

**PINELLAS PLANNING COUNCIL
AGENDA MEMORANDUM**

AGENDA ITEM: VI A-2.

MEETING DATE: September 17, 2008

SUBJECT:

Other Council Business – Including:

A. Chairman/Member Items

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

MEMORANDUM

TO: Fellow Members, Pinellas Planning Council

FROM: Mayor Bob Hackworth, Chairman 

SUBJECT: Annual Performance Evaluation/Merit Increase
For Executive Director

DATE: September 17, 2008

David P. Healey, AICP
Executive Director

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 3rd.

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.

Please Return By Friday, October 3, 2008

PERFORMANCE EVALUATION
FOR
EXECUTIVE DIRECTOR

PURPOSE

The purpose is to provide a consistent framework for the Council to evaluate the performance of the Executive Director. The end objective is to convey the relative degree of satisfaction or dissatisfaction with job performance as well as to provide a basis to discuss any areas in need of improvement and appropriate salary adjustment.

RATING SYSTEM

The rating system is based on the following five relative levels of performance:

- Inadequate
- Needs Improvement
- Satisfactory
- Good
- Excellent

FACTORS TO BE EVALUATED

The factors to be evaluated are listed below and the provision for rating each factor follows:

- I. Technical Competence
- II. Administrative Management
- III. Work Program
- IV. Liaison / Coordination
- V. Leadership
- VI. Effort / Industry
- VII. Integrity / Fairness
- VIII. Interpersonal Skills
- IX. Summary

Please Return By Friday, October 3, 2008

EVALUATION

- I. **Technical Competence:** Overall Knowledge and understanding of job; knowledge and communication of planning principles; knowledge of applicable statutes, rules, and policies and their relationship to the role of Council.

Rating:

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

- II. **Administrative Management:** Ability and precision in dealing with budget and financial management and reporting; effectiveness in organizing and implementing staff and staff support services; responsiveness and effectiveness of office operations.

Rating:

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

- III. **Work Program:** Ability and responsiveness in organizing and presenting monthly agenda reports; interpretation of and responsiveness to Council direction; initiative in identifying, prioritizing and scheduling long-term work program.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

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- IV. **Liaison / Coordination:** Ability and effectiveness in representing Council's interest with Countywide Planning Authority and other agencies; communication and coordination with individual local government units; availability and responsiveness to Council members.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

- V. **Leadership / Direction:** Effectiveness and ability in providing overall guidance and direction to Council efforts; representation of Council position and interest in positive fashion; effectiveness as spokesperson for Council.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

- VI. **Effort / Industry:** Overall level of ambition or effort; commitment of time and energy necessary to achieve results desired by Council; effort expended to achieve timeliness, thoroughness and accuracy with Council matters.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

Please Return By Friday, October 3, 2008

VII. **Integrity / Fairness:** Straightforward and impartial in dealings with Council and public; well-reasoned and fair; able to discern legitimate but different points of view and offer balanced solutions.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

VIII. **Interpersonal Skills:** Open and available to Council and public; ability to communicate effectively with and on behalf of Council; presents positive image for Council.

Inadequate Needs Improvement Satisfactory Good Excellent

Comment:

IX. **Summary: Composite Assessment**

Overall Rating:

Inadequate Needs Improvement Satisfactory Good Excellent

Strengths: _____

Weaknesses: _____

Suggestions for Improvement: _____

Additional Comments: _____

Reviewed By: _____ (Optional)