



City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

Mount Dora City Council
Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
April 4, 2024, 6:00 PM

WORK SESSION AGENDA

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

- | | |
|--|---|
| 1. City Manager Search Timing | 2 |
| 2. City Manager Matrix and Evaluation Criteria | 3 |

UPCOMING MEETING DATES

- April 16, 2024, 6:00 PM, Regular Session
- May 7, 2024, 6:00 PM, Regular Session
- May 21, 2024, 6:00 PM, Regular Session
- June 4, 2024, 6:00 PM, Regular Session

ADJOURNMENT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, SUCH PERSON MAY NEED A RECORD OF THESE PROCEEDINGS. FOR SUCH PURPOSE, A PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. VERBATIM RECORD WILL NOT BE PROVIDED BY THE CITY OF MOUNT DORA.

NOTICE: IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS. TELEPHONE (352) 735-7126 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: April 4, 2024

TO: Honorable Mayor and City Council Members

FROM: Vince Sandersfeld, Acting City Manager

SUBJECT: City Manager Search Timing

Introduction:

This is an opportunity for Council to discuss a timeline for the selection of a new City Manager.

Discussion:

This item serves to continue discussions that had taken place at the two prior City Council regular meetings.

Budget Impact:

N/A

Strategic Impact:

Objective 3.2. Attract and maintain city human resources through competitive compensation and benefits

Recommendation:

Council discuss a timeline for the selection of a new City Manager.

Attachment(s):

Prepared by: Jeanann Hand, City Clerk

Reviewed by: Vince Sandersfeld, Planning and Development Director

Final Approval - 3/21/2024



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: April 4, 2024

TO: Honorable Mayor and City Council Members

FROM: Vince Sandersfeld, Acting City Manager

SUBJECT: City Manager Matrix and Evaluation Criteria

Introduction:

This is an opportunity for the City Council to discuss the City Manager's position, selection process, and evaluation requirements.

Discussion:

As directed by City Council on March 19, 2024, this Workshop is intended to discuss the City Manager's position and the process. Attached is a copy of a draft City Manager's "matrix" table provided by Councilmember Dawson. Vic-Mayor Crail provided examples of evaluation standards and an example a job description. These documents are included as part of the background discussion items.

Budget Impact:

n/a

Strategic Impact:

Objective 3.2. Attract and maintain city human resources through competitive compensation and benefits.

Recommendation:

This is an opportunity for the City Council to discuss the City Manager's position.

Attachment(s):

1. City Manager Qualifications Matrix (draft)
2. City Manager Evaluation and a Job Description Examples

Prepared by: Jeanann Hand, City Clerk

Reviewed by: Vince Sandersfeld, Planning and Development Director

Final Approval - 3/21/2024

ATTACHMENT #1

Mount Dora City Manager Qualifications

Skill Area	Skills	Details	Rating
Technical City Management Skills	Develop city budget and financial plan		
	Manage the Electric Utility		
	Manage and expand Water & Sewer		
	Improve Public Safety		
	Build working relationships with the Unions		
	Improve Public Works		
	Manage Facilities and Fleet Management		
Citizen Relations	Increase Grant Development		
	Participate in community events and activities		
	Initiate citizen outreach		
Employee Management Skills	Manage Community Development		
	Develop improve employee relations		
	Improve Employee Satisfaction		
	Review, revamp, and implement best practices to procure supply of goods and services		
Strategic Planning	Align Council on strategic direction		
	Create the city Strategic Plan		
Strategic Execution	Manage the execution of the strategic plan		
	Resource the initiatives for the strategic plan		
Economic Development	Participate in business community outreach		
	Develop a long range action plan to actively attract businesses with high paying salaries		
	Develop the Innovation District with high tech, healthcare, etc.		
Intercity City/County Development	Network with Lake and Orange County for inter and Intra county development and planning		
	Network with Eustis, Tavares, Apopka for intercity development and planning		



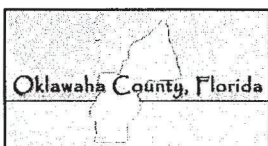
ATTACHMENT #2

City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

March 19, 2024

City of Mount Dora
City Manager
Evaluation Standards

Resources provided by
Carol Russell, Affiliate Services Coordinator
Florida City and County Manager Association
850-701-3607
CRussell@flcities.com



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____

to _____

Evaluation Date: _____

Evaluation Instructions:

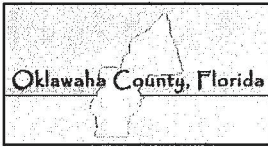
This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

- | | |
|----------------------------|--|
| 5 – EXCELLENT: | The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations. |
| 4 – SUPERIOR: | The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies. |
| 3 – SATISFACTORY: | The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance. |
| 2 – FAIR: | The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance. |
| 1 – UNSATISFACTORY: | The incumbent frequently fails to meet minimum performance expectations. |

Timeline:

- | | |
|--|--|
| First regularly scheduled meeting in October: | <ul style="list-style-type: none"> • Manager presents the Annual Report to the Council/Commission • Chairman distributes the City/County Manager's performance evaluation form |
| Second regularly scheduled meeting in October: | <ul style="list-style-type: none"> • Deadline for completion of the performance evaluation form • Commissioners are encouraged to meet with the manager to individually discuss their evaluation |
| First regularly scheduled meeting in November: | <ul style="list-style-type: none"> • The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission |

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

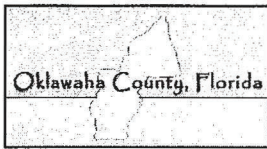
City/County Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise	Overall Rating: _____ of 5
a. Is knowledgeable of current developments affecting the management field and affecting local governments. b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization. c. Anticipates problems and develops effective approaches for solving them. d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical. e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	
Comments:	

2. Council/Commission Relations	Overall Rating: _____ of 5
a. Carries out directives of the Board as a whole rather than those of any one Board member. b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members. c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action. d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board. e. Is willing to try new ideas proposed by Board members.	
Comments:	

ATTACHMENT #2



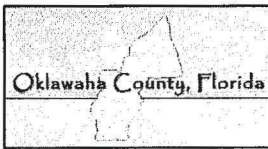
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

3. Citizen and Public Relations	Overall Rating: _____ of 5
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus. b. Is willing to meet with members of the community and is responsive to their concerns. c. Demonstrates a dedication to service to the community and its citizens. d. Expresses information orally in a clear and concise manner when making public presentations. e. Is skillful with the news media, proactively providing information that is important to the public.	
Comments:	

4. Policy Execution	Overall Rating: _____ of 5
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures. b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board. c. Implements Board actions in accordance with the intent of the Board. d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	
Comments:	

ATTACHMENT #2



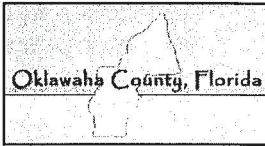
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

5. Intergovernmental Relations	Overall Rating: _____ of 5
a. Promotes a positive working relationship with other governmental entities. b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives. c. Positively and effectively represents the organization and its interests when working with other governmental agencies. d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization. e. Is willing to share resources or information with other governmental agencies as appropriate.	
Comments:	

6. Staffing and Management	Overall Rating: _____ of 5
a. Recruits and retains competent personnel for County positions. b. Is aware of staff weaknesses and works to improve their performance. c. Promotes training and development opportunities for employees at all levels of the organization. d. Stays accurately informed and concerned about employee relations. e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	
Comments:	

ATTACHMENT #2



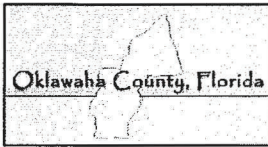
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

7. Fiscal Management	Overall Rating: _____ of 5
a. Prepares a balanced budget to provide services at a level directed by the Board. b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds. c. Prepares the budget in an intelligent but readable format. d. Submits the proposed budget in a timely manner that allows for an appropriate review period. e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	
Comments:	

8. Planning and Organizational Development	Overall Rating: _____ of 5
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization. b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan. c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources. d. Has a capacity for and encourages innovation. e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	
Comments:	

ATTACHMENT #2

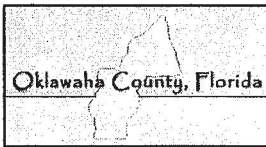


OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

9. Leadership and Decision-Making	Overall Rating: ____ of 5
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same. b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments. c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives. d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources. e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	
Comments:	

10. Individual Characteristics	Overall Rating: ____ of 5
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments. b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional. c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job. d. Has the capacity to listen to others and to recognize their interests. e. Avoids political positions, partisanship, and unnecessary controversy.	
Comments:	



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:
1. Professional Skills and Expertise	_____ of 5
2. Council/Commission Relations	_____ of 5
3. Citizen and Public Relations	_____ of 5
4. Policy Execution	_____ of 5
5. Intergovernmental Relations	_____ of 5
6. Staffing and Management	_____ of 5
7. Fiscal Management	_____ of 5
8. Planning and Organizational Development	_____ of 5
9. Leadership and Decision-Making	_____ of 5
10. Individual Characteristics	_____ of 5

Total Score: _____ of 50

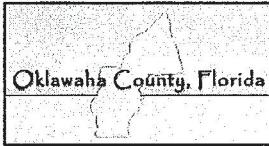
Divide by 10 (total number of metrics)

Total Average Rating: _____ **of 5**

Evaluator's Signature: _____

Date: _____

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

Additional Narrative Evaluation:

1. In your opinion, what are the manager's top successes or achievements during the evaluation period?

Response:

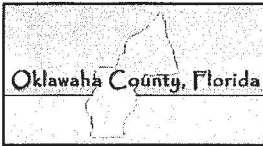
2. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)

Response:

3. What performance areas would you identify as needing improvement? Why?

Response:

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OKLAWAHA COUNTY, FLORIDA

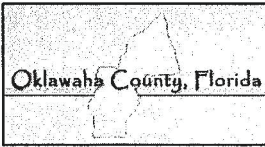
City/County Manager Performance Evaluation

4. What constructive, positive ideas can you offer the manager to enhance performance?

Response:

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

Response:



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____

to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance during the evaluation period. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director.

Timeline:

First regularly scheduled meeting in October:

- Manager presents the Annual Report to the Council/Commission
- Chairman distributes the City/County Manager's performance evaluation form

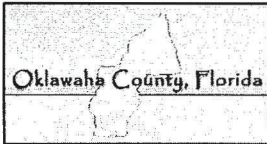
Second regularly scheduled meeting in October:

- Deadline for completion of the performance evaluation form
- Commissioners are encouraged to meet with the manager to individually discuss their evaluation

First regularly scheduled meeting in November:

- The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

Narrative Evaluation:

1. Does the manager possess sufficient professional skills and expertise to be successful in this organization? Please explain.

Response:

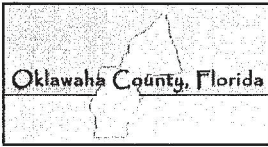
2. Does the manager maintain a productive and effective relationship with the Council/Commission as well as individual members?

Response:

3. Does the manager work well with citizens and properly address their concerns? Also, does the manager maintain a collegial relationship with the media?

Response:

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OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

4. Does the manager understand the ordinances, policies, and procedures of the organization and cause them to be fairly enforced?

Response:

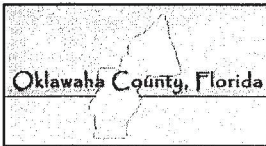
5. Does the manager maintain cordial and effective relationships with other local, regional, state, and federal government agencies?

Response:

6. Does the manager effectively recruit, develop, and retain competent personnel?

Response:

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

7. Does the manager ensure that the annual budget meets the operational needs of the organization within the policy direction set by the Board? Is the manager an effective steward of the organization's fiscal resources?

Response:

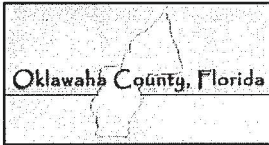
8. Does the manager effectively plan for the future needs and direction of the organization? In addition, does the manager promote and maintain a healthy organizational culture?

Response:

9. Does the manager create a working environment conducive to others' success? Is the manager an effective consensus-builder?

Response:

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OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

10. What are the manager's strongest personal traits? Are there other personal traits that could be improved to make the manager more effective?

Response:

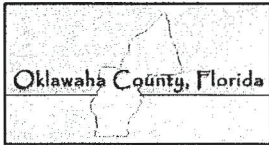
11. In your opinion, what are the manager's top successes or achievements during the evaluation period?

Response:

12. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)

Response:

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OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

13. What performance areas would you identify as needing improvement? Why?

Response:

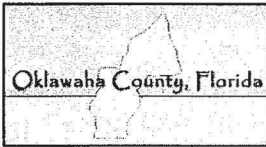
14. What constructive, positive ideas can you offer the manager to enhance performance?

Response:

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

Response:

Evaluator's Signature: _____ Date: _____



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____

to _____

Evaluation Date: _____

Evaluation Instructions:

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- | | |
|----------------------------|--|
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| 2 – FAIR: | The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance. |
| 1 – UNSATISFACTORY: | The incumbent frequently fails to meet minimum performance expectations. |

Timeline:

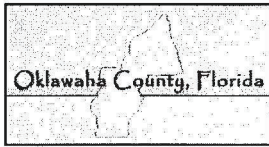
- | | |
|--|--|
| First regularly scheduled meeting in October: | <ul style="list-style-type: none"> • Manager presents the Annual Report to the Council/Commission • Chairman distributes the City/County Manager's performance evaluation form |
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| First regularly scheduled meeting in November: | <ul style="list-style-type: none"> • The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are |

Sample City/County Manager Performance Evaluation

Page 1

Created by the Florida City & County Managers Association, 2016

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

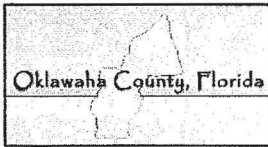
presented for ratification by the Council/Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	_____ of 5
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.	_____ of 5
c. Anticipates problems and develops effective approaches for solving them.	_____ of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	_____ of 5
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

2. Council/Commission Relations	Rating:
a. Carries out directives of the Board as a whole rather than those of any one Board member.	_____ of 5
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.	_____ of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	_____ of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	_____ of 5
e. Is willing to try new ideas proposed by Board members.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

ATTACHMENT #2



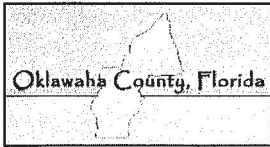
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

3. Citizen and Public Relations	Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____ of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	_____ of 5
c. Demonstrates a dedication to service to the community and its citizens.	_____ of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	_____ of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

4. Policy Execution	Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.	_____ of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.	_____ of 5
c. Implements Board actions in accordance with the intent of the Board.	_____ of 5
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	_____ of 5
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

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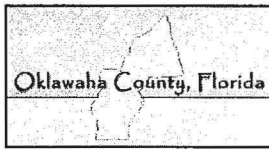
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

5. Intergovernmental Relations	Rating:
a. Promotes a positive working relationship with other governmental entities.	_____ of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ of 5
c. Positively and effectively represents the organization and its interests when working with other governmental agencies.	_____ of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for County positions.	_____ of 5
b. Is aware of staff weaknesses and works to improve their performance.	_____ of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	_____ of 5
d. Stays accurately informed and concerned about employee relations.	_____ of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

ATTACHMENT #2



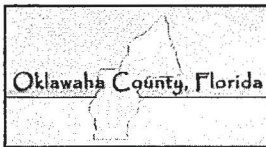
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

7. Fiscal Management	Rating:
a. Prepares a balanced budget to provide services at a level directed by the Board.	_____ of 5
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.	_____ of 5
c. Prepares the budget in an intelligent but readable format.	_____ of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

8. Planning and Organizational Development	Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.	_____ of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.	_____ of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.	_____ of 5
d. Has a capacity for and encourages innovation.	_____ of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

ATTACHMENT #2



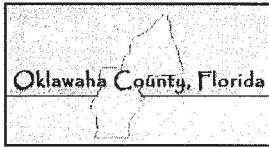
OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

9. Leadership and Decision-Making	Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

10. Individual Characteristics	Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ of 5
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ of 5
d. Has the capacity to listen to others and to recognize their interests.	_____ of 5
e. Avoids political positions, partisanship, and unnecessary controversy.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

ATTACHMENT #2



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	of 25
2. Council/Commission Relations	_____	of 25
3. Citizen and Public Relations	_____	of 25
4. Policy Execution	_____	of 25
5. Intergovernmental Relations	_____	of 25
6. Staffing and Management	_____	of 25
7. Fiscal Management	_____	of 25
8. Planning and Organizational Development	_____	of 25
9. Leadership and Decision-Making	_____	of 25
10. Individual Characteristics	_____	of 25

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: _____ **of 5**

Evaluator's Signature: _____

Date: _____

City Manager

City Manager

City of Corsicana, TX

Job Summary: Responsible to the City Council for the proper administration of all the City's affairs assigned to the Manager by charter, ordinance, or directive of the City Council.

Physical Requirements: Must have excellent oral communication skills and ability to talk over the telephone and present public programs. Ability to collaborate and develop effective community partnerships.

Principle Duties: Directs all municipal functions by enforcing all policies and procedures governed by City code, ordinances, and resolutions. Supervises all department directors, and evaluates staff performance; responsible for appointing, removing, or suspending all officers and employees, except those required by the Charter to be appointed by the Mayor or City Council. Interacts with elected officials and boards and commissions by addressing, implementing, and enforcing all legislative policy decisions; acting as the liaison between council and the public; and coordinating and attending council meetings. Prepares and submits the annual operating budget to the Council and is responsible for budget administration after adoption. Plans programs and activities, both short and long term, to advance City goals. Executes contracts and other instruments binding the City to financial agreements and obligations. Responds to requests and inquiries from the Council and keeps Council informed of relevant issues. Reviews operations of the City to ensure that obligations are met. Represents the City at various meetings and promotes the City's development.

Other Aspects of the Job: Possess a bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. Ten years of progressively responsible professional experience in municipal government that includes at least five years as a department head, assistant city manager or city manager is preferred. A master's degree and professional credentials desired but not required. Must have and maintain a valid Texas Driver License. Must have and maintain a satisfactory driving record. Punctuality and regular attendance are required.

How to Apply

Post Date:

Mar 12, 2024

Apply online at

www.cityofcorsicana.com

[Apply Now](#)

Job Details

Salary:

DOQ/E

Job Function:

Chief Administrator (City, County, Town Manager)

Position Type:

Full Time

City of Corsicana

Address:

200 N 12Th St
Corsicana, TX 75110-4616
United States

Population:

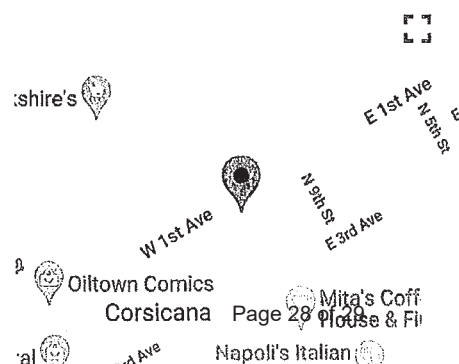
25,109

Website:

<http://www.ci.corsicana.tx.us>

Form of Government:

Council-Manager



City Manager

City Manager

City of McCall, ID

City Manager

City of McCall, ID

Nestled in Idaho's west central mountains, McCall is a vibrant resort town approximately 100 miles north of Boise. McCall encompasses 10 square miles and has a population of approximately 3,686 residents which can more than triple during the summer months, special events and holidays. The City is situated on the southern shore of beautiful Payette Lake at 5,021 feet in elevation and is bordered by towering pine-covered mountains averaging 8,000-9,000 feet tall. Originally founded as a logging town, today McCall is an all-season tourist destination for outdoor recreation and adventure enthusiasts. McCall has an excellent school system (America's Top 1,000 High Schools), a full-service hospital and medical clinic, a municipal airport, a municipal golf course, and a wide range of city-sponsored recreation and sports opportunities. The City Manager is responsible for implementing the vision, policies, and goals of the McCall City Council. This position is a wonderful and exciting career and a lifestyle opportunity for an individual with the expectation of becoming part of the fabric of the community, actively involved with and easily accessible to the residents. This role requires a close working relationship with the Council, City staff, and the community at large. The new City Manager will inherit a team of strong, creative, and experienced department heads who are accustomed to being partners in planning and decision-making. Bachelor's degree in public or business administration required, Master's degree preferred. Ten (10) years of experience in municipal government which must include at least: one (1) year as a City Manager; three (3) years as an Assistant/Deputy City Manager; or five (5) years in a Department Head or equivalent level position with supervisory experience; or any equivalent combination. Salary range is \$132,800 to \$182,000 (hiring range is \$132,800 to \$140,400) with excellent benefits.

Filing deadline is April 12, 2024. To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney

www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Tara Schultz (626) 644-1398 for more information. A detailed brochure is available at www.peckhamandmckenney.com.

How to Apply

Post Date:

Mar 12, 2024

Application Deadline:

Apr 12, 2024

Please visit our website at www.peckhamandmckenney.com to apply for this opportunity.

[Apply Now](#)

Job Details

Salary:

\$132,800 - \$182,000

Job Function:

Chief Administrator (City, County, Town Manager)

Position Type:

Full Time

City of McCall

Address:

216 E Park St
McCall, ID 83638-3832
United States

Population:

3,686

Website:

<http://www.mccall.id.us>

Form of Government:

Council-Manager

Lak
Mall

F F F

Legacy Park

Lenora St

My Father's Place Merrily Muntl

Page 29 of 29