

RESOLUTION 17-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CENTRAL COUNTY WATER CONTROL DISTRICT ADOPTING A PERFORMANCE EVALUATION FORM FOR THE DISTRICT MANAGER'S ANNUAL PERFORMANCE REVIEW; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Central County Water Control District (the "District") is a Florida water control district operating and organized under Chapter 298, Florida Statutes, and Chapter 70-702, Laws of Florida, as amended; and

WHEREAS, pursuant to section 2.2 of the Manager's Employment Agreement (the "Agreement") between the District Manager and the District, the District Manager is entitled to an annual performance review; and

WHEREAS, the Board of Supervisors desires to review the performance of the District Manager and adopt a performance evaluation review form for this purpose.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Central County Water Control District as follows: that

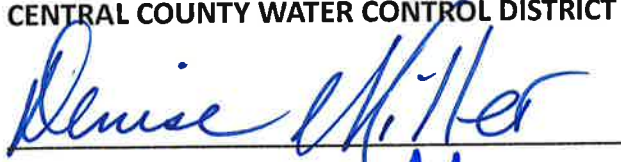
Section 1. The Performance Evaluation Form (the "Form") attached to and incorporated in this Resolution as "Exhibit "A" is hereby approved by the Board of Supervisors for the purpose of reviewing the performance of the District Manager.

Section 2. The Board of Supervisors reserves the right to utilize this Form or its substantial equivalent to review the performance of other District Employees should it so desire in the future.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 20th day of December, 2017.

BOARD OF SUPERVISORS
CENTRAL COUNTY WATER CONTROL DISTRICT


By: DENISE MILLER
As: President

ATTEST:


By: CAROLYN HESTER, District Manager

APPROVED AS TO LEGAL SUFFICIENCY AND FORM:


By: JOHN J. FUMERO, District Attorney

Central County Water Control District

District Manager Performance Evaluation

Evaluation period: _____ to _____.

Board Member's Name

Each member of the Board of Supervisors should complete this evaluation form, sign it in the space below, and return it to the District Attorney. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at a publicly noticed Board Meeting.

Signature of Board Member

Printed Name

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the District Manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the Board of Supervisors to the District Manager as part of the agenda for the meeting.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the work of water control districts in Florida
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by Board members and/or staff
- _____ Sets a professional example by handling affairs in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

3. RELATIONS WITH ELECTED MEMBERS OF THE BOARD

- _____ Carries out directives of the Board as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the Board
- _____ Disseminates complete and accurate information to all members in a timely manner
- _____ Assists by facilitating decision making of the Board
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

4. POLICY EXECUTION

- _____ Implements Board actions in accordance with the intent of council
- _____ Supports the actions of the Board after a decision has been reached, both inside and outside the District
- _____ Understands, supports, and enforces District policies and procedures
- _____ Reviews policy and procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the Board for changes in procedures or policy when an existing policy or procedure is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

5. REPORTING

- _____ Provides regular information and reports to the Board concerning matters of importance to the local government
- _____ Responds in a timely manner to requests from the Board for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the Board on matters that are important or time-sensitive
- _____ Reports produced by the District Manager are accurate and comprehensive.
- _____ Produces and handles reports in a way to convey the message that affairs of the District to the public

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

6. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

NARRATIVE EVALUATION

What would you identify as the District Manager's strength(s) (highlighting any results achieved during the rating period)?

What performance area(s) would you identify as most critical for improvement (highlighting any failure to perform or missed opportunities)?

What constructive suggestions or assistance can you offer the District Manager to enhance performance?

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