

City of Opa-locka

*Commission Chambers
215 Perviz Avenue
Opa-locka, FL 33054*



PRIORITY SETTING WORKSHOP Agenda

**Monday, May 17, 2021
5:30 PM**

City Commission

**Mayor Matthew A. Pigatt
Vice Mayor Veronica J. Williams
Commissioner Alvin Burke
Commissioner Chris Davis
Commissioner John H. Taylor Jr.**

Appointed Officials

**City Manager John E. Pate
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC**

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give their full name and address, and the name and address of the organization they are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all City Commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the Commission meeting. *City of Opa-locka Code of Ordinances Section 2-57*

DECORUM POLICY

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission, shall be declared to be out of order by the presiding officer, and shall be barred from future audiences before the Commission by the presiding officer, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members. *City of Opa-locka Code of Ordinances Section 2-58*

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the City staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105:

Anyone who desires to appeal any decision made by any board, agency, or commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for that reason, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal may be based.

Procedures for Public Participation**How to watch the meeting**

Members of the public can watch public meetings and public hearings at <https://www.youtube.com/user/CityofOpaLocka>

City Commission Meetings are held in-person while allowing virtual participation. Members of the public wishing to address the Commission may do so in person or virtually.

To participate virtually, please register at least 30 minutes prior to the scheduled meeting time on the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA

“The Great City”

PRIORITY SETTING WORKSHOP

Monday, May 17, 2021

5:30 p.m.

AGENDA

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. INVOCATION:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. PUBLIC COMMENTS:**
Agenda item only
- 6. INTRODUCTION / WORKSHOP OVERVIEW:**
- 7. DISCUSSION - CITY COMMISSION PRIORITIES:**
Continuation from April 12, 2021 Priority Setting Workshop
- 8. ADJOURNMENT:**



City of Opa-locka

Mayor/Commission Priorities

Mayor Matthew Pigatt

- I. Finances
 - Completion of all outstanding audits
 - Completion of 5 year recovery plan
 - Fully operational finance department
- II. Water billing
 - Replacement of all water meters not operating up to standards
 - Transition of all accounts to our billing manager (Miami-Dade County Water & Sewer)
 - Resolution of class action lawsuit
 - Hosting a public workshop updating the residents about our new water billing system
- III. Flooding & DERM Moratorium
 - Implement a maintenance schedule for the cleaning of all gutters throughout the city
 - Assessment of all flooding areas and development of a capital improvement plan to address flooding throughout city
 - Address all issues identified by DERM
 - Upgrade all pump stations to remove DERM Moratoriums throughout the city
- IV. Roads and Streets
 - Remilling of at least 5 miles of streets
 - Repair of all pothole throughout the city
 - Finishing Cairo Lane
 - Planning next major industrial area capital improvement project

Operational audit

- Addressing all operational audit findings by December 2020 with back up documentation and/or a measurable plan to ensure completion

Departmental priorities

- I. Finance
 - Policies and procedures that address all the operational audit findings
 - Budget submitted to state by August 1st
 - Annual Budget develop staffed with clear goals, objectives, and performance measures for each department
 - Living wage for all employees
 - Debt repayment plans fully executed and on schedule
 - Competitive bidding process with selection committee for upcoming audits
- II. HR
 - Comprehensive evaluation of all employees
 - Updated pay plan to ensure respectable wages for all employees

- Implementation of a progressive discipline policy with a robust system of verbal and written warnings inserted into HR files
 - Policies and procedures that address all the operational audit findings
 - Annual training and membership for employees
 - Mandatory annual ethics and public records training for all employees
- III. Parks
- Full optimization of all recreational facilities throughout the City of Opa-locka
 - Baseball and football fields upgraded to standards to host competitive sports
 - Activation of Helen Miller center, Segal Park, Cultural Arts building, and Ingram park
 - Partnerships with non-profit organizations to activate all facilities
 - Upgrade and regular maintenance of lights, gates, lawn, playgrounds, etc.
 - Annual schedule of creative programming based upon public input and needs
 - Policies and procedures that address all the operational audit findings
 - Data on public participation for every event and program
- IV. Public works
- Regular schedule of maintenance of tree trimmings and landscaping throughout city
 - System to ensure the identification and rectification of all potholes
 - Comprehensive plan to upgrade lighting throughout City
- V. Buildings & Licensing
- Report on the types of businesses in the City of Opa-locka
 - Electronic system for licensing and permitting where possible
 - Organizing our filing system
 - Ensuring that EVERY business has an up-to-date occupational license within the city
 - No business is operating outside of licensure
 - Annual reviews of occupational licenses
 - Removal of slum conditions throughout the city
- VI. Police
- System to address and remove bad cops
 - Regular bike patrols in single-family residential areas
 - Regular foot patrols of multi-family residential areas with high crime
 - Patrols of all commercial and residential areas during each shift
 - Increase of response times
 - Decrease crimes throughout city
 - “Opa-locka police are respectful, fair, and don’t play”
- VII. Code Enforcement
- Equitable enforcement of our code throughout the city
 - Plan to address illegal dumping
- VIII. Community Development
- Renovation of Historic City Hall

- Citywide sidewalk improvement and instillation plan
- Cleaning and development of all canals for robust underwater ecosystem conducive to fishing
- Parks masterplan for all of our parks

IX. IT

- Update website
- Livestream commission meetings

X. General

- Implementation of a public relations plan for the City
- Results-oriented government management plan with metrics and performance measures for each department
- Replacement and upgrade of bus stops throughout city

XI. Implementation of a city-wide beautification plan that include code enforcement for cleanliness and beautification of private properties and performance measurements for the City in maintaining all its facilities, canals, and public right-of-ways.

This is not an exhaustive list. However, these are my basic priorities for this 2019-2020 fiscal year. As you move on these items, please keep in mind that our highest priorities are the Four Major Challenges we face as a community.

Vice Mayor Veronica Williams

1) Marketing Plan to Promote City Initiatives, Highlight Residents & Employees; Engage & Empower Citizens

It is my priority to re-engage the residents of Opa-Locka to be more civically minded, which includes connecting the Commission, City Government, and our Citizens to be able to work together in both political and non-political actions to protect public values or make a change in our community. This can be achieved through a deliberate and targeted marketing plan that revitalizes & rejuvenates Opa-locka and its citizens.

Market & Showcase the following:

- Employees (Departments & Individuals)
- Citizens
- Events
- Parks & Recreation

2) Human Resources / Human Capital

It is my priority to work with the City Manager's office and the Human Resources department to develop and implement a Comprehensive Transformation Plan for all city employees and departments. There exists a need to retrain, reorganize and hire effective employees that work for the best interest of the City. Every department within the City of Opa-Locka are viable in moving the city forward. The Transformation Plan will ensure a clear and concise "One City" plan that governs employees' effectiveness and accountability.

The "One City" Transformation plan that is inclusive of, but not limited to:

- An comprehensive evaluation system, with pre & post checkpoints throughout the year, along with deliberate and targeted feedback on employees efficacy.
- A needs assessment (accountability reporting) of departments (structure, employee efficacy, etc.), that need targeted intervention from possible outside management systems.
- After needs assessment has taken place, rank departments by levels of support needed to create a more efficient department
- Actionable goals for each department that should be visible by all
- A system of accountability for employees that have targets for each goal that should be set by employees/departments.
- Create a system of bonus for employees that have demonstrated exemplary and efficacious work production.

3) Infrastructure (Roads, Technology, Economic and Communication)

It is my priority to continue to work with City Management to continue the work of the Stormwater Master Plan, road & highway revitalization projects to build and fix streets in the City.

Along with physical infrastructure, increase economic and technological Infrastructure as well. This includes but not limited to:

- Reducing Flooding in residential & commercial areas
- Fix deteriorated roads & highways
- Build / fix side walks
- Ensure fines, assessments, bills, licenses, permits, etc. are being collected.
- Technology and other innovative advancements
- Communication Infrastructure

4) Parks & Recreation

It is my priority that we as a city develop our aging parks and ensure its standards are at the highest level. Along with Park Administration, Staff, Commission and City Hall, continue to bring programming that targets youth with initiatives that help to decrease community violence and promote life skills. Programming that targets seniors, with health and exercise classes and benefits of longevity. My priority is also to help secure funding for an updated play area and basketball court.

5) Beautification

The beautification of Opa-locka will have to take a City/Citizen methodology. Understanding that we must work together to create beautification projects that will not only enhance our city visibly, but we must continue to maintain and create accountability methods for those that break established rules/laws.

Commissioner Alvin Burke

- Cairo Lane
- Re-opening of Ingram Park
- Historic City Hall
- Updated Employee Pay Plan
- Citywide Clean-up to include routine maintenance schedule, etc.

Commissioner Chris Davis

- Citywide beautification / cleaning program with regular maintenance schedule to include trash pickup, installation of garbage cans throughout the city public spaces and parks, (waterway cleaning Miami Dade County) and pressure cleaning sidewalks. Potential partnership with greater miami service corps/ career source youth summer jobs program, increasing staff capacity of public works department to perform function.
- Park programing for seniors and youth to include leisure service component.
- Jobs program creating incentives for local businesses that hire opa-locka residents.
- Creating a recovery program with reconciliation of funds left over from Cares Act reconciliation.
- Creating crime stoppers program to combat recent hike in violent behavior. (could be combined with efforts to combat illegal dumping)
- Lowering of mileage rate at least 1 mil in the next two years.
- Hurricane Disaster Preparedness plan update and supply outreach during hurricane season.
- Quarterly financial reports detailing the cities budgeted vs actuals at minimum, monthly preferred.
- Creating incentive package for developers in the downtown area.
- Creation of event policy with discretionary budget reference the commission.
- Inclusionary Housing initiative in the CRA Area. (requires developers to set aside a certain percentage of a new developments units as affordable to leverage local governments role as land regulators)
- Development of citywide commercial impact fee program to create fund to support job housing linkage ensuring that when creating jobs by new commercial development ensuring quality housing is available for their workforce to prevent the exacerbation of housing challenges.
- Creating a Social service Arm of the City. (Reactivating the newly renovated C.E.T. / cultural arts center Community Empowerment team Center 2105 Ali baba Ave).
- Completing pending capital projects Cairo lane, Ingram park, Historic City Hall as a top priority.
- Reactivating charter review committee to revise and update charter.
- Reactivating Historic Arabian Nights event and hosting event on an annual basis. Using funding sources such as miami dade department of cultural affairs and private foundation support to kick of inaugural event.
- I would like the city to take a strong stand regarding qualified immunity and have that reflected in the renegotiation of the collective bargaining agreement with PBA.
- AFSCME union contract also need to be renegotiated.
- Hosting a Juneteenth event.
- Summer youth jobs initiative (partnership with Career Source).
- Using recent \$6,676,070.31 allocation from American Rescue plan to tackle infrastructure, housing and mileage rate reduction challenges.
- Reactivating Police explorer program and creating more mentorship opportunities for local youth.
- Creating Homelessness Initiative I.E. Temporary Housing / resources etc. actively engaging in annual countywide Homeless Count to ensure our community is at the table.

- Addressing long term infrastructure challenges with storm water / waste water and drinking water system as type priority.
- Continuing Citywide milling and resurfacing.
- Hiring a permanent finance director or outsource to qualified firm.
- Hiring a grant writer.
- Hiring a lobbying firm to manage the cities legislative agenda.
- Rebrand and measure Service Delivery System (citywide). We must perform better in this area.
- Creating citywide volunteering program and database for ongoing support of events and projects.
- Reactivating citywide internship program and reaching out to local universities to market opportunity.
- Virtual job fair event including local business owners summer 2021.
- Annual toy giveaway revisit partnership with City Girls.
- City wide crime watch initiative.
- Vacant Property Ordinance initiative.
- Permanently affordable housing intake to include deed retractive housing.
- Special taxing districts in industrial corridors to remedy infrastructure challenges and spur economic investment.
- Citywide First Time Homebuyer Initiative with subsidies for first time homebuyers within the city.
- Developing a Seasonal Senior Swim / actives program. Reactivating seniors on the move in the new normal.
- Creating youth programing in parks to include leisure and passive services.
- Creation of youth Council. (Host mock Commission meetings with schools).
- Creating user fees as revenue sources to diversify existing revenue strands. (Revenue Could be used to fund special projects)
- "A taste of opalocka" tasting event showcasing local restaurants in Opa-locka (Summer 2021).
- Naming and official adoption of Magnolia North Community Park and designating the site as an official park through Miami Dade County.
- Explore annexation options to reach entitlement city status (50,000 +1) residents.
- Sending city correspondence through water bill and other mechanisms of outreach to encourage resident participation.
- Examining the impact of flooding zone designation to residents ability obtain and maintain proper insurance.

Commissioner John H. Taylor, Jr.

1. City wide beautification
2. Community engagement initiatives
3. Engaging citizens to participate on boards
4. Parks development and programming
5. Maximizing use of parks facilities

STATUS OF ACTION ON PRIORITY			TOTAL	PERCENTAGE		
Not started			23	100%		
Beginning Progress			0	0%		
25% Complete			0	0%		
50% Complete			0	0%		
75% Complete			0	0%		
100% Complete			0	0%		
TOTAL REQUESTS			23	100%		
PRIORITY	REQUESTED TIMELINE	CURRENT STATUS	LINK TO MEETING DISCUSSION	NOTES		
BEAUTIFICATION	Beautification plan	Within 1 year / 2 week update	Not started			
	City-wide deep cleaning	Within 1 year / 2 week update	Not started			
	Adding more staff	Within 1 year / 2 week update	Not started			
	Partnerships with organizations	Within 1 year / 2 week update	Not started	https://youtu.be/tNIY1wmnU40?t=7006		
	Illegal dumping awarding system	Within 1 year / 2 week update	Not started			
	Examination of code enforcement	Within 1 year / 2 week update	Not started		Manager Pate stated it can't be done in the next year	
PARKS & REC	Activation of all of the parks & facilities including Ingram Park	Within 1 year / 2 week update	Not started		Director Austin stated a timeline for opening Ingram Park after light installation will be provided at April 21st Infrastructure Workshop	
	Scheduling senior & youth after school programs	Within 1 year / 2 week update	Not started			
	Make Magnolia Park officially part of the Parks system	Within 1 year / 2 week update	Not started	https://youtu.be/tNIY1wmnU40?t=7962		
	Listing of national standards	Within 1 year / 2 week update	Not started			
	Plan for park maintenance including adding staff	Within 1 year / 2 week update	Not started			
	Citizen engagement and marketing plan for upcoming park activities	Within 1 year / 2 week update	Not started			
INFRASTRUCTURE	Steps to create a special taxing district	Within 1 year / 2 week update	Not started		Director Austin stated that this will be brought before the Commission by the Consultant completing the study in May	
	Timeline & milestones for capital improvement projects including Cairo Lane	Within 1 year / 2 week update	Not started		Within 1 year and a half / 2 week update	
	Details on stormwater flooding challenges	Within 1 year / 2 week update	Not started	https://youtu.be/tNIY1wmnU40?t=8651		
	Determining how many more roads will be able to be repaved	Within 1 year / 2 week update	Not started			
	Promotion of infrastructure success	Within 1 year / 2 week update	Not started			
	Report on evaluation system improvements	Within 1 year / 2 week update	Not started			
HUMAN RESOURCES	Set actionable goals for each department	Within 1 year / 2 week update	Not started			
	Implement system of accountability and discipline	Within 1 year / 2 week update	Not started			
	Implement system for bonuses	Within 1 year / 2 week update	Not started	https://youtu.be/tNIY1wmnU40?t=8817		
	Improve recruitment practices	Within 1 year / 2 week update	Not started			
	Professional development including an annual ethics training	Within 1 year / 2 week update	Not started			
MARKETING						
					CA advised that union discussions could be conducted in a shaded meeting	
UNION						

CITY MANAGER CONTRACT

**CITY MANAGER EMPLOYMENT AGREEMENT
BETWEEN**

JOHN E. PATE

AND

THE CITY OF OPA-LOCKA, FL

THIS EMPLOYMENT AGREEMENT hereinafter called this “Agreement”, is made and entered into as of the 25th day of September, 2019, by and between the City Commission, hereinafter referred to as the “City” or “Commission”, of the City of Opa-locka, a political subdivision of the State of Florida, hereinafter called the “Employer”, and John E. Pate, hereinafter referred to as “Employee”.

W-I-T-N-E-S-S

WHEREAS, the Commission desires to employ the services of John E. Pate, as City Manager of the city, hereinafter referred to as the “Manager”, pursuant to the terms of the Opa-locka City Charter, hereinafter referred to as the “Charter”, the Opa-locka City Code of Ordinances, hereinafter referred to as the “City Code”, the Opa-locka City Administrative Code, hereinafter referred to as the “Administrative Code”, and all statutes, laws and constitutional provisions applicable to the position of Manager; and,

WHEREAS, it is the desire of the Commission to provide certain benefits and establish certain conditions of employment for Employee as the Manager in accordance with this Agreement; and,

WHEREAS, it is the desire of the Commission to secure and retain the services of Employee as the Manager and to provide inducement for him to remain in such employment; and

WHEREAS, Employee desires to accept employment as the Manager in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Employment

- A. The Commission hereby hires and appoints John E. Pate as the Manager, under the terms established herein, to perform the duties and functions specified in the Charter, the City Code, the Administrative Code, and all statutes, laws, constitutional provisions and other city ordinances, regulations, resolutions and policies applicable to the position of Manager, and to perform such other legally permissible and proper duties and functions as the Commission shall assign from time to time.

- B. The Commission's employment of Employee as the Manager shall be effective October 15, 2019 through October 14, 2023. This Agreement shall remain in effect until terminated by the Commission or by the employee as provided herein.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Commission to terminate the services of the Manager at any time, subject only to the provisions set forth in Section 3 of this Agreement.
- D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Manager to resign at any time from his position as the Manager, subject only to the provisions set forth in Section 4 of this Agreement.
- E. It shall be the duty of the City Manager to employ, direct, assign, reassign, evaluate, and accept the resignations of all the employees of the City under his supervision consistent with the City rules, policies, ordinances, charter, county, state and federal law.
- F. It shall be the duty of the City Manager to organize, reorganize and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which the City Manager deems necessary for the efficient and effective operation of the City consistent with the lawful City directives, policies, ordinances, city charter, county, state and federal law.
- G. The City Manager shall perform the duties of City Manager of the City with reasonable care, diligence, skill and experience.

Section 2. Duties and Obligations

- A. The Manager shall have the duties, responsibilities and powers of said office under the City of Opa-locka Charter, Code of Ordinances, Administrative Code, and all statutes, laws, constitutional provisions and other city ordinances, regulations, resolutions and policies applicable to the position of Manager. The Manager shall carry these out in a professional and competent manner.
- B. The Manager shall remain in the exclusive employ of the Commission and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties and responsibilities, and to exercise his powers under this Agreement, having no outside employment whatsoever. He may, however, engage in educational and professional activities and other employment activities upon receipt of approval by the Commission, provided that such activities shall not interfere with his primary obligation to the Commission and City as the Manager. The Manager shall dedicate no less than an average of forty (40) hours per week in the performance of his duties as Manager hereunder.
- C. In the event the Manager shall serve on any appointed or elected board of any professional organization, or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by him related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise provided by the Commission.

Section 3. Termination and Severance Pay

- A. Termination without Cause. The Commission may, at any time whatsoever, terminate the employment of the Manager, without cause, by an affirmative vote, upon reasonable prior notice to the Manager, of not less than three members of the Commission. If such event should occur, the Manager will be given written notice of the decision of the Commission not less than 10 days prior to the effective date of the termination. Upon such termination, The Manager will be entitled to: 1) a severance payment equal to twenty (20) calendar weeks of base salary; 2) a lump sum payment at his then-hourly rate of base salary as Manager for all annual leave hours accumulated by his but unused as of the date of termination, not to exceed the maximum accrual provided in the City's Personnel Policies Manual applicable to all other non-union employees of the Commission; and 3) continuation of the Manager's health insurance under Section 9 at City expense for a period of one hundred and eighty (180) calendar days following the date of termination in accordance with, and within the limitations of, COBRA and the rates applicable thereunder. The Commission shall not continue any benefits after termination that are directly connected with being the City Manager. In other words, the Commission shall continue paying insurances and pension but not a car allowance, phone, and the like.
- B. Termination for Cause. The Commission may also, for cause, terminate the employment of the Manager at any time whatsoever, by affirmative vote, of not less than three (3) members of the City Commission. The Manager shall be entitled to a hearing if, within five (5) business days of termination for just cause, he so requests in writing to the City Attorney. In the event the Manager's employment is terminated for cause, the City shall be under no obligation to pay severance pay described under subsection A (1) or the continuation of health insurance described under subsection A (3) hereof. The term "for cause" shall be deemed to include: gross negligence in the handling of City affairs; willful violation of the provisions of law; willful disregard of a direct order, demand, or policy of the Commission; conduct unbecoming a public employee; illegal or habitual drug abuse; arrest; conviction of a felony; conviction of any crime involving moral turpitude or relating to official duties; or violation of the Florida Ethics Code. For the purpose of this subsection, if the Manager pleads guilty or nolo contendere or is found guilty of a felony, he shall be deemed to have been convicted, notwithstanding a suspension of sentence or a withholding of adjudication.

Section 4. Resignation

- A. In the event the Manager voluntarily resigns his position, he thereby agrees to give the City not less than sixty (60) days' written notice prior to effective date of any voluntary resignation, unless the parties agree otherwise.
- B. In the event the Manager voluntarily resigns his position, the City shall not pay severance pay described under subsection 3 A(1) or pay for the continuation of health insurance described herein.

Section 5. Compensation and Annual Review

- A. The City shall pay the Manager, for his service, an annual base salary of \$169,700, payable in equal installments pursuant to City policy and may increase it from time to time as herein provided. At any time, the Commission may agree to increase the base salary and/or other benefits received by the Manager in such amounts and to such extent as the Commission may determine to be desirable in its sole discretion.
- B. Beginning in 2020, as determined by the Commission, the Commission shall review and evaluate the performance of the Manager at least once every fiscal year between March 1st and the immediately following April 30th. Said review and evaluation shall assess the Manager's performance of all duties and responsibilities, and his exercise of all powers for which he is responsible under this Agreement during the immediately preceding period. Failure by the Commission to conduct such a review and evaluation in any given year or years shall not be considered a breach of this Agreement.
- C. Annually, the Commission and the Manager shall jointly define such goals and performance objectives that they may determine necessary for the proper operation of the City and for the attainment of the Commission's policy objectives, and shall further establish a relative priority among those various goals and objectives, and said objectives and goals shall be reduced to writing. Objectives and goals hereunder shall generally be attainable within the time limitations specified and shall take in to account the City's annual operating budget and capital budget and appropriations provided thereunder.

Section 6. Retirement

The City shall enroll the Manager in the Senior Management Service employee classification within the FRS (the Florida Retirement System) plan. Furthermore, the City shall contribute the employee share of 3% on behalf of the Manager.

Section 7. Communications Equipment

The City Manager is required to be on call for twenty-four hour service. In recognition thereof:

- A. The City shall issue a city owned cell phone, computer and provide other mobile connectivity that provides Internet to the Manager to be used solely for City business purposes.

Section 8. Other Benefits

- A. Except as may be otherwise limited under the terms of this Agreement, the Manager shall be entitled to earn, use, accrue and be compensated for 15 days of sick leave and 25 vacation day per year upon execution of this agreement. The Manager shall further be provided a bank of 7.5 days of sick and 14.5 days of vacation leave upon execution of this agreement.

- B. The Commission, in consultation with the Manager, may fix any such other terms and conditions of employment as it may determine from time to time relating to the performance of the Manager, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or other applicable law.

Section 9. Insurance

- A. The Commission shall provide term life insurance as is provided to other non-union employees of the Commission.
- B. The Commission shall provide to the Manager medical, dental, and any other offered insurance plan on the same terms and conditions as are available to all other non-union employees of the Commission. The Commission shall further provide for the Manager and his dependent(s) health, dental, and any other available insurance benefit offered at no cost of the Manager.

Section 10. No Reduction of Benefits

The Commission shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of the Manager, except and to the degree and extent such reduction is also imposed across-the-Commission for all non-union employees of the Commission.

Section 11. General Business Expenses

The Commission agrees to budget pay for the professional travel and state authorized expenses of the Manager necessary for his participation in professional development training applicable to his duties as a City Manager, not to exceed a total cost of \$1,500.00 per year. The Commission may pay for the Manager to be a member of other professional organizations that the Commission agrees are necessary and desirable as authorized in advance.

Section 12. Residence and Relocation Expenses

- A. The Commission agrees to pay for Relocation Expenses in an amount not to exceed Ten Thousand Dollars (\$10,000.00), provided that no less than three (3) quotes are obtained and that the best and most responsive and responsible quote is selected, as determined by the Manager.
- B. The Manager agrees to make all attempts to find suitable housing within the City of Opa-Locka, Florida. In the event he is unable to identify housing within the City of Opa-Locka within a period of twelve (12) months following execution of this Agreement, the Manager agrees to reside within a radius of ten (10) miles from the city limits of Opa-Locka, FL.

Section 13. Suspension

The Commission shall have the authority to suspend the Manager with full pay and benefits pending investigation and a final employment decision made by the Commission, but only if a majority of the Commission members and the Manager agree; or in the alternative, after a public hearing, if a majority of the Commission members votes to suspend the Manager for just cause. The Manager shall have been given written notice setting forth any charges giving rise to just cause at least five (5) days prior to such hearing.

Section 14. Indemnification

The City shall defend, indemnify and pay all judgments or settlements in regard to any personal liability arising out of and in the scope of the City Manager's responsibilities, to the fullest extent authorized by Florida Statutes, and other laws and in accordance with the City of Opa-Locka Code of Ordinances, in addition to any insurance purchased by the City. The City agrees to pay all reasonable litigation expenses of the Manager during the pendency of proceedings, only if actions were taken in the course and scope of the City Manager's employment.

Section 15. Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 16. Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City Charter, local ordinances or any other law.

Section 17. Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service by certified mail return receipt, or any other certified delivery service showing confirmation of process delivery and directed to the City Mayor and Attorney as to the City. And, directed to the City Manager as to the City Manager.

Section 18. Entire Agreement

The text of this document shall constitute the entire Agreement between the parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with the Charter, the County Code, the Administrative Code, and all statutes, laws, constitutional provisions and other County ordinances, regulations, resolutions and policies. The Charter, the County Code, the Administrative Code, and all such statutes, laws, constitutional provisions and other County ordinances, regulations, resolutions and policies shall take precedence over any part or portion of this Agreement, any other provisions of this Agreement to the contrary notwithstanding.

Any terms and conditions not specifically addressed in this Agreement shall be deemed to be addressed in the City's Personnel Rules, to the extent there is no conflict with this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to have been executed on behalf of each as of the date and year first above-written.

MANAGER:

A handwritten signature in dark ink, appearing to read "John E. Pate", written over a horizontal line.

John E. Pate

THE City:

City Commission of Opa-Locka, a political
subdivision of the State of Florida:

By: 

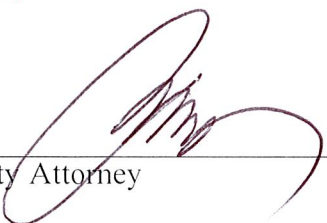
A handwritten signature in blue ink, appearing to be a stylized "M", written over a horizontal line.

City Mayor

Attest:


Clerk of the City Commission

A handwritten signature in blue ink, appearing to read "Joanna Flors", written over a horizontal line.


City Attorney

A handwritten signature in dark ink, appearing to be a stylized "M", written over a horizontal line.

RESOLUTION

NO. 21-9864

AMENDMENT TO CITY MANAGER CONTRACT

RESOLUTION NO. 21-9864

**A RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF OPA-LOCKA, FLORIDA, APPROVING
A MUTUALLY AGREED UPON AMENDMENT TO
THE EMPLOYMENT AGREEMENT BETWEEN CITY
MANAGER JOHN E. PATE AND THE CITY OF OPA-
LOCKA; PROVIDING FOR INCORPORATION OF
RECITALS; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, on August 23, 2019, the City of Opa-Locka Commission ("City Commission") appointed John E. Pate as the City Manager; and

WHEREAS, on September 25, 2019, an Employment Agreement was executed between the City of Opa-Locka and John E. Pate ("Employment Agreement"); and

WHEREAS, the City Manager and the City of Opa-Locka desire to amend the Employment Agreement of the City Manager to allow for an additional ninety (90) days in order for the City Commission to conduct a proper evaluation of the City Manager during the year 2021; and

WHEREAS, the City finds that it is in the best interest of the City to specifically amend Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka as set forth in Exhibit "A".

**NOW THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION
OF THE CITY OF OPA LOCKA, FLORIDA:**

Section 1. Recitals. The recitals to the preamble herein are incorporated by reference.

Section 2. Authorizing an Amendment to Section 5 of the Employment Agreement between the City and John E. Pate The City Commission hereby approves a First Amendment to Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka, Florida, to extend the time for a proper evaluation to take place by the City Commission as specified in Exhibit "A" hereto. The City Commission further authorizes the execution of the First Amendment to the Employment Agreement by the appropriate parties.

Section 3. Scrivener's Errors. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent

may be authorized by the City Attorney or designee, without need of public hearing by filing a corrected copy of the same with the City Clerk.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption, and is subject to the approval of the Governor of the State of Florida or his designee.

PASSED AND ADOPTED this 12th day of May, 2021.

Matthew A. Pigatt, Mayor

ATTEST:

Joanna Flores, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

Burnadette Norris-Weeks, P.A.

Moved by: Commissioner Burke

Seconded by: Commissioner Taylor

VOTE: 3-1

Commissioner Burke	ABSENT
Commissioner Davis	YES
Commissioner Taylor	YES
Vice-Mayor Williams	YES
Mayor Pigatt	NO

**FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN
JOHN E. PATE AND THE CITY OF OPA-LOCKA, FLORIDA**

This FIRST AMENDMENT TO EMPLOYMENT AGREEMENT (the "Amendment") is dated _____, 2021 (the "Amendment Effective Date"), and is between CITY OF OPA-LOCKA, a Florida municipal corporation, through its City Commission ("City") and JOHN E. PATE ("City Manager" or "Manager"). This Amendment modifies certain terms and conditions of Section 5 of the Employment Agreement dated August 23, 2019, between the CITY and the CITY MANAGER (the "Agreement").

WHEREAS, on August 23, 2019, the City of Opa-Locka City Commission ("City Commission") appointed John E. Pate as the City Manager; and

WHEREAS, on September 25, 2019, an Employment Agreement was executed between the City of Opa-Locka ("City") and John E. Pate ("Employment Agreement"); and

WHEREAS, the City Manager and the City of Opa-Locka mutually agree to enter into this First Amendment to the Employment Agreement between of the City Manager and the City to allow for an additional ninety (90) days in order for the City Commission to conduct a proper evaluation of the City Manager for the year 2021; and

WHEREAS, the City finds that it is in the best interest of the City to specifically amend Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka with the terms and conditions set forth herein.

IT IS MUTUALLY AGREED by and between City and City Manager as follows:

1. Section 5 of the Agreement entitled *Compensation and Annual Review* shall be amended as follows with the remainder of the Agreement remaining the same:

Section 5. Compensation and Annual Review.

- A. The City shall pay the Manager, for his service, an annual base salary of \$169,700 payable in equal installments pursuant to City policy and may increase it from time to time as herein provided. At any time, the Commission may agree to increase the base salary and/or other benefits received by the Manager in such amounts and to such extent as the Commission may determine to be desirable in its sole discretion.
- B. Beginning in 2020, as determined by the Commission, the Commission shall review and evaluate the performance of the Manager at least once every fiscal year between March 1st and the immediately following April 30th. *For the year 2021, the time for the City Commission to conduct an evaluation of the City Manager shall be extended until July 29, 2021. Said Review and evaluation shall assess the Manager's performance of all duties and*

responsibilities, and his exercise of all powers for which he is responsible under this Agreement during the immediately preceding period. Failure by the Commission to conduct such a review and evaluation in any given year or years shall not be considered a breach of this Agreement.

- C. Annually, the Commission and the Manager shall jointly define such goals and performance objectives that they may determine necessary for the proper operation of the City and for the attainment of the Commission's policy objectives, and shall further establish a relative priority among those various goals and objectives, and said objectives and goals shall be reduced to writing. Objectives and goals hereunder shall generally be attainable within the time limitations specified and shall take in to account the City's annual operating budget and capital budget and appropriations provided thereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Amendment Effective Date first above written.

CITY OF OPA-LOCKA, a political
subdivision of the State of Florida

John E. Pate, City Manager

By: _____
Matthew A. Pigatt, Mayor

ATTEST:

By: _____
Joanna Flores, City Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Burnadette Norris-Weeks, P.A.
City Attorney

RESOLUTION

NO. 13-8714

Employee Performance Evaluation

Sponsored by: Commissioner Dorothy Johnson

RESOLUTION NO. 13-8714

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO AMEND RESOLUTION NO 05-6744 EMPLOYEE PERFORMANCE EVALUATION FORM, UTILIZED TO EVALUATE THE EMPLOYEES IN THE POSITIONS OF CITY MANAGER, CITY ATTORNEY AND CITY CLERK, ON OCTOBER 1ST OF EACH CALENDAR YEAR; PROVIDING INCORPORATION FOR RECITALS; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Opa-locka desire to amend Resolution No. 05-6744, the Evaluation Form used to evaluate the City Manager, City Clerk and City Attorney.

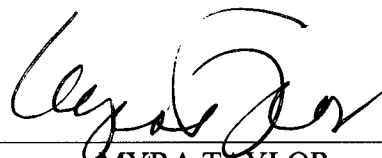
NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. The City Commission of the City of Opa-locka, Florida, approves amending Resolution 05-6744, to amend the Evaluation Form used to evaluate the City's three (3) appointed employees: the City Manager, City Clerk, and City Attorney, in the form attached hereto.

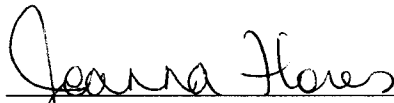
Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13th day of November, 2013.



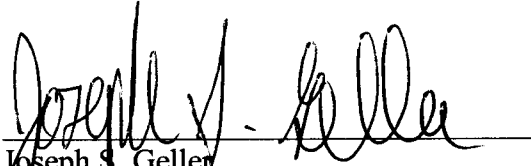
MYRA TAYLOR
MAYOR

Attest to:



Joanna Flores
City Clerk

Approved as to form and legal sufficiency:



Joseph S. Geller
GREENSPOON MARDER, PA
City Attorney

Moved by:	COMMISSIONER JOHNSON
Seconded by:	COMMISSIONER HOLMES
Commission Vote:	5-0
Commissioner Holmes:	YES
Commissioner Johnson:	YES
Commissioner Santiago:	YES
Vice-Mayor Kelley:	YES
Mayor Taylor:	YES

City of Opa-locka
Appointed Officials Performance Evaluation
October 1st of Each Calendar Year



The City of Opa-locka is encouraged to establish a system of performance evaluation for each appointed official and will be rated by the City Commission. This appraisal may afford the appointed official an opportunity to clarify their job performance accomplishments. If no improvement in job performance is noted with the City of Opa-locka; this individual may be considered for termination. The objective is to attain documented achievements that directly impact measurable outcomes, which ultimately enhances the City's overall effectiveness through branding, revenue generation, business enhancement, resident concerns, employee's leverage to the overall City's accomplishments, etc.

Evaluation period: _____ to _____

City of Opa-locka City Commission
Governing Body

Each member of the City Commission should complete this evaluation form, initial next to your name and return it to _____. The deadline for submitting this performance evaluation is _____.

Please check one:

- ☐ City Manager
- ☐ City Attorney
- ☐ City Clerk

The person completing this form must check one:

- ☐ Mayor Myra L. Taylor
- ☐ Vice Mayor Joseph L. Kelley
- ☐ Commissioner Timothy Holmes
- ☐ Commissioner Dorothy Johnson
- ☐ Commissioner Luis B. Santiago

Employee Acknowledgement:

Signature

Date

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Appointed Official performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Please leave all pages of this evaluation form attached.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- ___ Diligent and thorough in the discharge of duties, "self-starter"
- ___ Exercises good judgment
- ___ Displays enthusiasm, cooperation, and will to adapt
- ___ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- ___ Maintains knowledge of current developments affecting the practice of the City
- ___ Demonstrates a capacity for innovation and creativity
- ___ Anticipates and analyzes problems to develop affective approaches for solving problems
- ___ Willing to try new ideas proposed by the City Commission, staff, etc.
- ___ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

3. RELATIONS WITH ELECTED OFFICIALS OF THE CITY COMMISSION

- ___ Carries out directives of the body as a whole as opposed to those of any one member of minority group
- ___ Sets meeting agendas that reflect the guidance of the City Commission and avoids unnecessary involvement in administrative actions
- ___ Disseminates complete and accurate information equally to all members of the City Commission in a timely manner
- ___ Assists by facilitating decision making without usurping authority
- ___ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

Initials ____

4. POLICY EXECUTION

- ___ Implements the City Commission actions in accordance with the intent of the City Commission
- ___ Execute the actions of the City Commission after a decision has been reached, both inside and outside the organization
- ___ Understands, supports, and enforces local government's laws, policies, ordinances, and resolutions
- ___ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- ___ Offers workable alternatives to the City Commission for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

5. REPORTING

- ___ Provides regular information and reports to the governing body concerning matters of importance to the City Commission, using the City charter as guide in addition to other resources
- ___ Responds in a timely manner to requests from the governing body for special reports
- ___ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- ___ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- ___ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

6. CITIZEN RELATIONS

- ___ Responsive to requests from citizens
- ___ Demonstrates a dedication to service to the community and its citizens
- ___ Maintains a nonpartisan approach in dealing with the news media
- ___ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- ___ Gives appropriate efforts to maintain citizen satisfaction with City services

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

Initials ____

7. STAFFING

- ___ Recruits and retains competent personnel for staff positions
- ___ Applies an appropriate level of supervision to improve any areas of substandard performance
- ___ Stays accurately informed and appropriately concerned about employee relations
- ___ Professionally manages the compensation and benefits plan
- ___ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

8. POLICY EXECUTION

- ___ Encourages your staff to make decisions within their jurisdiction, yet maintains professionalism at all times with general control of operations by providing the right amount of communication to staff, citizens, business owners, etc.
- ___ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- ___ Develops and maintains a friendly and informal relationship with the staff, general public and work force in general, yet maintains the professionalism, dignity, and respect of which you were hired for.
- ___ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- ___ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

Initials _____

9. FISCAL MANAGEMENT

- ___ Prepares a balanced budget to provide services at a level directed by the City Commission
- ___ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively
- ___ Prepares a budget and budgetary recommendations in an intelligent and accessible format with limited ratifications
- ___ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- ___ Encourages teamwork, innovation, and effective problem-solving among the staff members
- ___ Ensures legal sufficiency on all City matters to avoid unbudgeted costs as well as branding of the City

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

10. COMMUNITY RELATION

- ___ Shares responsibility for addressing the difficult issues facing the city
- ___ Avoids unnecessary controversy
- ___ Cooperates with neighboring communities and the county officials/staff
- ___ Helps the City Commission address future needs and develop adequate plans to address long term trends
- ___ Cooperates with other regional, state, federal, and government agencies

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

Initials ____

NARRATIVE EVALUATION

Identify the appointed official's strengths through demonstrated knowledge, skills, and competency.

What would you identify as the aforementioned official strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

Initials _____

What constructive suggestions or assistance can you offer the appointed official to enhance performance?

What other comments do you have for the appointed official; e.g., priorities, expectations, goals or objectives for the new rating period?

This section is left blank for the appointed official Comments, Concerns, and/or Feedback:

Sponsored by: D. Johnson

Resolution No. 05-6744

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA APPROVING AND ADOPTING THE EMPLOYEE PERFORMANCE EVALUATION FORM ATTACHED HERETO TO BE UTILIZED IN EVALUATING THE EMPLOYEES IN THE POSITIONS OF CITY MANAGER, CITY CLERK AND CITY ATTORNEY ON JULY 1 OF EACH CALENDAR YEAR

WHEREAS, the positions of the city manager, city clerk, and city attorney report to and are under the supervision of the City Commission; and

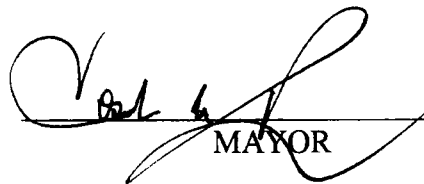
WHEREAS, the City Commission wishes to provide an employee performance evaluation form for purposes of evaluating those employees serving in the positions of city manager, city clerk and city attorney

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. The recitals to the preamble herein are incorporated by reference.

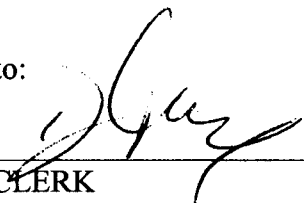
Section 2. The City Commission hereby approves and adopts the employee performance evaluation form attached hereto to be utilized in evaluating the employees in the positions of city manager, city clerk and city attorney on July 1 of each calendar year.

PASSED AND ADOPTED this 13 day of APRIL, 2005.

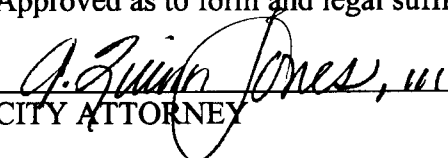

MAYOR

Resolution No. 05-6744

Attest to:


CITY CLERK

Approved as to form and legal sufficiency:


CITY ATTORNEY

4/18/05
DATE

Moved by: COMMISSIONER JOHNSON
Second by: COMMISSIONER TYDUS
Commission Vote: 3-2
Commissioner Holmes: NO
Commissioner Tydus: YES
Commissioner Johnson: YES
Vice-Mayor Pinder: NO
Mayor Kelley: YES

Resolution/Employee Evaluation Sheet-city mgr. attorney, clerk



CITY OF OPA-LOCKA

APPOINTED OFFICIAL'S PERFORMANCE EVALUATION FORM JULY 1st of Each Calendar Year

Employee Name: _____ Evaluation Date: _____
 Title: _____ Department: _____
 Rater: _____ Rater's Title: _____

Ratings: 1-Clearly Outstanding 2-Exceeds Standards 3-Meets Standards 4-Below Standards
 5-Unsatisfactory

COMPLIANCE WITH COMMISSION REQUEST: _____
 (Ability to comprehend and implement requests in a dependable manner)

COMMENTS _____

JUDGEMENTAL ABILITIES: _____
 (Ability to analyze and interpret information and to arrive at logical conclusions)

COMMENTS _____

WORK PERFORMANCE: _____
 (Ability to produce needed work both thoroughly and accurately in the appropriate amount of time)

COMMENTS _____

INITIATIVE: _____
 (Ability to recognize needed work, originate new ideas or implement innovative methods)

COMMENTS _____

FINANCIAL MANAGEMENT AND GENERAL ADMINISTRATION: _____
 (Ability to maintain expenditures within budget and complete required administrative activities)

COMMENTS _____

RELATIONSHIPS WITH OTHERS: _____
 (Ability to work harmoniously with employees, peers, Commissioners, citizens and others)

COMMENTS _____

PLANNING/ORGANIZING: _____
(Ability to develop appropriate goals and activities and identify resources needed to accomplish them)

COMMENTS _____

STAFF SUPERVISION: _____
(Ability to select, motivate, train and monitor the work performance of subordinates)

COMMENTS _____

COMMUNICATION SKILLS: _____
(Ability to express ideas, information and/or instructions clearly and concisely verbally and in writing)

COMMENTS _____

KNOWLEDGE OF WORK: _____
(Knowledge of work duties, status of projects, and subordinates' actions)

COMMENTS _____

OVERALL EVALUATION RATING: _____

RATER'S COMMENTS

RATER: _____ **TITLE:** _____ **DATE:** _____

REVIEWER: _____ **TITLE:** _____ **DATE:** _____

Employee's Comments:

Employee's Signature: _____ **DATE:** _____

APPRAISER'S COMMENTS/SUGGESTIONS: _____

APPRAISER ONLY

The evaluation is based on my observations and review of applicable information. It represents my best judgment of the employee's performance.

Appraiser's Signature: _____

Date: _____

Print Name: _____

Title: _____

EMPLOYEE ONLY

I have had an opportunity to discuss this evaluation with my supervisor and have received a copy. In signing this evaluation, I do not necessarily agree with the conclusion.

Employee's Signature: _____

Date: _____

EXAMPLES OF OTHER CITIES CITY MANAGER EVALUATION

City of Coconut Creek

City Manager Performance Evaluation for FY2017

Name of Commissioner: _____

Date: _____

INSTRUCTIONS:

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

Please bring this completed form with you to the City Commission Meeting on _____.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of Commission
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the City Commission.
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the Commission address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION: What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager in addition to those presented in the FY17 budget and strategic initiatives; e.g., priorities, expectations, goals or objectives for the new rating period? _____

Per the City Manager Contract Section 3.3, "If the City Manager receives an above average evaluation, the City agrees to provide an annual lump sum payment on the anniversary of the agreement not to exceed 5 percent of the then current salary."

Recommended percentage lump sum payment _____%



HUMAN RESOURCES DEPARTMENT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314 • PHONE: 954-797-1100 •
FAX: 954-797-1079 • WWW.DAVIE-FL.GOV

TOWN ADMINISTRATOR EVALUATION FORM

Use the following rating scale to evaluate overall performance on each individual item listed under each category:

1	2	3	4	5
Does Not Meet Expectations		Meets Expectations		Exceeds Expectations

Category 1: RELATIONS WITH GOVERNING BODY/PROVIDING INFORMATION

Item No.	Item	Rating
1.	Keeps the Council informed in an appropriate and timely manner about matters critical to the Council's policy making role.	
2.	Provides information on an equal basis to all Councilmembers.	
3.	Anticipates and follows up promptly on Council requests for information or action without having to be reminded.	
4.	Available to the Council on official business either personally or through designated subordinates.	
5.	Reports departmental and staff activities to the Council in an appropriate and timely manner.	
6.	Advises the Council of relevant legislation and developments in the area of public policy affecting the Town of Davie.	
7.	Developed, or is in the process of developing, comprehensive understanding of the problems and issues existing in the Town of Davie.	
8.	Considers all available alternatives before making recommendations to the Council.	
9.	Anticipates, plans and prioritizes future needs and programs recognizing the potential problems confronting the Town.	
10.	Carries out directives of the Council as a whole rather than those of any individual Councilmember.	

Category 1 Comments:

Category 2: ORGANIZATIONAL RELATIONS

A. FISCAL MANAGEMENT

Item No.	Item	Rating
1.	Develops and administers a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Council in its decision making role.	
2.	Controls operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment.	
3.	Provides the Council with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Council.	
Category 2 Section A. Comments:		

B. PERSONNEL MANAGEMENT

Item No.	Item	Rating
1.	Effectuates sound personnel selection and placement policies.	
2.	Recruits and retains competent personnel for Town positions.	
3.	Communicates organizational values, directions, and expectations.	
4.	Creates an environment for organizational and employee learning.	
5.	Motivates 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.	
6.	Promotes and supports the “public service role” for all Town employees emphasizing exemplary performance.	
7.	Creates an environment that fosters and requires legal and ethical behavior.	
8.	Assumes responsibility for staff performance.	
9.	Treats all Town personnel in a fair and equitable manner.	
10.	Organizes and manages work and jobs to promote cooperation, initiative, empowerment, innovation, and organizational culture.	
11.	Motivates employees to develop and utilize their full potential.	
Category 2 Section B. Comments:		

Category 2: ORGANIZATIONAL RELATIONS (continued)

C: MANAGING THE ORGANIZATION

Item No.	Item	Rating
1.	Executes the policies adopted by the Council in a timely and appropriate fashion.	
2.	Plans and executes organizational priorities in a manner reflective of the Town's stated mission and goals, and satisfactory to the Council.	
3.	Analyzes organizational problems or issues and identifies causes, reasons, implications, and solutions employing all available technologies, systems and methods.	
4.	Executes the short and long-term goals and objectives of the Town in a timely and effective manner.	
5.	Communicates effectively, clearly, easily, and to the point.	
6.	Demonstrates sensitivity to the opinions and concerns of others in and outside the organization.	
7.	Emphasizes the importance of teamwork and leadership in his/her relationship with the organization, and serves as a role model for personnel.	
8.	Accepts new ideas and suggestions for change.	
9.	Adapts to and deals effectively with unanticipated conditions and situations.	
10.	Presents and utilizes innovative solutions to conditions and situations affecting the Town.	
11.	Keeps informed on legislative issues that may affect the Town.	
12.	Sets and deploys organizational values, short- and longer-term directions, and performance expectations.	
13.	Creates an environment for empowerment, innovation, and organizational agility.	
14.	Implements organization-wide strategic planning process.	
15.	Selects, collects, aligns, and integrates data and information for tracking daily operations and for tracking overall organizational performance.	
16.	Keeps data and information availability mechanisms, including software and hardware systems, current with organizational needs and directions.	
17.	Capitalizes on the diverse ideas, cultures, and thinking of employees and the community with which the organization interacts.	
18.	Addresses workplace health, safety, and security.	

Category 2 Section C. Comments:

Category 3: RELATIONS WITH THE PUBLIC

Item No.	Item	Rating
1.	Handles disputes or complaints involving citizens in an effective, equitable, and timely manner.	
2.	Makes himself/herself available and visible to the citizens of Davie in an appropriate manner.	
3.	Presents Council policies and positions on issues to the citizens and Town organization accurately, equitable, and effectively.	
4.	Directs sufficient public credit to the Council in its role as the Governing Body.	
5.	Anticipates public concerns with current and future services, programs, and operations and prepare for these concerns in a proactive manner	
6.	Ensures workplace preparedness for emergencies or disasters and seek to ensure organizational continuity for the benefit of citizens and employees.	
Category 3 Comments:		

Category 4: RELATIONS WITH OTHER GOVERNMENTS

Item No.	Item	Rating
1.	Deals effectively with other governmental agencies at all levels in representing the Town of Davie.	
2.	Develops and administers an effective program of grantsmanship.	
3.	Cooperates with neighboring communities and maintains open communications with other municipalities in areas that may affect or relate to the Town.	
Category 4 Comments:		

List any goals, achievements, objectives :

Additional information/comments may be attached at the option of the evaluator.

OVERALL RATING: _____

Council Member (Please Print)

Signature

Date Evaluation Was Completed

RESOLUTION NO. 16R-06-108

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL REGARDING THE ANNUAL EVALUATION OF THE CHARTER OFFICERS OF THE CITY; CHANGING THE METHOD OF EVALUATION TO INCLUDE FOUR RANKING CATEGORIES INSTEAD OF FIVE AND TO REQUIRE AN AVERAGE OVERALL MINIMUM RANKING OF 2.8 TO QUALIFY FOR A PAY INCREASE; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY COMMISSIONER KEN THURSTON)

WHEREAS, Resolution No. 15R-06-140 and Ordinances No. 06R-10-181, 030-10-188 and 030-10-189, as well as the corresponding City of Lauderhill Appointee Performance Review Process are hereby amended to provide the new method of evaluating the charter officers to have four categories or rankings instead of the current five categories, and to require an overall average rating of 2.8 points or higher on the new 4.0 point scale in order to receive fair pay increases;

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA:

SECTION 1. That the ratings for the new evaluation forms shall include the following four (4) categories of ratings:

- (4) = highly effective
- (3) = effective/meets expectations
- (2) = needs improvement
- (1) = unsatisfactory/deficient

SECTION 2. That the evaluation forms for each Charter Officer and the policy process shall be amended to reflect the new four ranking categories and 4.0 point structure, a copy of which is attached hereto as Composite Exhibit "A" and incorporated herein.

SECTION 3. That the City Clerk's Office shall compute the average performance rating and compile all comments, and that an average rating of 2.8 points or higher is required on the new 4.0 point scale in order to receive fair pay increases.

SECTION 4. This Resolution shall take effect immediately upon its passage.

DATED this 13 day of June, 2016.

PASSED AND ADOPTED on first reading this 13 day of
June, 2016.


PRESIDING OFFICER

ATTEST:


CITY CLERK

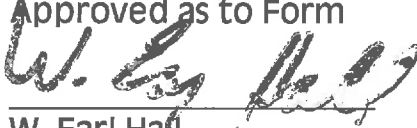
MOTION
SECOND

Benson
Thurston

M. BATES
H. BENSON
H. BERGER
K. THURSTON
R. KAPLAN

Yes
Yes
Yes
Yes
Yes

Approved as to Form


W. Earl Hall
City Attorney

CITY OF LAUDERHILL APPOINTEE PERFORMANCE REVIEW PROCESS

Commission Appointed Charter Official Positions:

City Manager, City Attorney, City Clerk

The City of Lauderhill Commissioners shall prepare an annual performance review for charter officials appointed to the positions of City Manager, City Attorney, and City Clerk. The formal presentation of the annual performance review shall be conducted during a Workshop meeting, Special Meeting or under New Business in September of each year.

The Evaluation Process:

During the first week of August, each charter official shall provide the City Clerk's office a report of his/her accomplishments and administrative activities for the previous year, as well as his/her proposed goals and objectives for the coming year.

Upon receipt of the above report, the City Clerk's office will distribute to each Commission member a copy of the applicable performance review form along with the official's report on his/her accomplishments and goals for the coming year. The Finance Department and/or Human Resources will also provide salary and benefit survey data including salary history, of each Commission Appointee, for the Commission's information.

In August, the Commission may conduct a Pre-evaluation Workshop with each charter official to review the previous year's performance and accomplishments as well as discuss the goals and expectations for the coming year.

Each Commission member will independently complete and return the review form, in a sealed envelope to the City Clerk's office by the first week in September, which shall not be opened until all review forms have been received.

The City Clerk's office shall compute the average performance rating for each performance measurement and an overall average rating for the evaluation as well as compile all comments.

During a Workshop Meeting, Special Meeting, or under New Business in September, the Commission shall announce the average annual rating and present the annual performance review to the charter official. Pursuant to Ordinances No. 030-10-188, 030-10-189, 06O-10-181 and Resolutions No. 15R-06-140 and 16R-06-108, the city manager and/or city clerk shall automatically receive a cost of living and salary adjustment so long as their respective evaluations are favorable (i.e. an average minimum rating of 2.8 points on a 4.0 point scale).

While this is a collaborative process, the process does not preclude Commissioners from having one-on-one discussions with a charter official regarding his/her performance.

INSTRUCTIONS FOR EVALUATION

COMMISSIONERS ARE TO ANSWER EACH STATEMENT WITH THE FOLLOWING SCALE:

- 4 = HIGHLY EFFECTIVE
- 3 = EFFECTIVE/MEETS EXPECTATIONS
- 2 = NEEDS IMPROVEMENT
- 1 = UNSATISFACTORY/DEFICIENT

YOUR NAME: _____

CITY MANAGER EVALUATION

PERFORMANCE CATEGORY SCORING

1. PROFESSIONAL SKILLS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Willing to try new ideas proposed by governing body members and/ or staff
- _____ Demonstrates professional integrity and a commitment to the established goals and objectives of the Commission

COMMENTS

2. JOB PERFORMANCE

- _____ Demonstrates leadership and vision in promoting the economic development and redevelopment of the City while maintain concerns for the "quality of life" issues
- _____ Anticipates, plans and prioritizes future needs and programs recognizing the potential problems confronting the city

- _____ Executes the policies adopted by the Commission in a timely and appropriate fashion
- _____ The City Manager address issues by resolving disputes constructively and taking prompt and effective action
- _____ Works cooperatively with neighboring communities and the county
- _____ Works productively with community civic groups, neighborhood associations and the business community
- _____ Utilizes information technology ensuring that it is incorporated appropriately in plans to improve the City's operations and delivery of services to the community

COMMENTS

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Responds well to requests, advise, and constructive criticism
- _____ Keeps the City Commission informed on relevant matters and responds to Commission requests in a timely fashion
- _____ Available to the Commission personally or through designed subordinates
- _____ Provides reports of departmental and staff activities to the Commission in an appropriate and timely manner
- _____ Advises the Commission of relevant legislation and developments in the area of public policy affecting the city

COMMENTS

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of Commission
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

COMMENTS

5. CITIZEN AND PUBLIC RELATIONS

- _____ The City Manager is responsive to requests from citizens
- _____ Demonstrates an appropriate effort to maintain citizens satisfaction with city services
- _____ Handles disputes or complaints involving citizens in an effective, equitable and timely manner
- _____ Makes himself available and visible to the citizens of Lauderhill in an appropriate manner
- _____ Ensures workplace preparedness for emergencies or disasters and seek to ensure organizational continuity for the benefit of citizens and employees

COMMENTS

6. STAFFING

- _____ Hires and manages competent employees that directly report to them
- _____ Handles labor relations properly
- _____ Manages positive employer-employee relations within city government and provides resources and guidance needed to accomplish goals, team building and motivating team leaders

COMMENTS

7. SUPERVISION

- _____ Professionally manages the compensation and benefits plan
- _____ Encourages and promotes employee cooperation, initiative, empowerment, innovation, and organizational culture
- _____ Encourages heads of departments to make decisions within their jurisdiction with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Develops and maintains a positive working environment with the staff and work force
- _____ Provides effective and useful information to assist the Commission in making decisions regarding budget and management policies?

COMMENTS

8. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by Commission
- _____ The annual budget is presented in a timely manner and reflects a well-planned realistic and accurate financial plan

COMMENTS

INSTRUCTIONS FOR EVALUATION

COMMISSIONERS ARE TO ANSWER EACH STATEMENT WITH THE FOLLOWING SCALE:

- 4 = HIGHLY EFFECTIVE
- 3 = EFFECTIVE/MEETS EXPECTATIONS
- 2 = NEEDS IMPROVEMENT
- 1 = UNSATISFACTORY/DEFICIENT

YOUR NAME: _____

CITY ATTORNEY EVALUATION

PERFORMANCE CATEGORY SCORING

1. LEGAL CONSULTATION AND STRATEGIC MANAGEMENT

- _____ Legal advice provided by the Attorney is accurate and technically correct.
- _____ The Attorney possesses and provides an efficient and effective knowledge of the City's Code of Ordinances and regulations.
- _____ The Attorney possesses and provides an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City.
- _____ The Attorney proactively identifies potential issues when they are aware of them to avoid problems from occurring.
- _____ The Attorney demonstrate knowledge of municipal, county, state, federal, common law and constitutional law affecting the city government.

COMMENTS

2. LEGAL REPRESENTATION

- _____ The Attorney aggressively represents the interests of the City as directed by the City Commission and/or City Manager.

- _____ The Attorney represents the City in a professional and ethical manner.
- _____ The Attorney is impartial in carrying out their duties and responsibilities.
- _____ The Attorney provides ethics opinions on a timely basis.
- _____ In the absence of the City Attorney, the City Attorney provides another qualified Attorney to provide legal representation at Commission Meetings.
- _____ The Attorney properly prepares for meetings of the City Commission.
- _____ The Attorney provides proper advice and guidance to the Commission during meetings.

COMMENTS

3. STAFF WORK

- _____ The Attorney timely prepares ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Commission, City Manager and/or department directors.
- _____ The Attorney maintains good working relationships and serves as an effective member of the management team.
- _____ The City Attorney advises staff and City Commission of key changes in municipal law as it pertains to the City's activities.
- _____ The Attorney provides effective, regular, and varied training for City of Lauderhill Commissioners and Employees.

COMMENTS

4. COST/FISCAL ACCOUNTABILITY CONTROL

- _____ The Attorney keeps the Commission informed of potential litigation that could result in financial or policy related judgments against the City.

COMMENTS

5. RESPONSIVENESS/ TIMELINESS OF ACTION

- _____ Requested legal work and assignments are completed in a timely manner within established time frames.
- _____ The Attorney is accessible when needed to respond to requests for legal information and assistance.
- _____ Legal reviews and requests for information are completed timely to avoid delays to the City projects, programs and other tasks.
- _____ The Attorney accurately interprets and clarifies the City Commission and City Manager directions.
- _____ The Attorney maintains a consistently high level of quality in work product and service delivery.
- _____ The Attorney displays the ability and knowledge to research issues in a minimum amount of time.

COMMENTS

6. COMMUNICATIONS WITH CITY COMMISSIONERS AND PUBLIC RELATIONS

- _____ The Attorney communicates effectively with the City Commission, staff and the community.
- _____ Answers are provided in a timely and in an understandable manner.
- _____ The Attorney ensures that all documents generated reflect the position and work of the organization.
- _____ The Attorney is available to discuss legal issues and provide legal advice to the Commission (individually and collectively).
- _____ The Attorney provides information to the Commission in a timely, clear, concise and thorough manner.
- _____ The Attorney maintains a positive and professional image and demeanor when communicating with the media and the public.

COMMENTS

INSTRUCTIONS FOR EVALUATION

COMMISSIONERS ARE TO ANSWER EACH STATEMENT WITH THE FOLLOWING SCALE:

- 4 = HIGHLY EFFECTIVE
- 3 = EFFECTIVE/MEETS EXPECTATIONS
- 2 = NEEDS IMPROVEMENT
- 1 = UNSATISFACTORY/DEFICIENT

YOUR NAME: _____

CITY CLERK EVALUATION

PERFORMANCE CATEGORY SCORING

1. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ The City Clerk provides information to the Commission in a timely, clear, concise, and thorough manner.
- _____ The City Clerk ensures the Commission conducts its business consistent with applicable Laws, regulations and ordinances.
- _____ The City Clerk provides information to help complete and file required disclosure/ finance forms.
- _____ The City Clerk provides all required materials to the Commission for their Meetings in a timely manner.
- _____ The City Clerk, within their authority and responsibility, provides assistance, direction and advice to help Commissioners.
- _____ The City Clerk assists with activities of City Commission and timely answers their inquiries.

COMMENTS

**2. ADMINISTRATIVE LEADERSHIP AND INTERGOVERNAMENTAL
RELATIONS:**

- _____ The City Clerk demonstrate knowledge of municipal, county, state and federal procedures affecting the city government.
- _____ The City Clerk communicates well with city departments, residents and boards
- _____ The City Clerk maintains a professional relationship with whomever they are in contact with

COMMENTS

3. PUBLIC REQUESTS MEDIA, POSTINGS AND PUBLIC RELATIONS

- _____ The City Clerk provides timely and correct information sought under the public records request law.
- _____ The City Clerk maintains a positive and professional image and demeanor when communicating with the media and the public.
- _____ The City Clerk timely maintains public disclosures on the website as required by law.

COMMENTS

4. INITIATIVE AND STRATEGIC MANAGEMENT

- _____ The City Clerk demonstrate initiative and foresight in reviewing the Commission's activities, programs, goals and objectives to ensure they are operating in compliance with applicable laws, policies and procedures.

COMMENTS

5. POLICY IMPLEMENTATION AND SERVICE DELIVERY

- _____ The City Clerk maintains a consistently high level of quality in work product and service delivery.

COMMENTS



City of Lauderhill, FL

Lauderhill City Hall -
Commission Chambers
Suites 141-142
5581 W. Oakland Park
Blvd.,
Lauderhill, FL 33313

File Details

File Number: 12R-1791

File ID: 12R-1791

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Commission

File Created: 05/26/2016

File Name: Amend method of scoring charter officers

Final Action:

Title: RESOLUTION NO. 16R-06-108: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL REGARDING THE ANNUAL EVALUATION OF THE CHARTER OFFICERS OF THE CITY; CHANGING THE METHOD OF EVALUATION TO INCLUDE FOUR RANKING CATEGORIES INSTEAD OF FIVE AND TO REQUIRE AN AVERAGE OVERALL MINIMUM RANKING OF 2.8 POINTS ON THE NEW 4.0 POINT SCALE TO QUALIFY FOR A PAY INCREASE; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY COMMISSIONER KEN THURSTON).

Notes:

Sponsors:

Enactment Date:

Attachments: RES-16R-06-108-Evaluation process 4 rating categories.pdf

Enactment Number:

Contact:

Hearing Date:

* **Drafter:** apetti@lauderhill-fl.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 12R-1791

RESOLUTION NO. 16R-06-108: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL REGARDING THE ANNUAL EVALUATION OF THE CHARTER OFFICERS OF THE CITY; CHANGING THE METHOD OF EVALUATION TO INCLUDE FOUR RANKING CATEGORIES INSTEAD OF FIVE AND TO REQUIRE AN AVERAGE OVERALL MINIMUM RANKING OF 2.8 POINTS ON THE NEW 4.0 POINT SCALE TO QUALIFY FOR A PAY INCREASE; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY COMMISSIONER KEN THURSTON).

Request Action:

Pass a Resolution to change the method of evaluating charter officers of the city to include four ranking categories instead of five and to require an average overall minimum ranking of 2.8 points on the new 4.0 scale to qualify for a pay increase.

Need:

To revise the method of ranking the evaluations for charter officers.

Summary Explanation/ Background:

Commissioner Ken Thurston requested that the method of ranking charter officers be amended to include four categories instead of five categories and to require that the overall minimum ranking be changed to 2.8 points on the new 4.0 scale in order to qualify for a pay increase.

Attachments:

revised process and evaluation forms to reflect the new 4.0 scale.

Cost Summary/ Fiscal Impact:

None.

Estimated Time for Presentation:

Master Plan:

Goal 1: Clean, Green Sustainable Environment

- ☐ Increase mass transit ridership
- ☐ Reduce City energy consumption
- ☐ Reduce water consumption

Goal 2: Safe and Secure City of Lauderhill

- ☐ Crime in lower 50% in Broward
- ☐ Residents feel safe in neighborhood
- ☐ Reduce emergency fatalities

Goal 3: Open Spaces and Active Lifestyle for all ages

- ☐ Increase participation in youth sports
- ☐ Add new park land and amenities
- ☐ Increase attendance at cultural programs and classes

Goal 4: Growing Local Economy, Employment and Quality of Commercial Areas

- ☐ Increase commercial tax base
- ☐ Increase employment in Lauderhill businesses
- ☐ Decrease noxious and blighted uses in commercial areas

Goal 5: Quality Housing at all Price Ranges and Attractive Communities

- ☐ Neighborhood signs and active HOAs
- ☐ Housing & streets improved, litter reduced
- ☐ Increase proportion of single family homes and owner occupied housing

Goal 6: Efficient and Effective City Government, Customer Focused & Values Diversity

- ☒ Improves City efficiency
- ☐ Increase use of Information Technology
- ☒ Increases residents perception of Lauderhill as an excellent place to live



MEMORANDUM

TO: CITY COMMISSION
FROM: MIKE GOODRUM, CITY MANAGER
DATE: 11/13/18
SUBJECT: ANNUAL EVALUATION for FY18

My evaluation is scheduled for the November 14th Commission meeting under the City Manager's Comments section. Please find below significant accomplishments that may aid the Commission in evaluating my performance.

- **FY19 Budget**
 - Approval of a 5-Year Forecast with a positive financial outlook. Forecast went from -\$9.2M to positive \$2.3M
 - Reduced Expenditures by \$9.3M over 5 year forecast.
- **Development of Strategic Plan**
 - Worked with the Commission and senior staff to develop a common vision, goals and a 5-year strategic plan. Currently implementing Year 1 of the Plan.
- **Move into New City Hall:** Finished construction of the new city hall under budget and transitioned city services seamlessly.
- **Downtown Mixed-Use (DT-MU) Zoning District:** The DT-U was adopted in January without opposition and within the proposed timeline.
- **The following large-scale construction projects were processed, broke ground and/or met their deadlines for completion and occupancy without delays:** Broward Health Expansion, Cleveland Clinic, Coral Lago, Coral Springs Country Club Clubhouse, Costco, Cumberland Farms/ Auto zone, the Reserve, Exeter(Sawgrass Bend Commerce Center)
- **NW 110 Avenue Enhancement-** Administered Federal Transportation Alternative Grant for successful completion of 1.5 million renovation and improvement to the one-mile segment of this roadway
- **QTI Incentives.**
 - **Project Colfax** - a glass manufacturing company will be expanding their manufacturing

facilities in the Corporate Park Coral Springs. New job creation: 35 full-time in 2019, Average Salary: \$48,687, Capital Investment \$4.75 million

- **Project Washington** - a global pharmaceutical company will be expanding their R & D functions aimed at generating branded and generic products. New job creation: 20 fulltime in 2019, Average Salary: \$71,789, Capital Investment \$2.9 million

These are the most significant areas of accomplishment but I can provide a more comprehensive list if desired. Per my employment agreement, my potential rating categories are as follows:

Below Standard: 0% merit increase

Meets Standard: 2%-4.25% merit increase

Exceeds Standard: 4.5%-5.5% merit increase

If the Commission decides to categorize my performance as Exceeds or Meets Standard I would request that my increase be no more than 3%.

City Manager Performance Evaluation

DRAFT

City Manager Performance Evaluation

City of Deerfield Beach, FL

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the Dais should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

DRAFT

Section 4. Performance Evaluations

A. The City Commission shall review the performance of the Manager at a public meeting on an annual basis, in advance of the adoption of the annual operating budget, at which time the City Commission shall have the option to provide any salary or benefit adjustments the Commission deems justified (the "Evaluation"). The Evaluation shall occur during the period from June 1 to August 30 (but no later than September 30) of each year in accordance with the format set forth in the attached Exhibit "A" (the "Format"). The Evaluation shall include the submission of written performance evaluations by the City Commission and shall be conducted in accordance with the criteria approved by Resolution of the City Commission, which criteria shall be adopted within 90 days of execution of this Agreement. The Format and criteria may be amended from time to time by Resolution adopted by the City Commission.

B. It is understood and agreed that if the Manager receives a positive evaluation from the Commission, the Manager may receive a salary or benefit increase, but any such increase is solely within the discretion of the Commission, approved at a public meeting.

C. Nothing in this Section shall limit the ability of the Commission to evaluate the performance of Manager more frequently.

EXHIBIT A CITY MANAGER EVALUATION

The following format for the yearly Evaluation is agreed to by both parties:

- Each member of the City Commission shall publicly submit a written evaluation in the format approved by Resolution of the City Commission;
- The Manager may publicly submit a written self -evaluation;
- City Commissioners and Manager shall provide an oral summary of their individual evaluations during a City Commission meeting and City Commissioners may also meet individually with the City Manager for additional discussion;
- The City Commission may jointly set improvement goals for the City Manager where necessary based on the compiled category ratings drawn from the written evaluations in addition to other relevant criteria solely determined by City Commission;

The Evaluations specified in Section 4 shall be based upon: (i) the Manager' s performance of the duties specified in Section I; (ii) the Manager' s achievements of the City Commission' s policy directives; (iii) the Manager' s completion of appropriate professional development programs, as applicable, and (iv) the evaluation criteria approved by the Commission.



ANNUAL PERFORMANCE EVALUATION

Evaluation for: City Manager, Dr. Wazir Ishmael

Evaluation Period: October 2018 through September 2019

Evaluator: _____

Instructions:

The Performance Evaluation process provides both the evaluator and the employee a sense of accomplishment, direction in priorities and commitment to certain desired behavior and goals.

Suggested Evaluation Topics:

- Executing Policy – The City Manager seeks organization wide improvements that integrate administrative goals with Commission policy to position the City for the future.
- Leading People – The City Manager ensures that City operations are led by employees with the skills, knowledge, ability and experience to provide a high quality, diverse, productive workplace with quality assurance.
- Strengthening Community – The City Manager collaborates with internal and external stakeholders to facilitate communications and gather input on City programs and initiatives.

- Managing Resources – The City Manager sets the standard for fiscal responsibility and meeting performance expectations.
- Achieving Results – The City Manager facilitates initiatives that result in positive change for the City structurally and financially.

Please provide comments on the City Manager's performance in achieving these general goals and moving the City of Hollywood forward.

Other Remarks: