

**1. Reflects City Values**Rating 10.00*Comments/Explanation:*

Employee continues to maintain an impeccable moral compass which reflects the city's values on an ongoing basis. She continually demonstrates the intrinsic traits of integrity, honesty, respect, diversity, innovation, and accountability. Employee's unique ability to interact with the various organizations and groups within the "Good Life Community" and among the city's staff remains exemplary. She continually displays an insightful understanding of the importance of mobilizing all stakeholders to buy into the city's multiple initiatives through a collaborative effort with private citizens, business organizations, and government entities working together to maintain Alachua as a growing and thriving community which is the envy of the other eight incorporated municipalities in the county. Employee continues to maintain a strong relationship role with various community and business groups as a matter of principle. In addition, she embraces the notion that our children are America's future leaders of tomorrow and ensures city government is supportive of the community's elementary and high schools on a continual basis. Employee was instrumental several years ago in obtaining city commission approval for the Alachua Police Department to assume the School Resource Officer (SRO) function from the Alachua County Sheriff's Office to provide an onsite police presence in area schools which has received rave reviews. She remains quite adept in representing the city at local and state events and is well prepared when called upon to do so. Employee continues to excel in this trait.

**2. Communication**Rating 9.75*Comments/Explanation:*

Employee conducts regular meetings with staff including weekly meetings with department directors and quarterly meetings with the entire city staff. Same comments from previous evaluations... Excellent written and verbal communication skills... Written reports reflect an especially keen knowledge of the English language... Understands one must embrace the principle of active listening to be an effective communicator... Encourages open communication up and down the chain of command... Values feedback from her staff... Displays exceptional tact when contacted by citizens regarding various issues and concerns.

**NOTE:** Refer to "Improvement Recommendation" in trait "10. Commission/Manager Interaction."

**SAME IMPROVEMENT RECOMMENDATION FROM LAST YEAR'S EVALUATION BY THIS COMMISSIONER.**

*Minutes of workshops and commission meetings are included for approval in the backup material at commission meetings as "Consent Agenda" items. City manager needs to ensure this task is accomplished in a more timely fashion on an ongoing basis. Although residents can view commission meetings via the city's website, the summary of workshops and commission meetings in written form provides an excellent summary for the timely review by all stakeholders of city commission discussions and subsequent actions. Ideal solution would be to ensure minutes of workshops/commission meetings are included in the very next city commission board package or no later than one month after conducted.*

**3. Team Management**Rating 10.00*Comments/Explanation:*

Same comments from previous evaluations... Employs an inclusive style of leadership... Understands the time-honored managerial principle of balancing responsibility, authority, and accountability precepts... Committed to accountability-based principles... Requires directors to be faithful stewards of tax dollars and other revenues placed in their trust.

**NOTE:** Employee was instrumental in the establishment of an initial "Strategic Plan" a.k.a., "City Commission Vision 2020 Established Goals," process in FY 15/16. This living and working document contains a provision for key staff members/departments to be the "Champion" for each initiative listed in the plan. Document continues to serve as a viable blueprint to track successes and identify improvement areas with regular reports being required to be made to the city commission to ensure accountability by the city manager (her scorecard) is ongoing. Perpetual in nature, a city commission strategic planning retreat was conducted for two subsequent years and the plan was updated and revised for FY 16/17 and again in FY 17/18. It is truly a "living and time-driven working document" for which the city manager has used as a valuable management tool in conducting the city's business. Employee continues to excel in this trait.

**4. Fiscal Management**Rating 10.00*Comments/Explanation:*

Under the astute managerial acumen of employee, the city's financial position is as strong, by all indications, as it has ever been in its 112-year history. Significant accomplishments this past year were completion of a state-of-the-art "Legacy Park

Multipurpose Center” and a new public works complex which were funded in total out of the general fund. Same comments from previous evaluations... Keen understanding of the budgeting process... Forever mindful of critical financial decisions which affect the city’s taxpayers... Utilizes zero-based budgeting process which requires directors/supervisors to justify each specific budget line item on an annual basis... Forever mindful of fiduciary responsibilities in being a faithful steward of the tax dollars placed in her trust. In addition, the city once again received an “Unmodified Opinion” in the Certified Auditing Financial Report (CAFR) for FY 16/17 which is the highest rating achievable resulting in the auditing firm recommending the city be nominated to receive the “Certificate of Achievement for Excellence in Financial Reporting” from the Government Finance Officers Association of the United States and Canada. Employee continues to excel in this trait.

**5. Professional Presentation**

**Rating 10.00**

*Comments/Explanation:*

Same comments from previous evaluations... Impeccable dresser... Empathetic in nature... Outstanding spokesperson... Community-minded attitude... A truly committed champion for the “Good Life Community.” Employee continues to excel in this trait.

**6. Organizational Leadership**

**Rating 10.00**

*Comments/Explanation:*

Same comments from previous evaluations... Committed to total quality management, continuous quality improvement, results-oriented, and best practices managerial philosophy... Superb change agent who has unique problem solving ability... Conducts weekly meetings with the city’s senior management team to address the ongoing accomplishment of operational goals and conducts quarterly staff meetings to emphasize the importance of “buy in” by all employees. Employee continues to excel in this trait.

**NOTE:** Refer to “Note” in trait “3. Team Management” regarding the strategic planning initiative comments.

**SAME IMPROVEMENT RECOMMENDATION FROM LAST YEAR’S EVALUATION BY THIS COMMISSIONER.** Under Chief Scott’s superb leadership, the Alachua Police Department (APD) is an outstanding law enforcement agency and is truly revered by the city commission as well as residents of the “Good Life Community.” As such, it is recommended the city manager have APD seek official certification from the “Commission for Florida Law Enforcement Accreditation (CFLEA)” which will further confirm its status as a leader in the field of law enforcement. Achieving this impressive certification could possibly provide additional opportunities to procure grants in the future.

**7. Project Management**

**Rating 10.00**

*Comments/Explanation:*

Employee routinely establishes clear parameters and gives concrete direction to staff in implementing city projects. While employing time-honored delegation of authority principles, she takes a “hands on” approach in ensuring projects are completed in a timely manner. Employee continues to excel in this trait.

**NOTE:** This past year, employee oversaw the design and construction of the state-of-the-art multipurpose “Legacy Park” and the completion of a new public works complex which will improve the effectiveness and efficiency of highly critical operations as well as being more customer friendly. Enhanced computer technology was also achieved with the installation of the most up-to-date software and hardware. All of these accomplishments were “strategically driven.”

**8. Community Involvement**

**Rating 10.00**

*Comments/Explanation:*

Employee was recognized as a recipient of the prestigious “Fierce Award” for 2017 for displaying outstanding leadership abilities. This award is presented on an annual basis to recognize women who have made a significant difference in the lives of all of the fine folks who call Alachua County home. Same comments from previous evaluations... Relishes her chief executive officer role as the city’s ambassador of good will with individual citizens, schools, faith-based groups, civic organizations, nonprofit groups, and the business community... Enthusiastically views her advocacy role in the community as a choice and not a chore... Forever conscious of the importance of relationship building with all of the community’s stakeholders as well as county, state, and federal government officials... Recognized by her peers and colleagues as a “can do” organizer in engaging various diversified groups. Employee continues to excel in this trait.

9. Goals

Rating 10.00

*Comments/Explanation:*

Same comments from previous evaluations... Proactive in carrying out the policies (goals) of the city commission... Engages staff in completing tasks on schedule with an emphasis on the frugal use of funds... Embraces the city commission's ongoing vision to encourage economic sustainability and development throughout Alachua... Creates an environment in which current and prospective businesses are able to navigate city permitting and other requirements with relative ease due to highly supportive, knowledgeable, and responsive staff. ***This is an improvement over last year's evaluation by this commissioner. Employee now excels in this trait.***

***NOTE: Refer to "Strategic Plan Initiatives" in trait "3. Team Management."***

10. Commission/Manager Interaction

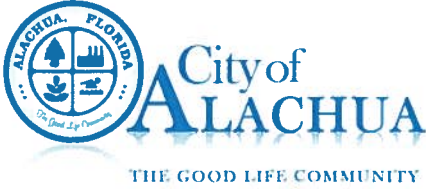
Rating 9.75

*Comments/Explanation:*

Employee routinely goes above and beyond the call of duty in communicating with members of the city commission. She is readily accessible and is forever patient in explaining the intricacies and nuances of municipal government. Employee keeps each city commissioner informed on a routine basis. The city commission faces very few surprises which is greatly appreciated.

**SAME IMPROVEMENT RECOMMENDATION FROM LAST YEAR'S EVALUATION BY THIS COMMISSIONER:**

***Although the city commission does not get directly involved with the hiring and firing practices and other personnel matters which come under the city manager's purview, it is recommended the city manager inform the members of the city commission when a key director or managerial position becomes vacant or when one is filled. There is sometimes a lapse in time related to the filling of key vacant positions and the city commission being notified resulting, on occasion, for residents to inquire about the status of critical staffing vacancies. Individual commissioners being unaware of the status of said positions can lead to embarrassment and may give citizens the impression their elected officials are not cognizant of important operational and personnel issues affecting the city's day-to-day functioning.***



# CITY MANAGER ANNUAL PERFORMANCE EVALUATION

## SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

<u>PERFORMANCE REVIEW FACTOR</u>		<u>RATING</u>
1.	Reflects City Values	10.00
2.	Communication	9.75
3.	Team Management	10.00
4.	Fiscal Management	10.00
5.	Professional Presentation	10.00
6.	Organizational Leadership	10.00
7.	Project Management	10.00
8.	Community Involvement	10.00
9.	Goals	10.00
10.	Commission/Manager Interaction	9.75
<b>Total (99.50):</b>		<b>9.95</b>

Completed by: Robert W. Wilford  
Alachua City Commissioner (Seat 2)

Signature: 

Date: August 16, 2016