to our residents and businesses. Steps being taken to make information available and to communication with the public, particularly using online resources, are very exciting. However, we need to maintain the City's ability to communicate relevant information to residents, businesses, and visitors beyond social media.

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Overall
SECTION IV: PERSONAL ACCOMPLISHMENTS						
A. COMMUNICATIONS						
B. MANAGEMENT STYLE						
C. JOB EFFECTIVENESS						
AVERAGE TOTAL SECTION IV	3.45	3.27	4.14	4.00	4.45	3.86

#### COMMENTS:

- We need to continue our workforce development and succession planning for our staff.
- Mr. Morton is a positive thinking "go getter." He is the biggest cheerleader for the City and totally focused on building a strong team of employees. He handles all tasks assigned achieving excellent results.
- Mr. Morton's apparent enthusiasm for the City and his position and his initial steps in communicating with the staff, community, and other governmental entities is a highlight of his first year. I think he will be more successful in reaching his own goals and those of the Council as he gets to know his staff better and fills key staff positions. Since he is still a relative newcomer to his position, he needs to be sure that new hires, particularly at the director and other senior levels of staff have an opportunity to develop not only their technical skills but also learn about the City and its history.

#### **OVERALL AVERAGE = 3.73**

#### SECTION V: NARRATIVE RESPONSES

#### > What were the Manager's most notable accomplishments during the past year(s)?

- Was able to navigate, continue essential City services without disruption, create a virtual City Hall and manage a team of over 500 as we faced a global pandemic.
- Navigating Covid; adjusting to Council priorities.
- His ability to quickly get on board and up to speed with the City's many issues.
- Shifting the focus and putting the public first.
- Getting to know the City, staff, residents, businesses, and community in general and demonstrating his enthusiasm for the work that needs to be done. His efforts during the current health crisis and emergency preparations during our last hurricane season are impressive.
- Which of the Manager's qualities were most instrumental in fulfilling the role of the City Manager this past year(s)?
  - Communication
  - Ability to be available and accept constructive criticism
  - His ability to restructure the staff predicated upon performance
  - Flexibility
  - His optimism and enthusiasm, willingness to meet with different groups, and hear different points
    of view are all impressive. His work ethic is even more impressive, to the point that I think he
    tends to take on too much and tries to be all things to all people. I hope he will be able to achieve
    a better balance for work/life in his second year.

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

- Reaching reasonable middle ground between our Council's competing efforts
- He listens
- The same that he is doing now, but push even further on more/better customer service
- Continue to develop data collection and systems to improve City performance and provide information for future decision making and prioritizing of projects. Continue to learn about the City and what makes Palm Coast unique.

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

- o Prioritize talent acquisition that will accelerate fibernet development
- o I believe he should have a little more interaction with staff
- Continue to improve information flow with Council as a whole. One-on-one communication with Council members is vital, but opportunities for Council to discuss issues and set priorities are difficult in Florida's system of open government unless the Council has the opportunity for more general discussions of projects and priorities as a body and not just as individuals with the manager.

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

- Keep doing what you are doing
- Keep up the good attitude
- Excellent first year

#### City of Palm Coast, Florida City Manager Evaluation Tabulation Summary Fiscal Year 2020

	Mayor	Vice Mayor	Council Member	Council Member	Council Member	
	Holland	Klufas	Howell	Branquinho	Cuff	Overall
SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE						
A. PROVIDING INFORMATION						
B. PROVIDING ADVICE						
AVERAGE TOTAL SECTION I	3.33	3.40	4.13	3.83	3.43	3.63
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SECTION II: INTERNAL ADMINISTRATION						
A. IMPLEMENTATION OF COUNCIL POLICIES						
B. FINANCIAL MANAGEMENT						
C. PERSONNEL MANAGEMENT						
AVERAGE TOTAL SECTION II	3.30	2.96	3.89	3.96	3.37	3.50
	•					
SECTION III: EXTERNAL RELATIONS						
A. CITIZEN RELATIONS						
B. INTERGOVERNMENTAL RELATIONS						
AVERAGE TOTAL SECTION III	3.45	3.82	3.82	4.36	4.18	3.93
		•				
SECTION IV: PERSONAL ACCOMPLISHMENTS						
A. COMMUNICATIONS						
B. MANAGEMENT STYLE						

C. JOB EFFECTIVENESS         AVERAGE TOTAL SECTION IV         3.45         3.27         4.14         4.00         4.45         3.45	В.	MANAGEMENT STYLE					
AVERAGE TOTAL SECTION IV         3.45         3.27         4.14         4.00         4.45         3.45		JOB EFFECTIVENESS					
		AVERAGE TOTAL SECTION IV		3.77	4.14	4.00	3.86

OVERALL AVERAGE 3.73

#### City of Palm Coast, Florida City Manager Evaluation Tabulation Fiscal Year 2020

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Average Total
SECTION I: ASSISTI		L WITH ITS PC	DLICY-MAKIN	G ROLE		
A. PROVIDING INFORMATION						
Detailed and reliable	3.00	3.00	5.00	4.00	4.00	3.80
Explained in a thorough manner	3.00	3.00	5.00	4.00	4.00	3.80
Information provided includes alternatives for consideration	3.00	3.00	4.00	5.00	4.00	3.80
Based upon information available, makes recommendations timely	4.00	3.00	5.00	3.50	3.50	3.80
Helpful in preventing trivial administrative matters from being reviewed by the Council	3.00	4.00	4.00	4.00	3.00	3.60
Helpful and adequate to assist City Council in making sound decisions	4.00	3.00	4.00	3.00	4.00	3.60
Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy	4.00	3.00	3.00	3.00	3.00	3.20
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know	4.00	2.00	5.00	4.00	2.00	3.80
Keeps City Council well informed with concise	4.00	3.00	5.00	4.00	3.00	3.80
written and oral communications	3.00	3.00	4.00	3.00	3.00	3.20
Informs the City Council of administrative developments	3.00	3.00	4.00	5.00	2.00	3.40
Follows up in a timely manner on City Council requests for information or action	3.00	5.00	4.00	4.00	4.00	4.00
B. PROVIDING ADVICE						
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	3.00	4.00	5.00	3.00	3.00	3.60
Considers alternatives before making recommendations	3.00	3.00	3.00	5.00	4.00	3.60
Plans ahead, anticipates needs and recognizes potential problems	3.00	4.00	3.00	4.00	4.00	3.60
Has a good sense of timing in bringing issues to Council for action	4.00	4.00	4.00	3.00	3.00	3.60
AVERAGE TOTAL SECTION I	3.33	3.40	4.13	3.83	3.43	3.63

3.64 Average Section I A.

3.60 Average Section I B. 3.63 -

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Average Total
S	SECTION II:	INTERNAL /		TION		
A. IMPLEMENTATION OF COUNCIL POLICIES						
Carrying out Council directives	3.00	3.00	4.00	5.00	4.00	3.80
Assigning work so that it is performed efficiently						
and effectively	3.00	3.00	5.00	4.00	3.00	3.60
Paying sufficient attention to detail to avoid						
error or things "slipping through the cracks"	3.00	3.00	4.00	3.00	3.00	3.20
Analyzing problems or issues and identify						
causes, reasons and implications	3.00	3.00	4.00	4.00	4.00	3.60
Accurately interpreting the direction given by						
Council	3.00	3.00	4.00	5.00	3.00	3.60
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the						
majority	3.00	3.00	4.00	4.00	3.00	3.40
Supporting the actions of the City Council after						
a decision is made	3.00	3.00	4.00	4.00	4.00	3.60
Assuming responsibility for staff performance	3.00	2.00	4.00	5.00	4.00	3.60
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	4.00	3.00	4.00	4.00	3.00	3.60
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	4.00	3.00	4.00	5.00	4.00	4.00
B. FINANCIAL MANAGEMENT						
Approach to budget preparation and review	3.00	3.00	3.00	3.00	3.00	3.00
Use of standard financial management procedures to meet Council's policy guidelines	3.00	3.00	3.00	4.00	3.00	3.20
Implementation of Council's policy regarding the expenditure of budgeted funds	3.00	3.00	4.00	4.00	3.00	3.40
Cost control through economical use of labor, materials and equipment	3.00	3.00	4.00	4.00	3.00	3.40
Information on the financial status of City government	4.00	3.00	4.00	3.00	3.00	3.40
Use of available funds and his ability to operate the City efficiently and effectively	3.00	3.00	4.00	3.00	3.00	3.20
Knowledge of financial matters	4.00	3.00	5.00	3.00	4.00	3.80
Information pertaining to long or short-term financing capital projects or equipment						
purchases	4.00	3.00	4.00	4.00	3.00	3.60

3.60 Average Section II A.

	Mayor	Vice Mayor	Council Member	Council Member	Council Member	Average
	Holland	Klufas	Howell	Branquinho	Cuff	Total
Information on opportunities for federal and						
state grant funding	3.00	3.00	4.00	4.00	3.00	3.40
C. PERSONNEL MANAGEMENT						
Successful in guiding people as a team toward						
common objectives	3.00	3.00	4.00	4.00	4.00	3.60
Effective in selecting qualified and highly						
competent staff members	3.00	2.00	3.00	5.00	3.00	3.20
Effective in maintaining professional						
relationships with Department Directors	3.00	3.00	4.00	4.00	3.00	3.40
Effective in assuring that staff members make a						
positive impression on citizens	4.00	4.00	4.00	5.00	5.00	4.40
Insures that the City's personnel policies and						
practices are administered by City Department						
Directors and management staff in an equitable						
manner	3.00	3.00	3.00	3.00	4.00	3.20
Develops and motivates employees so that						
they are increasingly effective	4.00	3.00	3.00	3.00	3.00	3.20
Addresses disciplinary problems and takes						
action when warranted	4.00	3.00	4.00	5.00	3.00	3.80
Monitors performance of employees and						
initiates corrective action as needed	3.00	3.00	4.00	3.00	3.00	3.20
AVERAGE TOTAL SECTION II	3.30	2.96	3.89	3.96	3.37	3.50

3.38 Average Section II B.

3.50 Average Section II C. 3.50

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SECTION III: EXTERNAL RELATIONS									
A. CITIZEN RELATIONS									
Makes a positive impression on citizens and is									
respected in the City of Palm Coast	4.00	4.00	3.00	4.00	5.00	4.00			
Has appropriate visibility or identity in the									
community	3.00	4.00	3.00	4.00	4.00	3.60			
Assists the Council in resolving problems at the									
administrative level to avoid unnecessary									
Council action	3.00	3.00	4.00	5.00	3.00	3.60			
Is skillful with the news media, avoiding political									
positions and partisanship	4.00	4.00	4.00	4.00	3.00	3.80			
Provides information to the public in a timely									
fashion on matters which will cause public									
reaction	4.00	4.00	4.00	4.00	3.00	3.80			
Represents Council positions and policies									
accurately and effectively	4.00	4.00	4.00	4.00	4.00	4.00			
Thinks and acts in a manner reflecting an									
attitude that client (Council, staff or citizens)									
perceptions and satisfactions are important	4.00	3.00	4.00	4.00	5.00	4.00			

)		3.60	
	I		

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Average Total
Responds completely and in a timely manner to						
citizen complaints	3.00	4.00	4.00	5.00	5.00	4.20
B. INTERGOVERNMENTAL RELATIONS						
Effective representing the City's interests in						
dealing with other agencies	3.00	4.00	4.00	5.00	4.00	4.00
Participative in enough intergovernmental						
activity to have an impact on behalf of the City	3.00	4.00	4.00	4.00	5.00	4.00
Cooperative with the county, state and federal						
governments	3.00	4.00	4.00	5.00	5.00	4.20
AVERAGE TOTAL SECTION III	3.45	3.82	3.82	4.36	4.18	3.93

3.88 Average Section III A.

4.07 Average Section III B. 3.93 -

SECTION IV: PERSONAL ACCOMPLISHMENTS

A. COMMUNICATIONS							
Easy to talk to and a good listener	3.00	3.00	4.00	4.00	5.00	3.80	
Thoughtful, clear and to the point	3.00	3.00	4.00	3.00	4.00	3.40	
Sensitive to the concerns of others	3.00	3.00	3.00	4.00	5.00	3.60	
Candid and forthright in discussing City							
business matters with members of City Council	3.00	3.00	4.00	4.00	5.00	3.80	3.65 Ave
B. MANAGEMENT STYLE							
Demonstrates interest and enthusiasm in							
performing his duties	4.00	4.00	4.00	4.00	5.00	4.20	
Commands respect and good performance from							
staff	3.00	3.00	5.00	4.00	4.00	3.80	
Shows initiative and creativity in dealing with							
issues, problems and unusual situations	4.00	3.00	4.00	5.00	5.00	4.20	
Is open to new ideas and suggestions for							
change	4.00	3.00	5.00	5.00	5.00	4.40	
Works well under pressure	3.00	3.00	4.00	4.00	4.00	3.60	
Consistently puts aside personal views and							
implements Council policy and direction	3.00	3.00	3.00	4.00	4.00	3.40	
Displays the ability to resolve the numerous							
conflicts inherent in municipal government	3.00	3.00	4.00	4.00	4.00	3.60	
Responds well to a changing world and local							
conditions; is adaptive	4.00	3.00	4.00	3.00	5.00	3.80	
Is accessible to City Council members	4.00	5.00	5.00	5.00	4.00	4.60	
Conforms to the high standards of the							
profession; follows the "ICMA Code of Ethics"	4.00	3.00	5.00	4.00	5.00	4.20	
Exhibits a commitment to continuing education							
in order to encourage his professional							
development	3.00	3.00	5.00	3.00	4.00	3.60	
Is receptive to constructive criticism and advice	3.00	5.00	5.00	4.00	4.00	4.20	3.97 Ave

3.65 Average Section IV A.

3.97 Average Section IV B.

	Mayor Holland	Vice Mayor Klufas	Council Member Howell	Council Member Branquinho	Council Member Cuff	Average Total
C. JOB EFFECTIVENESS						
Demonstrates interest and enthusiasm about						
the Council's Vision for the City	4.00	4.00	4.00	4.00	5.00	4.20
Gives his staff the tools necessary to provide						
efficient, responsive City services	4.00	3.00	4.00	5.00	4.00	4.00
Coordinates the implementation of City goals						
and objectives	4.00	3.00	4.00	4.00	4.00	3.80
Creates a positive atmosphere for successful						
economic development in the City	4.00	3.00	4.00	4.00	5.00	4.00
Supports responsible infrastructure expansion						
and maintenance	3.00	3.00	3.00	3.00	4.00	3.20
Emphasizes the need for employee training and						
technological improvements	3.00	3.00	4.00	4.00	4.00	3.60
AVERAGE SECTION IV	3.45	3.27	4.14	4.00	4.45	3.86

3.80 Average Section IV C.

3.86

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## CITY MANAGER ANNUAL EVALUATION FISCAL YEAR 2020

MAYOR MILISSA HOLLAND

## SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Providing Information					
The City Manager provides information which is:					
Detailed and reliable			0		
Explained in a thorough manner			0		
Information provided includes alternatives for consideration			0		
Based upon information available, makes recommendations				0	
Timely				•	
Helpful in preventing trivial administrative matters from being reviewed by the Council			•		
Helpful and adequate to assist City Council in making sound decisions				0	
The City Manager:					
Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy				0	
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know				0	
Keeps City Council well informed with concise written and oral communications			0		
Informs the City Council of administrative developments			•		
Follows up in a timely manner on City Council requests for information or action			0		
B. Providing Advice					
The City Manager:					
Has adequate knowledge of municipal affairs, including the City's laws and ordinances			0		
Considers alternatives before making recommendations			•		
Plans ahead, anticipates needs and recognizes potential problems			•		
Has a good sense of timing in bringing issues to the Council for action				•	

**Comments on Section I:** 

## SECTION II: INTERNAL ADMINISTRATION

		Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
<b>.</b> 1	Implementation of Council Policies					
	City Manager is effective in the following areas:				•	
	Carrying out Council directives			0		
	Assigning work so that it is performed efficiently and effectively			0		
	Paying sufficient attention to detail to avoid error or things "slipping through the cracks"			0		
	Analyzing problems or issues and identify causes, reasons, and implications			0		
	Accurately interpreting the direction given by Council			• \		
	Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority			•		
	Supporting the actions of the City Council after a decision is made			0		
	Assuming responsibility for staff performance			•		
	Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation				0	Λ
	Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations				•	

B. Financial Management	
Are you satisfied with the City Manager's: Approach to budget preparation and review	
Use of standard financial management procedures to meet Council's policy guideline	

	Poor	Needs	Meets	Exceeds	Excels
		Improvement	Expectations	Expectations	
Implementation of Council's policy regarding					
the expenditure of budgeted funds			•		
Cost control through economical use of labor,			0		
materials and equipment					
Information on the financial status of City				0	
government				•	
Use of available funds and his ability to			0		
operate the City efficiently and effectively			•		
Knowledge of financial matters				0	
Information pertaining to long or short-term					
financing for capital projects or equipment				•	
purchases					
Information on opportunities for federal and			0		
state grant funding					

The City Manager is:			
Successful in guiding people as a team toward	•		
common objectives			
Effective in selecting qualified and highly	0		
competent staff members	•		
Effective in maintaining professional	0		
relationships with Department Directors			
Effective in assuring that staff members make a		0	
positive impression on citizens		_	
The City Manager:	1		
Insures that the City's personnel policies and			
practices are administered by City Department	0		
Directors and management staff in an equitable	•		
manner			
Develops and motivates employees so that they		0	
are increasingly effective		•	
Addresses disciplinary problems and takes action			
when warranted		•	
Monitors performance of employees and initiates	0		
corrective action as needed	• • • • • • • • • • • • • • • • • • •		
	I	II	

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Citizen Relations					
The City Manager:					
Makes a positive impression on citizens and is respected in the City of Palm Coast				•	
Has appropriate visibility or identity in the community			0		
Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action			0		
Is skillful with the news media, avoiding political positions and partisanship				0	
Provides information to the public in a timely fashion on matters which will cause public reaction				0	
Represents Council positions and policies accurately and effectively				0	
Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important				0	
Responds completely and in a timely manner to citizen complaints			0		

## SECTION III: EXTERNAL RELATIONS

3. Intergovernmental Relations The City Manager:		
Effective representing the City's interests in dealing with other agencies	•	
Participative in enough intergovernmental activity to have an impact on behalf of the City	•	
Cooperative with the county, state and federal governments	•	

#### **Comments on Section III:**

## SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Communications					
With regard to communications, the City Manager is:		1	-		
Easy to talk to and a good listener			0		
Thoughtful, clear and to the point			0		
Sensitive to the concerns of others			0		
Candid and forthright in discussing City business matters with members of City Council			0		
B. Management Style					
The City Manager				1	
Demonstrates interest and enthusiasm in				•	
performing his dutiesCommands respect and good performance					
from staff			0		
Shows initiative and creativity in dealing with					
issues, problems and unusual situations				0	
Is open to new ideas and suggestions for				0	
change				•	
Works well under pressure			0		
Consistently puts aside personal views and implements Council policy and direction			0		
Displays the ability to resolve the numerous conflicts inherent in municipal government			0		
Responds well to a changing world and local conditions; is adaptive				•	
Is accessible to City Council members				0	
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics"				0	
Exhibits a commitment to continuing education in order to encourage his professional development			0		
Is receptive to constructive criticism and advice			0		

Improvement       Expects         C. Job Effectiveness         The City Manager:         Demonstrates interest and enthusiasm about the Council's Vision for the City         Gives his staff the tools necessary to provide efficient, responsive City services       Improvement       Improvement         Coordinates the implementation of City goals and objectives       Improvement       Improvement       Improvement	0		
The City Manager:         Demonstrates interest and enthusiasm about the Council's Vision for the City         Gives his staff the tools necessary to provide efficient, responsive City services         Coordinates the implementation of City goals and objectives	0		
The City Manager:         Demonstrates interest and enthusiasm about the Council's Vision for the City         Gives his staff the tools necessary to provide efficient, responsive City services         Coordinates the implementation of City goals and objectives	0		
Demonstrates interest and enthusiasm about the Council's Vision for the City       Image: Council's Vision for the City         Gives his staff the tools necessary to provide efficient, responsive City services       Image: Council councic councic council council council council council cou	0		
Demonstrates interest and enthusiasm about the Council's Vision for the City       Image: Council's Vision for the City         Gives his staff the tools necessary to provide efficient, responsive City services       Image: Council councic councic council council council council council cou	0		
Council's Vision for the City	0		
Gives his staff the tools necessary to provide efficient, responsive City services       Image: Coordinates the implementation of City goals and objectives			
efficient, responsive City services         Coordinates the implementation of City goals         and objectives			
Coordinates the implementation of City goals and objectives			
and objectives	6		
	_	•	
Creates a positive atmosphere for successful	0		
economic development in the City			
	0		
and maintenance			
	0		
technological improvements			

• What were the Manager's most notable accomplishments during the past year(s)?
• Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year(s)?
• What does the Manager do that you would like him to continue?
• Is there anything that the Manager does that you would like him to do differently?
• Do you have any other general comments to share with the City Manager?

**SECTION V: NARRATIVE RESPONSES** 

Rater's Signature

05/10/20 Date

## Notes



Was able to navigate, continue essential City services without disruption, create a virtual City Hall and manage a team of over 500 as we faced a global pandemic.

Communication

CITY MANAGER ANNUAL EVALUATION FISCAL YEAR 2020

VICE MAYOR NICK KLUFAS

## SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Poor	Needs	Meets	Exceeds	Excels
A. Providing Information		Improvement	Expectations	Expectations	
A. Froviung information					
The City Manager provides information which is:					
Detailed and reliable					
Explained in a thorough manner					
Information provided includes alternatives for consideration					
Based upon information available, makes recommendations					
Timely					
Helpful in preventing trivial administrative matters from being reviewed by the Council					
Helpful and adequate to assist City Council in making sound decisions					
The City Manager:					
Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy					
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know					
Keeps City Council well informed with concise written and oral communications					
Informs the City Council of administrative developments					
Follows up in a timely manner on City Council requests for information or action					
B. Providing Advice					
The City Manager:					
Has adequate knowledge of municipal affairs, including the City's laws and ordinances					
Considers alternatives before making recommendations					
Plans ahead, anticipates needs and recognizes potential problems					
Has a good sense of timing in bringing issues to the Council for action					

**Comments on Section I:** 

## SECTION II: INTERNAL ADMINISTRATION

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Implementation of Council Policies					
The City Manager is effective in the following areas:					
Carrying out Council directives					
Assigning work so that it is performed efficiently and effectively					
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"					
Analyzing problems or issues and identify causes, reasons, and implications					
Accurately interpreting the direction given by Council					
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority					
Supporting the actions of the City Council after a decision is made					
Assuming responsibility for staff performance					
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation					
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations					

<b>B. F</b>	nancial Management			
A	e you satisfied with the City Manager's:			
	Approach to budget preparation and review			
	Use of standard financial management procedures to meet Council's policy guidelines			

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
Implementation of Council's policy regarding the expenditure of budgeted funds					
Cost control through economical use of labor, materials and equipment					
Information on the financial status of City government					
Use of available funds and his ability to operate the City efficiently and effectively					
Knowledge of financial matters					
Information pertaining to long or short-term financing for capital projects or equipment purchases					
Information on opportunities for federal and state grant funding					

C. Personnel Management		
The City Manager is:		
Successful in guiding people as a team toward common objectives		
Effective in selecting qualified and highly competent staff members		
Effective in maintaining professional relationships with Department Directors		
Effective in assuring that staff members make a positive impression on citizens		
The City Manager:		
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner		
Develops and motivates employees so that they are increasingly effective		
Addresses disciplinary problems and takes action when warranted		
Monitors performance of employees and initiates corrective action as needed		
Comments on Section II:	 	

## SECTION III: EXTERNAL RELATIONS

	Poor	Needs	Meets Expectations	Exceeds	Excels
A. Citizen Relations		Improvement	Expectations	Expectations	
The City Manager:					
Makes a positive impression on citizens and is					
respected in the City of Palm Coast					
Has appropriate visibility or identity in the					
community					
Assists the Council in resolving problems at the					
administrative level to avoid unnecessary					
Council action					
Is skillful with the news media, avoiding					
political positions and partisanship					
Provides information to the public in a timely					
fashion on matters which will cause public					
reaction					
Represents Council positions and policies					
accurately and effectively					
Thinks and acts in a manner reflecting an attitude					
that client (Council, staff or citizens) perceptions					
and satisfactions are important					
Responds completely and in a timely manner to					
citizen complaints					

The City N	ernmental Relations		
Eff	ective representing the City's interests in ling with other agencies		
	ticipative in enough intergovernmental vity to have an impact on behalf of the City		
	operative with the county, state and federal ernments		

## **Comments on Section III:**

## SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Communications		Improvement	Expectations	Expectations	
With regard to communications, the City Manager is:Easy to talk to and a good listener					
Thoughtful, clear and to the point					
Sensitive to the concerns of others					
Candid and forthright in discussing City business matters with members of City Council					
B. Management Style					
The City Manager		1	ſ	1	
Demonstrates interest and enthusiasm in					
performing his duties           Commands respect and good performance					
from staff					
Shows initiative and creativity in dealing with					
issues, problems and unusual situations					
Is open to new ideas and suggestions for					
change					
Works well under pressure					
Consistently puts aside personal views and					
implements Council policy and direction Displays the ability to resolve the numerous					
conflicts inherent in municipal government					
Responds well to a changing world and local					
conditions; is adaptive					
Is accessible to City Council members					
Conforms to the high standards of the					
profession; follows the "ICMA Code of Ethics"					
Exhibits a commitment to continuing					
education in order to encourage his					
professional development           Is receptive to constructive criticism and					
advice					

	Poor	Needs	Meets	Exceeds	Excels
		Improvement	Expectations	Expectations	
2. Job Effectiveness					
The City Manager:	1	I			
Demonstrates interest and enthusiasm about the					
Council's Vision for the City					
Gives his staff the tools necessary to provide					
efficient, responsive City services					
Coordinates the implementation of City goals					
and objectives					
Creates a positive atmosphere for successful					
economic development in the City					
Supports responsible infrastructure expansion					
and maintenance					
Emphasizes the need for employee training and					
technological improvements					
omments on Section IV:					

### SECTION V: NARRATIVE RESPONSES

•	What were the Manager's most notable accom	nplishments during the past year(s)?

- Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year(s)?
- What does the Manager do that you would like him to continue?
- Is there anything that the Manager does that you would like him to do differently?
- Do you have any other general comments to share with the City Manager?

Rater's Signature

Date

# CITY MANAGER ANNUAL EVALUATION FISCAL YEAR 2020

JACK HOWELL

### SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Providing Information					_ <b>_</b>
The City Manager provides information which is:			NRA14		
Detailed and reliable	0	0	$\bigcirc$	$\cap$	$\Theta$
Explained in a thorough manner	Ō	Õ	Õ	ŏ	6
Information provided includes alternatives for consideration	0	Õ	Õ	٢	0
Based upon information available, makes recommendations	0	0	0	0	۲
Timely	$\circ$	0	0	0	0
Helpful in preventing trivial administrative matters from being reviewed by the Council	0	0	0	۲	0
Helpful and adequate to assist City Council in making sound decisions	0	0	0	٢	0
The City Manager:					
Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy	0	0	0	0	0
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know	0	0	0	0	۲
Keeps City Council well informed with concise written and oral communications	0	0	0	٢	0
Informs the City Council of administrative developments	0	0	0	۲	0
Follows up in a timely manner on City Council requests for information or action	0	0	0	٢	0
Providing Advice					
The City Manager:					
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	0	0	0	0	۲
Considers alternatives before making recommendations	0	0	۲	0	0
Plans ahead, anticipates needs and recognizes potential problems	0	0	$\textcircled{\bullet}$	0	0
Has a good sense of timing in bringing issues to the Council for action	0	0	$\cap$	۲	$\cap$

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**Comments on Section I:** 

Mr. Morton has been a quick study on the many issues facing the city of Palm Coast. He is an exce He is AN exceptional Leader who stives to meet all expectations of his responsibilities

#### SECTION II: INTERNAL ADMINISTRATION

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Implementation of Council Policies					
The City Manager is effective in the following areas:					······
Carrying out Council directives	0	0	0	0	Ο
Assigning work so that it is performed efficiently and effectively	0	0	0	0	0
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	0	0	0	$\bigcirc$	0
Analyzing problems or issues and identify causes, reasons, and implications	0	0	0	۲	0
Accurately interpreting the direction given by Council	0	0	0	0	0
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority	0	0	0	۲	0
Supporting the actions of the City Council after a decision is made	0	0	0	۲	0
Assuming responsibility for staff performance	0	0	0	$\odot$	0
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	0	0	0	۲	0
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	0	0	0	0	0

<b>B</b> .	Financial Management	or Revision Man		· · · · · · · · · · · · · · · · · · ·		
	Are you satisfied with the City Manager's: Approach to budget preparation and review	0	0	0	0	0
	Use of standard financial management procedures to meet Council's policy guidelines	0	0	0	0	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
Implementation of Council's policy regarding the expenditure of budgeted funds	0	0	0	۲	0
Cost control through economical use of labor, materials and equipment	0	0	0	۲	0
Information on the financial status of City government	0	0	0	۲	0
Use of available funds and his ability to operate the City efficiently and effectively	0	0	0	6	0
 Knowledge of financial matters	Ο	0	0	0	0
Information pertaining to long or short-term financing for capital projects or equipment purchases	0	0	0	0	0
 Information on opportunities for federal and state grant funding	0	0	0	۲	0

C. Personnel Management					
The City Manager is:	<b>.</b>				
Successful in guiding people as a team toward common objectives	0	0	0	۲	0
Effective in selecting qualified and highly competent staff members	0	0	$\odot$	0	0
Effective in maintaining professional relationships with Department Directors	0	0	0	٢	0
Effective in assuring that staff members make a positive impression on citizens	0	0	0	۲	0
The City Manager:					
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	0	0	٥	0	0
Develops and motivates employees so that they are increasingly effective	0	0	۲	0	0
Addresses disciplinary problems and takes action when warranted	0	0	0	٢	0
Monitors performance of employees and initiates corrective action as needed	0	0	0	3	0

### **Comments on Section II:**

Mr. Morton does his best to keep his workforce informed. He knows how to team build. Directed	ors
Directors are given here-way to head their departments	
without a heavy hand from Mr. Morton.	

### SECTION III: EXTERNAL RELATIONS

A. Citizen Relations	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
The City Manager:					· · · · · · · · · · · · · · · · · · ·
Makes a positive impression on citizens and is respected in the City of Palm Coast	0	0	۲	0	0
Has appropriate visibility or identity in the community	0	0	۲	0	0
Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action	0	0	0	۲	0
Is skillful with the news media, avoiding political positions and partisanship	0	0	0	٢	0
Provides information to the public in a timely fashion on matters which will cause public reaction	0	0	0	۲	0
Represents Council positions and policies accurately and effectively	0	0	0	Ø	0
Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important	0	0	0	۲	0
Responds completely and in a timely manner to citizen complaints	0	0	0	۲	0

#### **B.** Intergovernmental Relations

Effective representing the City's interests in dealing with other agencies	0	0	0	۲	0
Participative in enough intergovernmental activity to have an impact on behalf of the City	0	0	0	۲	0
Cooperative with the county, state and federal governments	0	0	0	$\bullet$	0

**Comments on Section III:** 

Mr Morton has been able to work with other local governments in a positive way. He has removed Obstacles that were once barriers between the vorious City's. He is all about communications at every Level

### SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
. Communications		1			
With record to communications the City Manager					
With regard to communications, the City Manager is:Easy to talk to and a good listener			$\square \bigcirc$	6	
Thoughtful, clear and to the point	$+ \Theta$			Ø	$+ \Theta$
Sensitive to the concerns of others	$+ \Theta$			0	$\downarrow$ O
Candid and forthright in discussing City business			0		0
matters with members of City Council	O	0	0	$\odot$	0
		I	L	I	1
Management Style		····			
The City Manager Demonstrates interest and enthusiasm in	T				
performing his duties		0	0	$\odot$	O
Commands respect and good performance	0		0	~	
from staff	0	0	0		0
Shows initiative and creativity in dealing with issues, problems and unusual situations	0	0	$\bigcirc$	3	$\cap$
Is open to new ideas and suggestions for				<u> </u>	
change	O	O	O	O	$\odot$
Works well under pressure	0	0	0	۲	0
Consistently puts aside personal views and implements Council policy and direction	0	0	۲	0	0
Displays the ability to resolve the numerous	$\cap$	$\cap$	0		~
conflicts inherent in municipal government	0		0	۲	0
Responds well to a changing world and local conditions; is adaptive	O	0	$\circ$	$\bullet$	$\circ$
Is accessible to City Council members	Ō	0	Õ	Õ	()
Conforms to the high standards of the		-			
profession; follows the "ICMA Code of	O	0	0	$\circ$	$\odot$
Ethics" Exhibits a commitment to continuing					<u> </u>
education in order to encourage his	$\cap$	$\cap$	$\cap$	$\cap$	$\bigcirc$
professional development	$\cup$	$\smile$	$\cup$		U
Is receptive to constructive criticism and	0	0	0	0	$\overline{ullet}$
advice				$\cup$	$\mathbf{\Theta}$

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
C. Job Effectiveness					
The City Manager:					
Demonstrates interest and enthusiasm about the Council's Vision for the City	0	0	0	$\overline{oldsymbol{\circ}}$	0
Gives his staff the tools necessary to provide efficient, responsive City services	0	0	0	6	0
Coordinates the implementation of City goals and objectives	0	0	0	$\overline{\mathbf{e}}$	0
Creates a positive atmosphere for successful economic development in the City	0	0	0	$\odot$	0
Supports responsible infrastructure expansion and maintenance	0	0	0	0	0
Emphasizes the need for employee training and technological improvements	0	0	0	$oldsymbol{eta}$	Ο
omments on Section IV:					
Morton is a positive thinking "go getter". He is Scused on building a stru e hondles all tasks assign Esucts.	the bigg mg f ned	est cheerle cechieu	eader for th f em }1 cing e	he city and Cogrees Kcellen	totall

### **SECTION V: NARRATIVE RESPONSES**

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

His ability to quickly get on board and up to speed with the city's many issues.

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

His ability to restructure the staff predicated upon performance.

• What does the Manager do that you would like him to continue? He listens!

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

I believe he should have a little more interaction with staff.

• Do you have any other general comments to share with the City Manager? Keep doing what you are doing.

wele W.

Rater's Signature

5 MAU Date 2020

CITY MANAGER ANNUAL EVALUATION FISCAL YEAR 2020

EDDIE BRANQUINHO

## SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

a

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Providing Information					- <b>L</b>
The City Manager provides information which is:		*****		*****	
Detailed and reliable	$\square \bigcirc$	$\cap$	$\cap$	Ø	$\bigcirc$
Explained in a thorough manner	Ň	ň	- Ă-	Ô	$\neg$
Information provided includes alternatives for consideration	0	Õ	0	0	6
Based upon information available, makes recommendations	0	0	0	0	0
Timely	0	$\bigcirc$	۲	$\cap$	
Helpful in preventing trivial administrative matters from being reviewed by the Council	0	0	0	0	0
Helpful and adequate to assist City Council in making sound decisions	0	0	Ø	0	0
The City Manager:					
Provides members of City Council with the		Τ	T		
opportunity to set long-term organizational goals and to establish the future direction of City policy	0	0	0	0	$\bigcirc$
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know	0	0	0		0
Keeps City Council well informed with concise written and oral communications	0	0	٢	0	0
Informs the City Council of administrative developments	0	0	0	0	۲
Follows up in a timely manner on City Council requests for information or action	0	0	0	0	0
8. Providing Advice					
The City Manager:					
Has adequate knowledge of municipal affairs, including the City's laws and ordinances	0	0		0	0
Considers alternatives before making recommendations	0	0	0	0	6
Plans ahead, anticipates needs and recognizes potential problems	0	0	0	0	0
Has a good sense of timing in bringing issues to the Council for action	0	0	0	0	0

co.

**Comments on Section I:** 

NO FURTHER COMMONTS

## SECTION II: INTERNAL ADMINISTRATION

	Poor	Needs	Meets	Exceeds	Excels
		Improvement	Expectations	Expectations	J
A. Implementation of Council Policies					
The City Manager is effective in the following areas:					
Carrying out Council directives	<u> </u>	0	0	$\cup$	<u> </u>
Assigning work so that it is performed efficiently and effectively	0	0	0	0	0
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	0	0	0	0	0
Analyzing problems or issues and identify causes, reasons, and implications	0	0	0	6	0
Accurately interpreting the direction given by Council	0	0	0	0	0
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority	0	0	0	0	0
Supporting the actions of the City Council after a decision is made	0	0	0	0	0
Assuming responsibility for staff performance	0	0	0	0	
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	0	0	0	٢	0
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	0	0	0	0	Ø

B. Financial Management			and a defension of the second		
Are you satisfied with the City Manager's: Approach to budget preparation and review	0	0		0	0
Use of standard financial management procedures to meet Council's policy guidelines	0	0	0	0	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
Implementation of Council's policy regarding the expenditure of budgeted funds	0	0	$\circ$	6	0
Cost control through economical use of labor, materials and equipment	0	0	0	۲	0
Information on the financial status of City government	0	0	۲	0	0
Use of available funds and his ability to operate the City efficiently and effectively	0	0	0	0	0
Knowledge of financial matters	0	0	۲	0	$\cap$
Information pertaining to long or short-term financing for capital projects or equipment purchases	0	0	0	Ø	0
Information on opportunities for federal and state grant funding	0	0	0	0	0

C. Personnel Management					
The City Manager is:					
Successful in guiding people as a team toward common objectives	0	0	0	Ø	0
Effective in selecting qualified and highly competent staff members	0	0	0	0	Ø
Effective in maintaining professional relationships with Department Directors	0	0	0	Ø	0
Effective in assuring that staff members make a positive impression on citizens	0	0	0	0	Ø
The City Manager:					
Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	0	0	0	0	0
Develops and motivates employees so that they are increasingly effective	0	0	٢	0	0
Addresses disciplinary problems and takes action when warranted	0	0	0	0	۲
Monitors performance of employees and initiates corrective action as needed	0	0	Ø	0	0

### **Comments on Section II:**

4

NO FURTITOR COMMONTS

### SECTION III: EXTERNAL RELATIONS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Citizen Relations					
The City Manager:					
Makes a positive impression on citizens and is	Ο		$0$		O
respected in the City of Palm Coast Has appropriate visibility or identity in the					0
	Ο			Ø	U
Assists the Council in resolving problems at the					
administrative level to avoid unnecessary	$\cap$	$  \cap$	$  \cap$	$\circ$	Ø
Council action	$\cup$				
Is skillful with the news media, avoiding	$\cap$	$\square$	0	0	$\cap$
political positions and partisanship	0				
Provides information to the public in a timely	_				
fashion on matters which will cause public	O				
reaction					
Represents Council positions and policies	$\cap$	$  \cap$			
accurately and effectively		+	+		
Thinks and acts in a manner reflecting an attitude			0	0	$\cap$
that client (Council, staff or citizens) perceptions					
and satisfactions are important					
Responds completely and in a timely manner to					
citizen complaints					

B. Intergovernmental Relations					
The City Manager:					
Effective representing the City's interests in dealing with other agencies	0	0	0	0	۲
Participative in enough intergovernmental activity to have an impact on behalf of the City	0	0	0	۲	0
Cooperative with the county, state and federal governments	0	0	0	0	Ø
Comments on Section III: NO EVERTHOR COMMONTS.					

## SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds	Excels
A. Communications		mpiovement	Expectations	Expectations	<u> </u>
With regard to communications, the City Manager is:			*****		
Easy to talk to and a good listener					
Thoughtful, clear and to the point	$+ \varkappa$	$+ \Theta$			$\downarrow \bigcirc$
Sensitive to the concerns of others	$+ \Theta$	<u>+ 8</u>	<u> </u>	+ Q	$\downarrow Q$
Candid and forthright in discussing City business matters with members of City Council	0	0	0	© ©	$  0 \\ 0 \\   0 \\ $
B. Management Style					
		····		······	
The City Manager					[
Demonstrates interest and enthusiasm in performing his duties	$\cap$	$\cap$	0	0	$\bigcirc$
Commands respect and good performance	<u> </u>				
from staff	$\circ$	0	0		$\cap$
Shows initiative and creativity in dealing with	0	$\cap$	$\cap$		
issues, problems and unusual situationsIs open to new ideas and suggestions for	0	<u> </u>	0		
change	0	0	0	$\cap$	6
Works well under pressure	$\cap$	$\overline{0}$	Õ	Õ	ő
Consistently puts aside personal views and implements Council policy and direction	0	0	0	Ø	0
Displays the ability to resolve the numerous conflicts inherent in municipal government	0	0	0	۲	0
Responds well to a changing world and local conditions; is adaptive	0	0	6	0	0
Is accessible to City Council members	0	$\overline{0}$	0	$\overline{\mathbf{o}}$	
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics"	0	0	0	0	0
Exhibits a commitment to continuing education in order to encourage his professional development	0	0		0	0
Is receptive to constructive criticism and advice	0	0	0	0	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
C. Job Effectiveness			w		
The City Manager:	T	τ	T		
Demonstrates interest and enthusiasm about the Council's Vision for the City	0	0	0	Ø	0
Gives his staff the tools necessary to provide efficient, responsive City services	0	0	0	0	0
Coordinates the implementation of City goals and objectives	0	0	0	0	0
Creates a positive atmosphere for successful economic development in the City	0	0	0	Ø	0
Supports responsible infrastructure expansion and maintenance	0	0	0	0	0
Emphasizes the need for employee training and technological improvements	0	0	0	Ø	0
				<u></u>	
Comments on Section IV:		1997			
No FURTHOR COMMONTS					

6 131

#### SECTION V: NARRATIVE RESPONSES

What were the Manager's most notable accomplishments during the past year(s)? SHIFTING THE FOULS AND PUTTING THE PUBLIC FIRST Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past 0 year(s)? TO BE Honosi, FLETiBiLity. What does the Manager do that you would like him to continue? THE SAME THAT is DOING NOW, BUT PUSH EVEN FURTHER ON HORE/BOTTOR CUSTUMOR SORVICE. Is there anything that the Manager does that you would like him to do differently? NOT AT THIS TIME Do you have any other general comments to share with the City Manager? 0 KEEP UP THE GOOD ATTITUDE. 5 8 20 Rater's Signature

# CITY MANAGER ANNUAL EVALUATION FISCAL YEAR 2020

**ROBERT CUFF** 

### SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Providing Information					
The first of the information which in					
The City Manager provides information which is: Detailed and reliable	$\cap$	0	$\cap$		$\cap$
	0	0	<u> </u>	•	2
Explained in a thorough manner	0	0	0	$oldsymbol{O}$	0
Information provided includes alternatives for consideration	0	0	0	۲	0
Based upon information available, makes recommendations	0	0	0	$\odot$	0
Timely	$\circ$	0	$\odot$	0	0
Helpful in preventing trivial administrative matters from being reviewed by the Council	0	0	۲	0	0
Helpful and adequate to assist City Council in making sound decisions	0	0	0	۲	0
The City Manager:					
Provides members of City Council with the					
opportunity to set long-term organizational goals and to establish the future direction of City policy	0	0	$\odot$	0	0
Keeps City Council informed, in a timely manner, of the things Council should be aware of, wants to know, and needs to know	0	0	$\odot$	0	0
Keeps City Council well informed with concise written and oral communications	0	0	۲	0	0
Informs the City Council of administrative developments	0	۲	0	0	0
Follows up in a timely manner on City Council requests for information or action	0	0	0	$\odot$	0
B. Providing Advice					
The City Manager: Has adequate knowledge of municipal affairs,	-	-	-	-	-
including the City's laws and ordinances	0	0	۲	0	0
Considers alternatives before making recommendations	0	0	0	$\odot$	0
Plans ahead, anticipates needs and recognizes potential problems	0	0	0	۲	0
Has a good sense of timing in bringing issues to the Council for action	0	0	۲	0	0

#### **Comments on Section I:**

Since this is his first annual evaluation, I think Mr. Morton has done as excellent job educating himself on municipal operations in this state and learning the structure and history of the City.

While administrative operations are his decision under the City Charter, I think he could do a better job of keeping Council members informed of administrative issues, particularly higher-level staff changes, either when or as soon after they occur as

### SECTION II: INTERNAL ADMINISTRATION

	Poor	Needs	Meets	Exceeds	Excels
t I I I I I I I I I I I I I I I I I I I		Improvement	Expectations	Expectations	
A. Implementation of Council Policies					
The City Manager is effective in the following areas:	-		-		<u> </u>
Carrying out Council directives	0	0	0	$\odot$	0
Assigning work so that it is performed efficiently and effectively	0	0	$\odot$	0	0
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	0	0	۲	0	0
Analyzing problems or issues and identify causes, reasons, and implications	0	0	0	$\odot$	0
Accurately interpreting the direction given by Council	0	0	$\odot$	0	0
Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority	0	0	۲	0	0
Supporting the actions of the City Council after a decision is made	0	0	0	$\odot$	0
Assuming responsibility for staff performance	0	0	0	$\bullet$	0
Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation	0	0	۲	0	0
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	0	0	0	۲	0

B. Financial Management					
Are you satisfied with the City Manager's: Approach to budget preparation and review	0	0		0	0
Use of standard financial management procedures to meet Council's policy guidelines	0	0	$\odot$	0	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
Implementation of Council's policy regarding the expenditure of budgeted funds	0	0	$\odot$	0	0
Cost control through economical use of labor, materials and equipment	0	0	$\odot$	0	0
Information on the financial status of City government	0	0	$\odot$	0	0
Use of available funds and his ability to operate the City efficiently and effectively	0	0	$\odot$	0	0
Knowledge of financial matters	0	0	0	$\odot$	0
Information pertaining to long or short-term financing for capital projects or equipment purchases	0	0	۲	0	0
Information on opportunities for federal and state grant funding	0	0	$\odot$	0	0

C. Personnel Management					
The City Manager is: Successful in guiding people as a team toward common objectives	0	0	0	$\odot$	0
Effective in selecting qualified and highly competent staff members	0	0	$\odot$	0	0
Effective in maintaining professional relationships with Department Directors	0	0	$\odot$	0	0
Effective in assuring that staff members make a positive impression on citizens	0	0	0	0	$\odot$
The City Manager: Insures that the City's personnel policies and practices are administered by City Department Directors and management staff in an equitable manner	0	0	0	۲	0
Develops and motivates employees so that they are increasingly effective	0	0	$\odot$	0	0
Addresses disciplinary problems and takes action when warranted	0	0	$\odot$	0	0
Monitors performance of employees and initiates corrective action as needed	0	0	$\odot$	0	0

#### **Comments on Section II:**

I think Mr. Morton has handled the areas of City operations scored in this section well, given the steep learning curve of anyone entering an organization of this size from a different jurisdiction. Many of my scores of "meets expectations" are based lack of a track record to compare to this first year's performance, particularly in budgeting matters.

I am impressed with Mr. Morton's enthusiasm for data driven decision making and look forward to his efforts to provide meaningful benchmarks for future evaluation of both his performance and the City's as a whole.

I think more attention could be paid to keeping Council up to speed on long term projects such as major road construction, stormwater, etc.

### SECTION III: EXTERNAL RELATIONS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Citizen Relations					
The City Manager:					
Makes a positive impression on citizens and is respected in the City of Palm Coast	0	0	0	0	$\odot$
Has appropriate visibility or identity in the community	0	0	0	۲	0
Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action	0	0	۲	0	0
Is skillful with the news media, avoiding political positions and partisanship	0	0	$\odot$	0	0
Provides information to the public in a timely fashion on matters which will cause public reaction	0	0	۲	0	0
Represents Council positions and policies accurately and effectively	0	0	0	$\odot$	0
Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important	0	0	0	0	$\odot$
Responds completely and in a timely manner to citizen complaints	0	0	0	0	$\odot$

B. Intergovernmental Relations					
The City Manager:					
Effective representing the City's interests in dealing with other agencies	0	0	0	$\odot$	0
Participative in enough intergovernmental activity to have an impact on behalf of the City	0	0	0	0	$\odot$
Cooperative with the county, state and federal governments	0	0	0	0	$\odot$

#### **Comments on Section III:**

I am particularly impressed with Mr. Morton's willingness and demonstrated ability to work with other governmental agencies and his focus on customer service to our residents and businesses. Steps being taken to make information available and to communication with the public, particularly using online resources, are very exciting. However, we need to maintain the City's ability to communicate relevant information to residents, businesses, and visitors beyond social media.

### SECTION IV: PERSONAL ACCOMPLISHMENTS

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
A. Communications					
With the City Manager in					
With regard to communications, the City Manager is:Easy to talk to and a good listener	0	0	0	$\bigcirc$	$\odot$
Thoughtful, clear and to the point	ŏ	ŏ	ŏ	Õ	ŏ
Sensitive to the concerns of others	ŏ	Õ	ŏ	ŏ	Õ
Candid and forthright in discussing City business matters with members of City Council	0	0	Õ	0	Ō
B. Management Style					
The City Manager					
Demonstrates interest and enthusiasm in performing his duties	0	0	0	0	$oldsymbol{O}$
Commands respect and good performance from staff	0	0	0	$\odot$	0
Shows initiative and creativity in dealing with issues, problems and unusual situations	0	0	0	0	$oldsymbol{O}$
Is open to new ideas and suggestions for change	0	0	0	0	$oldsymbol{O}$
Works well under pressure	0	0	0	$\odot$	0
Consistently puts aside personal views and implements Council policy and direction	0	0	0	۲	0
Displays the ability to resolve the numerous conflicts inherent in municipal government	0	0	0	۲	0
Responds well to a changing world and local conditions; is adaptive	0	0	0	0	$oldsymbol{O}$
Is accessible to City Council members	0	0	0	$\odot$	$\bigcirc$
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics"	0	0	0	0	$\odot$
Exhibits a commitment to continuing education in order to encourage his professional development	0	0	0	۲	0
Is receptive to constructive criticism and advice	0	0	0	۲	0

	Poor	Needs Improvement	Meets Expectations	Exceeds Expectations	Excels
C. Job Effectiveness					
The City Manager:					
Demonstrates interest and enthusiasm about the Council's Vision for the City	0	0	0	0	$oldsymbol{O}$
Gives his staff the tools necessary to provide efficient, responsive City services	0	0	0	$\odot$	0
Coordinates the implementation of City goals and objectives	0	0	0	$\odot$	0
Creates a positive atmosphere for successful economic development in the City	0	0	0	0	$\odot$
Supports responsible infrastructure expansion and maintenance	0	0	0	$\odot$	0
Emphasizes the need for employee training and technological improvements	0	0	0	۲	0

**Comments on Section IV:** 

Mr. Morton's apparent enthusiasm for the City and his position and his initial steps in communicating with the staff, community, and other governmental entities is a highlight of his first year. I think he will be more successful in reaching his own goals and those of the Council as he gets to know his staff better and fills key staff positions. Since he is still a relative newcomer to his position, he needs to be sure that new hires, particularly at the director and other senior levels of staff have an opportunity to develop not only their technical skills but also learn about the City and its history.

### SECTION V: NARRATIVE RESPONSES

the	ting to know the City, staff, residents, businesses, and community in general and demonstrating his enthusiasm for work that needs to be done. His efforts during the current health crisis and emergency preparations during our last icane season are impressive.
•	Which of the Manager's qualities were most instrumental in fulfilling the role of City Manager this past year(s)?
His	optimism and enthusiasm, willingness to meet with different groups, and hear different points of view are all impressive work ethic is even more impressive, to the point that I think he tends to take on too much and tries to be all things to a ple. I hope he will be able to achieve a better balance for work/life in his second year.
•	What does the Manager do that you would like him to continue?
ma	ntinue to develop data collection and systems to improve City performance and provide information for future decision king and prioritizing of projects. Continue to learn about the City and what makes m Coast unique.
•	Is there anything that the Manager does that you would like him to do differently?
but (	tinue to improve information flow with Council as a whole. One-on-one communication with Council members is vital opportunities for Council to discuss issues and set priorities are difficult in Florida's system of open government unless Council has the opportunity for more general discussions of projects and priorities as a body and not just as individuals the manager.
	Do you have any other general comments to share with the City Manager?

1/ Rater's Signature

April 12, 2020

Date