

**PINELLAS PLANNING COUNCIL  
AGENDA MEMORANDUM**

**AGENDA ITEM:** VI A-1.

**MEETING DATE:** September 19, 2007

***SUBJECT:***

Other Council Business – Including:

A. Chairman/Member Items

1. Procedure for Executive Director Review

***RECOMMENDATION:***

Council Establish Process and Timetable for Annual Review

***BACKGROUND***

See accompanying memorandum from the Chairman.

***PINELLAS PLANNING COUNCIL ACTION:***

***COUNTYWIDE PLANNING AUTHORITY ACTION:***

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Vice-Mayor Sandra L. Bradbury, *Chairman*  
Mayor Bob Hackworth, *Vice-Chairman*  
Mayor Beverley Billiris, *Treasurer*  
Vice-Mayor Jerry Knight, *Secretary*  
Vice-Mayor John Doran  
Councilmember David W. "Bill" Foster  
Mayor Pat Gerard  
Mayor Dick Holmes  
School Board Member Linda S. Lerner  
Mayor Mary H. Maloof  
Commissioner John Morroni  
Mayor Jim Ronecker  
Mayor Andy Steingold

MEMORANDUM

TO: Fellow Members, Pinellas Planning Council

FROM: Vice-Mayor Sandra Bradbury, Chairman

*Sandra L. Bradbury*

David P. Healey, AICP  
Executive Director

SUBJECT: Annual Performance Evaluation/Merit Increase  
For Executive Director

DATE: September 19, 2007

Our Employment Agreement with the Executive Director calls for an annual performance evaluation and, based on that evaluation, consideration of salary increase effective October 1st of each year.

In order to be prepared to take action on these matters at the October meeting, we need to establish the process the Council would like to follow in carrying out this review at our September meeting.

I suggest that we use the same procedure as in previous years, which process involves each Council Member completing an evaluation form and the Executive Committee compiling a summary evaluation and recommendation, based on the responses from the individual Council Members. The Executive Committee's recommendation will then be reviewed and acted on by the full Council at the October meeting.

Attached is a copy of the evaluation form that was used last year. If the form is satisfactory, a copy along with a stamped addressed return envelope will be included in your back-up materials at the meeting. Please return the form in the envelope provided prior to Friday, October 5<sup>th</sup>.

Our Executive Director has indicated he is available to meet with any member who would like to discuss the review with him in person, either prior to or after completing the form.