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TOWN MANAGER EVALUATION

TOWN MANAGER EVALUATION

| <u>COMMISSIONER</u> | <u>OVEAL RATING</u> |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

| | |
|----------------------|-----|
| Mayor Minnet | 4 |
| Vice Mayor Dodd | 4.3 |
| Commissioner Sasser | 4 |
| Commissioner Vincent | 4.7 |

| | |
|--------------------|------|
| Average 4 out of 4 | 4.25 |
|--------------------|------|

Commissioner Clotney Out of Town

EVALUATION OF THE TOWN MANAGER LAUDERDALE-BY-THE-SEA, FLORIDA

| | | | | |
|-------------------------------|----------|-----------------------|----------|-------------------------|
| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| Does Not Meet Expectations | | Meets Expectations | | Exceeds Expectations |

I. RELATIONS WITH GOVERNING BODY PROVIDING INFORMATION

- | | |
|---|----------|
| 1. Keep the Commission informed in an appropriate and timely manner about matters critical to the Commission's policy making role? | <u>4</u> |
| 2. Provide information on an equal basis to all Commission members? | <u>?</u> |
| 3. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded? | <u>5</u> |
| 4. Available to the Commission on official business either personally or through designated subordinates? | <u>5</u> |
| 5. Report departmental and staff activities to the Commission in an appropriate and timely manner? | <u>2</u> |
| 6. Advise the Commission of relevant legislation and developments in the area of public policy affecting the Town of Lauderdale-By-The-Sea? | <u>3</u> |
| 7. Developed, or is in the process of developing, comprehensive understanding of the problems and issues existing in the Town of Lauderdale-By-The-Sea? | <u>5</u> |
| 8. Consider all available alternatives before making recommendations to the Commission? | <u>4</u> |
| 9. Anticipate, plan and prioritize future needs and programs recognizing the potential problems confronting the Town? | <u>5</u> |

Comments:

Q1 Less information now than when on 3 month's trial period.
 2 Not possible to answer because of Sunshine laws!
 5 Did not notify of staff suspensions but situation has improved
 6. Usually it is T. Attorney

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

**II. ORGANIZATIONAL RELATIONS
A. FISCAL MANAGEMENT**

- | | |
|--|-----------|
| 1. Develop and administer a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Commission in its decision making role? | <u>5</u> |
| 2. Control operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment? | <u>4</u> |
| 3. Provide the Commission with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Commission? | <u>4.</u> |

Comments:

I have more faith in this year's budget than under the previous manager. I doubt we will get a GOF A award but financially this year's figures are probably better than they have ever been.

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

B. PERSONNEL MANAGEMENT

- | | |
|---|----------|
| 1. Effectuate sound personnel selection and placement policies? | <u>4</u> |
| 2. Motivate personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public? | <u>5</u> |
| 3. Take disciplinary action when appropriate? | <u>3</u> |
| 4. Promote and support the "public service role" for all town employees and emphasizing exemplary performance? | <u>4</u> |
| 5. Treat all town personnel in a fair and equitable manner? | <u>4</u> |

Comments:

③ We weren't informed of one staff suspension or the reason for the suspension. I believe this has changed now the manager is more aware of the "hand-on" nature of this small town.

EVALUATION OF THE TOWN MANAGER LAUDERDALE-BY-THE-SEA, FLORIDA

C. MANAGING THE ORGANIZATION

- | | |
|---|----------|
| 1. Execute the policies adopted by the Commission in a timely and appropriate fashion? | <u>4</u> |
| 2. Plan and execute organizational priorities in a manner reflective of the Town's stated mission and goals, and satisfactory to the Commission? | <u>5</u> |
| 3. Analyze organizational problems or issues and identify causes, reasons, implications, and solutions employing all available technologies, systems and methods? | <u>5</u> |
| 4. Execute the short and long-term goals and objectives set forth in the Town's Mission Statement in a timely and effective manner? | <u>4</u> |
| 5. Communicate effective, clearly, easily and to the point? | <u>5</u> |
| 6. Demonstrate sensitivity to the opinions and concerns of others in and outside the organization? | <u>4</u> |
| 7. Emphasize the importance of teamwork and leadership in his/her relationship with the organization, and provide a role model for personnel? | <u>4</u> |
| 8. Accept new ideas and suggestions for change? | <u>5</u> |
| 9. Adapt to and deal effectively with unanticipated conditions and situations? | <u>5</u> |

Comments:

② Extremely happy we have someone who recognizes and acted to correct computer and phone issues.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

III. RELATIONS WITH THE PUBLIC

- | | |
|--|----------|
| 1. Handle disputes or complaints involving citizens in an effective, equitable, and timely manner? | <u>4</u> |
| 2. Make him/herself available and visible to the citizens of the Town in an appropriate manner? | <u>5</u> |
| 3. Present Commission policies and positions on issues to the citizens and town organization accurately, equitable, and effectively? | <u>4</u> |
| 4. Direct sufficient public credit to the Commission in its role as the Governing Body? | <u>4</u> |

Comments:

② Turns up at Town events in person rather than in disguise!

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

IV. RELATIONS WITH OTHER GOVERNMENTS

- | | |
|---|----------|
| 1. Deal effectively with other government agencies at all levels in representing the Town of Lauderdale-By-The-Sea? | <u>5</u> |
| 2. Develop and administer an effective program of grantsmanship? | <u>3</u> |

Comments:

(2) Not enough spare staff time available to follow up as effectively as has been requested

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

V. ACHIEVEMENT OF STATED GOALS

The previous manager didn't have any stated goals of proper evaluation. When one Commissioner stated she has earned a '5' across the board and 30 individuals spoke at public comments what a good job she was doing, I was very aware there was a lot wrong. The new manager set the requirements and asked the commission for guidance on the priorities. I believe the manager has achieved a very high standard in the achievement of the goals that were set.

LIST ANY OTHER GOALS, ACHIEVEMENTS, OBJECTIVES:

The manager has exceeded my expectations in many areas of her duties. She has covered an enormous amount of ground in a very short period. She has had to deal with a lot of skeletons in every cupboard, inefficiencies, out of date policies but also change the previous attitudes that were prevalent. This is a small town and the Commission is very hands-on - they like to know everything that is happening. As for areas for improvement I would like to see the commission more informed as to staff changes, promotions, replacements, suspensions even though she is not required to do so in her contract.

OVERALL RATING:

(considering all items above)

31 questions 134 Score Average 4.3



Commissioner Signature

October 2nd 2011
Date

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

**II. ORGANIZATIONAL RELATIONS
A. FISCAL MANAGEMENT**

- | | |
|--|----------|
| 1. Develop and administer a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Commission in its decision making role? | <u>4</u> |
| 2. Control operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment? | <u>4</u> |
| 3. Provide the Commission with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Commission? | <u>4</u> |

Comments:

EVALUATION OF THE TOWN MANAGER LAUDERDALE-BY-THE-SEA, FLORIDA

B. PERSONNEL MANAGEMENT

1. Effectuate sound personnel selection and placement policies? 4
2. Motivate personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public? 4
3. Take disciplinary action when appropriate? 4
4. Promote and support the "public service role" for all town employees and emphasizing exemplary performance? 4
5. Treat all town personnel in a fair and equitable manner? 4

Comments:

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

C. MANAGING THE ORGANIZATION

- | | |
|---|----------|
| 1. Execute the policies adopted by the Commission in a timely and appropriate fashion? | <u>4</u> |
| 2. Plan and execute organizational priorities in a manner reflective of the Town's stated mission and goals, and satisfactory to the Commission? | <u>4</u> |
| 3. Analyze organizational problems or issues and identify causes, reasons, implications, and solutions employing all available technologies, systems and methods? | <u>4</u> |
| 4. Execute the short and long-term goals and objectives set forth in the Town's Mission Statement in a timely and effective manner? | <u>4</u> |
| 5. Communicate effective, clearly, easily and to the point? | <u>4</u> |
| 6. Demonstrate sensitivity to the opinions and concerns of others in and outside the organization? | <u>4</u> |
| 7. Emphasize the importance of teamwork and leadership in his/her relationship with the organization, and provide a role model for personnel? | <u>4</u> |
| 8. Accept new ideas and suggestions for change? | <u>5</u> |
| 9. Adapt to and deal effectively with unanticipated conditions and situations? | <u>5</u> |

Comments:

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

III. RELATIONS WITH THE PUBLIC

- | | |
|--|----------|
| 1. Handle disputes or complaints involving citizens in an effective, equitable, and timely manner? | <u>3</u> |
| 2. Make him/herself available and visible to the citizens of the Town in an appropriate manner? | <u>5</u> |
| 3. Present Commission policies and positions on issues to the citizens and town organization accurately, equitable, and effectively? | <u>4</u> |
| 4. Direct sufficient public credit to the Commission in its role as the Governing Body? | <u>5</u> |

Comments:

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

IV. RELATIONS WITH OTHER GOVERNMENTS

- | | |
|---|----------|
| 1. Deal effectively with other government agencies at all levels in representing the Town of Lauderdale-By-The-Sea? | <u>5</u> |
| 2. Develop and administer an effective program of grantsmanship? | <u>3</u> |

Comments:

must work on an effective program to identify grants applicable to our town. Money is available at State & Federal levels & administration needs to spend time exploring these opportunities.

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

V. ACHIEVEMENT OF STATED GOALS

each item was addressed. Many completed and ^{some} performance goals moved into the "Phase 2" implementation for continued progress and monitoring

LIST ANY OTHER GOALS, ACHIEVEMENTS, OBJECTIVES:

once all analysis's are completed; drainage, sewer & road repair, must look at a strategic plan for the southern part of town's residential areas. Continue to improve our "green initiatives".

OVERALL RATING:
(considering all items above)

4

Commissioner Signature

Oct 3, 2011

Date

EVALUATION OF THE TOWN MANAGER LAUDERDALE-BY-THE-SEA, FLORIDA

| | | | | |
|-------------------------------|----------|-----------------------|----------|-------------------------|
| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
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I. RELATIONS WITH GOVERNING BODY PROVIDING INFORMATION

- | | |
|---|----------|
| 1. Keep the Commission informed in an appropriate and timely manner about matters critical to the Commission's policy making role? | <u>4</u> |
| 2. Provide information on an equal basis to all Commission members? | <u>4</u> |
| 3. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded? | <u>4</u> |
| 4. Available to the Commission on official business either personally or through designated subordinates? | <u>5</u> |
| 5. Report departmental and staff activities to the Commission in an appropriate and timely manner? | <u>4</u> |
| 6. Advise the Commission of relevant legislation and developments in the area of public policy affecting the Town of Lauderdale-By-The-Sea? | <u>5</u> |
| 7. Developed, or is in the process of developing, comprehensive understanding of the problems and issues existing in the Town of Lauderdale-By-The-Sea? | <u>4</u> |
| 8. Consider all available alternatives before making recommendations to the Commission? | <u>5</u> |
| 9. Anticipate, plan and prioritize future needs and programs recognizing the potential problems confronting the Town? | <u>5</u> |

Comments:

Improvement can be made by planning an overall organizational strategy to effectively and efficiently be able to delegate and stay out of the weeds.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

**II. ORGANIZATIONAL RELATIONS
A. FISCAL MANAGEMENT**

- | | |
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| 1. Develop and administer a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Commission in its decision making role? | <u>5</u> |
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Comments:

2. A more comprehensive overall organizational plan and report would assist in knowing the strategy for efficiency of gov't.
3. Financial reports are adequate but enhancements on monthly or quarterly updates with plus or minus budget would be optimal

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

B. PERSONNEL MANAGEMENT

- | | |
|---|----------|
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| 2. Motivate personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public? | <u>4</u> |
| 3. Take disciplinary action when appropriate? | <u>4</u> |
| 4. Promote and support the "public service role" for all town employees and emphasizing exemplary performance? | <u>5</u> |
| 5. Treat all town personnel in a fair and equitable manner? | <u>5</u> |

Comments:

Personnel management and policy changes have all been exceptional and well received. I would like to see a structured plan of the future state of town gov't organization holistically so we can all rally behind changes.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

C. MANAGING THE ORGANIZATION

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| 9. Adapt to and deal effectively with unanticipated conditions and situations? | <u>5</u> |

Comments:

Connie is very strategic and accepts new ideas and communicates them well.

Great communicator

Improvement can be made in maintaining neutral on decisions. This is difficult because we ask her opinion and lean on her experience often.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

III. RELATIONS WITH THE PUBLIC

- | | |
|--|----------|
| 1. Handle disputes or complaints involving citizens in an effective, equitable, and timely manner? | <u>5</u> |
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| 4. Direct sufficient public credit to the Commission in its role as the Governing Body? | <u>5</u> |

Comments:

Top notch communication and relations.
A big thank you to Connie for emphasizing
this area.

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

IV. RELATIONS WITH OTHER GOVERNMENTS

- 1. Deal effectively with other government agencies at all levels in representing the Town of Lauderdale-By-The-Sea? 5
- 2. Develop and administer an effective program of grantsmanship? 3

Comments:

2. I'm not aware of any published grant initiatives.

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

V. ACHIEVEMENT OF STATED GOALS

Based on the ambitious goals that were set for the balance of this year I am more than pleased on achievement. I would like to see things done more efficiently and quickly, looking for ways to expedite projects and initiatives.

~~LIST ANY OTHER GOALS, ACHIEVEMENTS, OBJECTIVES:~~

Overall Comments: I believe Connie is the most qualified, experienced and knowledgeable Town Manager this town has had. Her expertise and experience are invaluable. I believe improvement can be made by better balancing the strategic demands with the day-to-day operations. Connie is most valuable to us as a strategic thinker and her time should be weighted more heavily on strategy. It is very difficult in a small town, not to get pulled down into the weeds. Sometimes it is necessary but I would like to see her spend even more time heavily weighted to the strategic.

OVERALL RATING:

(considering all items above)

Connie is learning to balance 4
the difference between large city management and small town management. I am certain this will improve over time.



Commissioner Signature

10/3/11

Date

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

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|-------------------------------|----------|-----------------------|----------|-------------------------|
| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| Does Not Meet Expectations | | Meets Expectations | | Exceeds Expectations |

**I. RELATIONS WITH GOVERNING BODY
PROVIDING INFORMATION**

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|---|----------|
| 1. Keep the Commission informed in an appropriate and timely manner about matters critical to the Commission's policy making role? | <u>5</u> |
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Comments:

RESPONSIVE AND INFORMATIVE ON ALL ISSUES.

? Question #2 - DUE TO 1 SUNGLINE, I WOULD NOT KNOW THE ANSWER TO THIS QUESTION.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

**II. ORGANIZATIONAL RELATIONS
A. FISCAL MANAGEMENT**

1. Develop and administer a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Commission in its decision making role? ✓

2. Control operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment? ✓

3. Provide the Commission with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Commission? ✓

Comments:

*HAS BEST INTEREST IN THE TOWN'S FINANCIAL
AND FISCAL RESPONSIBILITIES.*

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

B. PERSONNEL MANAGEMENT

- 1. Effectuate sound personnel selection and placement policies? 5
- 2. Motivate personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public? 4
- 3. Take disciplinary action when appropriate? 5
- 4. Promote and support the "public service role" for all town employees and emphasizing exemplary performance? ✓
- 5. Treat all town personnel in a fair and equitable manner? ✓

Comments:

Has proven to be fair with all employees on all levels.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

C. MANAGING THE ORGANIZATION

- | | |
|---|----------|
| 1. Execute the policies adopted by the Commission in a timely and appropriate fashion? | <u>4</u> |
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| 8. Accept new ideas and suggestions for change? | <u>5</u> |
| 9. Adapt to and deal effectively with unanticipated conditions and situations? | <u>4</u> |

Comments:

CONTINUES TO PERFORM TO THE BEST OF HER ABILITY.

**EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA**

III. RELATIONS WITH THE PUBLIC

- | | |
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| 1. Handle disputes or complaints involving citizens in an effective, equitable, and timely manner? | <u>4</u> |
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| 4. Direct sufficient public credit to the Commission in its role as the Governing Body? | <u>5</u> |

Comments:

HAS A GREAT SENSE OF AWARENESS FOR THE NEEDS OF OUR RESIDENTS AND BUSINESSES.

EVALUATION OF THE TOWN MANAGER
LAUDERDALE-BY-THE-SEA, FLORIDA

IV. RELATIONS WITH OTHER GOVERNMENTS

1. Deal effectively with other government agencies at all levels in representing the Town of Lauderdale-By-The-Sea? 5
2. Develop and administer an effective program of grantsmanship? 4

Comments:

HER PAST GOVERNMENTAL EXPERIENCES PROVES TO BE ONE OF HER MANY COMPLIMENTS.

LIST ANY GOALS, ACHIEVEMENTS, OBJECTIVES:

- 1) CONTINUE TO BE INNOVATIVE AND CREATIVE IN HER ABILITIES TO WORK WELL WITH PEOPLE AND IMPLEMENT THE IMMEDIATE STRATEGIC PLANS SET FORTH FOR THE TOWN.
- 2) CONNIE HAS BEEN SUCCESSFUL AT UNITING THIS TOWN WITH HER PEOPLE SKILLS AND UNDERSTANDING EACH INDIVIDUAL'S SKILLS.

OVERALL RATING:
(considering all items above)

4.7



Commissioner Signature

10/2/2011
Date