

**PINELLAS PLANNING COUNCIL  
AGENDA MEMORANDUM**

**AGENDA ITEM:** VI A-1

**MEETING DATE:** September 16, 2009

**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:**

600 Cleveland Street, Suite 850 • Clearwater, Florida 33755-4160  
Telephone 727.464.8250 • Fax 727.464.8212 • www.pinellasplanningcouncil.org

Mayor Beverley Billiris, *Chairman*  
Vice-Mayor Jerry Knight, *Vice-Chairman*  
Mayor Pat Gerard, *Secretary*  
Commissioner John Morrone, *Treasurer*  
Vice-Mayor Nina Bandoni  
Councilmember Sandra L. Bradbury  
Commissioner Dave Carson  
Councilmember John Doran  
Councilmember Jim Kennedy  
School Board Member Linda S. Lerner  
Commissioner Stephanie Oddo  
Mayor Jim Ronecker  
Mayor Patricia J. Shontz

MEMORANDUM

TO: Fellow Members, Pinellas Planning Council

FROM: Mayor Beverley Billiris, Chairman 

SUBJECT: Annual Performance Evaluation/Merit Increase  
For Executive Director

DATE: September 16, 2009

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 consistent with the County's Unified Personnel System policy of no salary increases for County employees in FY 09-10, salary increase will not be a consideration.

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 Councilmember completing an evaluation form and the Executive Committee compiling a summary evaluation and recommendation, based on the responses from the individual Councilmembers. 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 2nd.

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 2, 2009*

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 2, 2009*

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:

*Please Return By Friday, October 2, 2009*

- 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 2, 2009*

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)