

Council Meeting Date – April 5, 2016

Author: Vice Mayor Randy Old

Title: Annual Review of the City Manager, City Clerk, and City Attorney

Summary of Points for Discussion:

Discuss doing an annual evaluation for all three (3) Charter Officers.

All agenda Additions – Public need or issue addressed

A job description, set of goals and an annual review sheet is attached for each Charter Officer. Once Council approves the final evaluation form the review process will begin.

Statement of the proposed solution to the public need or issue:

Council to do yearly evaluations on the three (3) Charter Officers.

New Business Only - Relevant City Charter, code references, legal:

N/A

Backup – additional documentation includes:

See Attached

Old Business Only – Dates of past discussions/decisions by Council relevant to the issue:

This matter was discussed at the January 26, 2016 Special Call City Council meeting.

TO: Mayor Jay Kramer, City Council members, Turner and Howle

RE: Annual review of the City Manager, City Clerk, and City Attorney

I have drawn up a job description, a set of goals and an annual review work sheet for each of the City's employees that report directly to the City Council. I have also described a process, and a timeline for reviewing the performance of each employee, and for setting new goals for the next year. This has all been reviewed by the three employees, and I am forwarding this to you for your comments, suggestions, and approval. When I receive comments or approval from all of you I will send out the final version to everyone, and then we will initiate the review process this spring.

Annual Evaluation:

The City Manager, City Clerk and City Attorney serve the City as employees, and report directly to the City Council. It is the City Council's duty to hire, fire and evaluate these three employees. It requires three City Council votes to replace a direct hire.

Annual Evaluation takes place before the annual budget process, and should be completed by the end of May each year. Attached is each employees' job description, a set of goals for each employee, and a general evaluation form. These will be reviewed annually. The goals are set the previous year for this year's evaluation, and after this year's evaluation the council shall set goals for each employee for next year.

Each City Council member can fill out the general evaluation form for each of the three employees, and submit it to the City Clerk to become a public record. Alternatively, each City Council member can sit down personally with the City Manager, City Clerk and City Attorney, reviewing their job description, goals and performance, taking notes and filling out the evaluation form to submit to the City Clerk.

The goal of the annual job description, goal setting and evaluation is to insure that the City Council accurately describes to each of the three employees, what is expected of them, and then annually evaluates how well each person carried out the City Council's expectations. Further, it is a time for the City Council to have a one on one two-way discussion about the job, goals, and expectations between the employee and each council member. The next year's goals should be agreed between both the City Council and the employees, then recorded so as to be evaluated the following spring. This should be an annual process, undertaken by all City Council members.

CITY MANAGER'S GOALS AND OBJECTIVES 2016/2017

1. Carry out the primary functions of the position by directing and administering the operations of the City, in accordance with the policies of the City Council.
2. Insure that at least five year financial plans exist and are updated annually for all departments and the Enterprise Funds, which includes both income and expense and capital expenditures.
3. Find a solution to dealing with the OBEB liability that extinguishes the liability over a reasonable time.
4. Complete the Comprehensive Plan for the City by October 2016.
5. Continue to implement the Vision Plan, keeping the Council apprised on progress, and outstanding issues.
6. Work with the City Council and others to execute a thorough plan to redevelop the three pieces of property at the foot of the 17th Street Bridge.
7. Oversee the legal actions related to the Vero Electric keeping the City Council current on progress.
8. Develop ways to fund the City's means of supporting the restoration of the lagoon's health.
9. Insure effective communication methods exist with the citizens of Vero Beach, which gives them emergency, important, and current governance and public events.
10. Continue to improve the effectiveness of our Commissions and involve them in the decision process of the City.
11. Continue to improve the Vero Electric service, rates, and effectiveness by implementing the results of the Rate Study and Efficiency Report.
12. Communicates effectively with citizens of the City on matters of emergency, important Council decisions, financial information, and the annual schedule of City governance through the City's website and other media.

CITY MANAGER EVALUATION 2016-2017

1. LEADERSHIP:

Develops and implements activities or changes effectively with staff support, such that the City continues to operate smoothly.

2. ADMINISTRATION

Understands and carries out the duties as Chief Administrator of the City.

3. GOAL SETTING

Develops long range goals for each department that are reflected in the budget, and maintains the City's financial strength.

4. RESPONSIVENESS

Reacts promptly to emergencies, requests, problems, or questions to solve or answer them appropriately.

5. COMMUNICATION

Through phone, email, meetings, memos or reports, remains open to explain the City's position such that the City is transparent in dealing with the public, the Council, and its employees.

6. AVAILABILITY

Makes himself available for Council members, employees, citizens, and Commission members on a regular basis to maintain communication and prevent misunderstandings.

7. PROBLEM SOLVING

Is quick to respond with effective solutions, implemented smoothly in a timely fashion.

**CITY OF VERO BEACH
EXEMPT JOB DESCRIPTION**

Job Title: City Manager

Dept./Division: City Manager's Office

Job Code: 1011

Reports to: City Council

Effective Date: June 2016

PRIMARY FUNCTION:

The City Manager is the chief executive and administration officer of the City and is responsible for the executive management and oversight of citywide operations. Position directs and administers operations in accordance with policies determined by the City Council. Position directs the activities of a management team comprised of department heads and key staff, and establishes strategic and tactical short and long-term goals to accomplish the City's responsibilities and mission.

PRINCIPLE RESPONSIBILITIES:

- *Provides executive management and oversight to a professional management team in carrying out the duties and responsibilities of City government.
- *Establishes strategic and tactical short and long-term goals; provides vision and direction in establishing such goals.
- *Administers Citywide operations to achieve goals within available resources; for the City and its enterprise units.
- *Represents the City to the Council, citizens, employees, judicial and elected bodies, the business community and other public agencies.
- *Serves as chief advisor to administration and City Council; provides presentations to committees/task forces, commissions, civic groups and the general public.
- *Analyzes, interprets, and prepares data for studies, reports and recommendations; formulates policies and recommendations for action by City Commission.
- *Provides executive oversight to all aspects of fiscal, financial, and accounting matters; conducts long-range planning, forecasting, and monitoring of City financial interests to ensure fiscal well being.
- *Maintains current knowledge of various federal, state, and related regulatory directives and guidelines to ensure compliance in all municipal matters.

KNOWLEDGE, ABILITIES AND SKILLS:

Managerial/technical/professional:

- *Comprehensive knowledge of federal, state and local laws, regulations, rules and ordinances related to local government operations.
- *Comprehensive knowledge of local government operations, budgeting, fiscal administration, management and long-range/strategic planning policies, practices and procedures.
- *Comprehensive knowledge of overall City of Vero Beach organization and operations.

- *Considerable knowledge of public administration principles and practices.
- *Considerable knowledge of capital project management principles and practices.
- *Basic knowledge of municipal utility operations management principles and practices.
- *Knowledge of computer hardware and software systems as they relate to effective City management and utility operations.

KNOWLEDGE, ABILITIES AND SKILLS (Continued):

Problem Solving:

- *Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- *Skill in researching, evaluating, and using new methods and techniques for operational improvements.
- *Ability to interpret oral, written, technical information and data dealing with complex variables to identify, analyze and solve management problems of considerable difficulty.

Human Resource Management

- *Considerable knowledge of management/supervisory techniques, and pertinent federal, state and local human resource management rules.
- *Ability to establish and maintain effective working relationships with government and business officials, department directors, regulatory agencies, employees and the general public.
- *Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.

MINIMUM REQUIREMENTS:

Education/Experience: Graduation from an accredited college or university with a Bachelor’s degree in business or public administration or a related field and seven (7) years full time executive management level work in a local government organization; or an equivalent combination of training and experience. A Master’s Degree in management, finance or public administration is desired.

Licenses/Certification: Possession of a valid Florida Driver’s License, Professional certifications in finance or management areas desired.

SIGNATURES/APPROVALS:

H/R Analyst: _____ Dept. Director: _____

Immediate Supervisor: _____

Human Resources Director: _____

City Attorney Mission / Goals, etc.

COVB Charter:

Section 3.06. - City attorney—Powers and duties.

The city attorney shall be a member of the Florida Bar and shall be the legal advisor to the City of Vero Beach. The city attorney or his designee shall attend all city council meetings and perform such professional duties as may be required of him by law or by the council. The city attorney when necessary shall appoint, suspend, demote, or dismiss any employee in the office of the city attorney in accordance with law and the personnel rules of the city. The city attorney shall prepare an annual budget for the operation of the office of the city attorney and shall submit this budget to the city manager for inclusion in the annual city budget in accordance with uniform city procedures.

Budget document:

MISSION

The mission of the City Attorney's Office is to provide competent, timely, and cost-effective legal analysis, opinion, and advice to the City's elected officials, charter officers, departments, and appointed commissions and boards on a broad range of legal, administrative, legislative, and procedural matters, including application of constitutional, statutory, administrative, and local government law. The City Attorney's Office strives to effectively provide timely research, analysis, evaluation, and drafting of legal and other documents necessary to the accomplishment of the City's municipal functions and goals. The City Attorney's mission includes representation of the City in judicial, administrative, and appellate proceedings in an efficient and cost-effective manner.

MAJOR GOALS AND CHALLENGES

The major goal and challenge for the City Attorney's office is to facilitate and assist the City Council, the other Charter Officers, the City's appointed commissions and boards, and the City's various departments in accomplishment of the City's municipal functions and goals and the delivery of municipal services and programs in a legal and ethical manner while minimizing the City's contractual and tort liability exposure.

Website:

MISSION STATEMENT

The City Attorney is the legal advisor to the City of Vero Beach pursuant to the City Charter. As such, the city attorney's office provides a broad range of professional legal services to the organization such as research, analysis, and advice on federal, state, and local laws and regulations affecting the city government and its operations, as well as on administrative, legislative, and procedural matters. The city attorney's office reviews and drafts legal, legislative, contractual, and other documents necessary to the city's municipal functions, goals, and policies. In addition to the city council, the city attorney's office advises and performs legal work for the City's charter officers, its departments and divisions, and its appointed boards and commissions. The city attorney or his designee attends all city council meetings and performs such other professional duties as may be required by law or by the city council.

CITY ATTORNEY EVALUATION

1. GOALS –

Sets and achieves goals that reflect City Council policy. Completes goals in a timely manner. _____

2. COMMUNICATION SKILLS –

Keeps City Council informed in an appropriate and timely manner of matters critical to the policy making role. Reports progress and/or problems with projects. _____

3. RESPONSIVE –

Follows up on Council members request for information or action. _____

4. AVAILABILITY

Is available to Council members for official business. Provides information to City Council members on an equal and timely basis. _____

5. COMMUNICATIONS (WRITTEN AND VERBAL) –

Communicates with the Council, Public and Department Heads in a professional and effective manner. Demonstrates the ability to select, organize and present effective presentations with comprehensive backup in terms the general public an understand. _____

6. INTERPERONSAL SKILLS –

Demonstrates sensitively to and for the opinions of others. Able to deal with people as individuals in an unbiased manner with a minimum of preconceived biases. _____

7. PROBLEM SOLVING –

Shows initiative and explores options in problem solving. _____

8. FISCAL RESPONSIBILITY -

Prepares budgets in a timely manner demonstrating a full knowledge of fiscal responsibilities for municipalities. _____

9. LEADERSHIP -

Sets examples for others to follow, commands respect and support of subordinates, selects qualified personnel for key positions. Prepares others to further develop their careers. Is able to motivate others. _____

10. PERSONAL DEVELOPMENT –

Continues to develop educationally and evolve in the diverse and rapidly changing modern environment of municipal governments. _____

11. LEGAL –

Demonstrates a command and knowledge of the law pertaining to municipalities in the State of Florida, County and the City. _____

12. CHARTER OFFICERS –

Recognizes and respects the sovereignty of other Charter offices and officers and maintains a good working relationship with those offices. _____



CITY OF VERO BEACH EXEMPT JOB DESCRIPTION

Job Title:	City Attorney		
Dept./Division:	City Attorney	Reports to:	City Council
Job Code:	1031	Effective Date:	March 2016

PRIMARY FUNCTION:

Serves as the chief legal advisor to, and attorney for, the City, its elected officials, appointed officers, boards and commissions.

PRINCIPAL RESPONSIBILITIES:

The following duties have been provided as examples of the essential types of work performed by positions within this job classification. The City Council reserves the right to add, modify, change or rescind work assignments as needed.

- Provides legal counsel to and advises the Mayor, City Council, Charter Officers, department heads, and boards and commissions relative to legal matters affecting their official duties or the city based on current laws and judicial decisions.
- Researches, interprets, and applies state and Federal laws, rules, and judicial decisions affecting the city, as well as the City's Charter, Code of Ordinances, and administrative and procedural rules; stays current on judicial and administrative decisions, legislation, and related matters affecting the city.
- Prepares or reviews, or directs the preparation or review, of legal, legislative, administrative, and contractual documents necessary to the city's municipal functions, goals, and policies, such as legal opinions, ordinances, resolutions, regulations, contracts, deeds, leases, licenses, applications and other forms; reviews and approves the form and legal sufficiency of all ordinances, resolutions, contracts, and other documents as appropriate or required.
- Recommends policy and procedure changes and implementation strategies in compliance with applicable law.
- Attends City Council meetings; attends city board and commission meetings as appropriate or deemed necessary; prepares or reviews and approves agenda items and backup for City Council meetings.
- Participates in and attends professional organizations and seminars to maintain and expand proficiency in the law and legal practice affecting the city.
- Investigates claims and complaints by or against the city not assigned to the city's insurance carrier or outside counsel.
- Works with and acts as liaison with outside counsel as appropriate and provides guidance to and reviews the work of outside counsel as needed; advises and makes recommendations based on applicable law, city policies and procedures.
- Plans, organizes, administers, directs, and supervises activities of the Office of the City Attorney; establishes work priorities, monitors work progress, develops and monitors the annual office operating and capital expenditure budget, approves office purchases and expenditures.
- Develops and implements, within budget and staffing constraints, an appropriate organization structure to support current and future office objectives.
- Provides administrative direction and supervision of professional and support employees in the Office of the City Attorney. Assigns, schedules, guides and monitors work. Reviews and appraises City Attorney staff employee performance. Identifies and resolves staff differences, conflicts, and deficiencies. Interviews applicants and appoints, promotes, demotes, suspends, disciplines, and dismisses employees in the Office of the City Attorney. Enforces personnel rules and regulations and work behavior standards firmly and impartially.

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Job Title: City Attorney

Job Code: 1031

KNOWLEDGE, ABILITIES AND SKILLS:

Managerial/technical/professional:

- Comprehensive knowledge of Federal, state, and local laws, regulations, rules, and ordinances related to the full range of local government administration, operations, and legal issues.
- Considerable knowledge of principles and practices for preparation of ordinances, resolutions, contracts, opinions, and other legislative, administrative, and legal documents.
- Considerable knowledge of budgeting, fiscal administration, management, long-range planning, policies, practices, and procedures.
- Comprehensive knowledge of principles and practices of legal research, analysis, and writing.
- Proficiency in the use of computer/internet legal research tools such as Westlaw and Lexis, as well as traditional methods of legal research.
- Proficiency in the use of computer hardware and software in addition to legal research tools pertinent to the practice of law, including the use and operation of personal computers and Microsoft office applications.
- Ability to use various office machines, including telephone, facsimile, copiers, and calculators.

Problem Solving:

- Skill in analyzing issues and problems, identifying alternative solutions, projecting legal consequences of proposed and alternative actions, and facilitating implementation of selected alternatives.
- Skill in researching complex legal issues, and in researching, evaluating, and using new or modified methods and techniques for operational improvements.
- Ability to interpret oral, written, and technical information and data dealing with complex variables to identify, analyze and solve management problems of considerable difficulty.

Human Resource Management:

- Knowledge of supervisory techniques, and pertinent Federal, state, and city human resources management rules.
- Skill in planning, organizing, assigning, and coordinating the activities of professional and support staff in the Office of the City Attorney.

Communication:

- Skill in dealing constructively with conflict and responding with tact, composure, and courtesy when dealing with individuals who may be experiencing significant stress.
- Skill in applying appropriate public relations techniques as situations warrant and in forming cooperative relationships with others who do not have a direct reporting relationship.
- Ability to establish and maintain effective working relationships with city elected and appointed officials, department directors, and employees, other government entities, agencies, and representatives, and the public.
- Ability to express ideas clearly when providing oral and written reports and recommendations on legislative, administrative, procedural, financial, and technical issues.

OTHER JOB CHARACTERISTICS:

- May work extended hours including nights and weekends as a Charter Officer reporting to the City Council.

MINIMUM REQUIREMENTS:

Education/Experience: Graduation from an accredited college of law with a juris doctorate or equivalent degree and a member in good standing of the Florida Bar; at least ten (10) years of

CITY OF VERO BEACH

Job Title: City Attorney	Job Code: 1031
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progressively responsible legal experience with emphasis in local government and civil law, with substantial practical experience in legal areas such as Florida open government and public records laws, Federal and Florida Constitutional law, land use and zoning law, public procurement, contracts, and transactional law, labor and employment law, and administrative, litigation, and appellate practice.

Licenses/Certification: Licensed to practice law in the State of Florida; valid Florida Driver's License.

SIGNATURES/APPROVALS:

	<u>Date</u>		<u>Date</u>
H/R Analyst:	_____	Charter Officer:	_____
Immediate Supervisor:	_____	Director, Human Resources:	_____

DRAFT

CITY CLERK'S GOALS AND OBJECTIVES 2016/2017

1. Carry out the duties of the City Clerk according to the Job Description.
2. Try to reduce the amount of paper used by your office by going to emails and scanning material to be communicated and upgrading software and hardware to accomplish this.
3. Make an annual schedule of Commission meetings so planning is made easier.
4. Develop together with the City Manager an educational program for new members of Commissions or the City Council.
5. Keeping the website updated with current information.

CITY CLERK EVALUATION

1. GOALS –

Sets and achieves goals that reflect City Council policy. Completes goals in a timely manner. _____

2. COMMUNICATION SKILLS –

Keeps City Council informed in an appropriate and timely manner of matters critical to the policy making role. Reports progress and/or problems with projects. _____

3. RESPONSIVE –

Follows up on Council members request for information or action. _____

4. AVAILABILITY

Is available to Council members for official business. Provides information to City Council members on an equal and timely basis. _____

5. COMMUNICATIONS (WRITTEN AND VERBAL) –

Communicates with the Council, Public and Department Heads in a professional and effective manner. Demonstrates the ability to select, organize and present effective presentations with comprehensive backup in terms the general public can understand. _____

6. INTERPERSONAL SKILLS –

Demonstrates sensitivity to and for the opinions of others. Able to deal with people as individuals in an unbiased manner with a minimum of preconceived biases. _____

7. PROBLEM SOLVING –

Shows initiative and explores options in problem solving. _____

8. FISCAL RESPONSIBILITY -

Prepares budgets in a timely manner demonstrating a full knowledge of fiscal responsibilities for municipalities. _____

9. LEADERSHIP -

Sets examples for others to follow, commands respect and support of subordinates, selects qualified personnel for key positions. Prepares others to further develop their careers. Is able to motivate others. _____

10. PERSONAL DEVELOPMENT –

Continues to develop educationally and evolve in the diverse and rapidly changing modern environment of municipal governments. _____

11. RECORDS –

Demonstrates a command and knowledge of the laws detailing the keeping and maintenance of the City records. Makes the City records available in a courteous and timely manner to those requiring access. _____

12. CHARTER OFFICERS –

Recognizes and respects the sovereignty of other Charter offices and officers and maintains a good working relationship with those offices. _____

13. ELECTIONS –

Conducts and supervises the City Elections in concert with the laws of the State of Florida.



CITY OF VERO BEACH EXEMPT JOB DESCRIPTION

Job Title:	City Clerk		
Dept./Division:	City Clerk's Office	Reports to:	City Council
Job Code:	1001	Effective Date:	October 2002

PRIMARY FUNCTION:

Oversees and ensures the integrity of City records, City elections, and codification of legal documents adopted by the City Council; and performs related duties as assigned.

PRINCIPAL RESPONSIBILITIES:

The following duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

- Attends City Council, Board and committee meetings; oversees the preparation and maintenance of agendas and official minutes of City Council, Boards and committee meetings.
- Supervises all City elections and special elections.
- Oversees and ensures the accuracy and integrity of all official City records and documents.
- Provides the administrative support for City Council, Boards, and committees.
- Performs supervisory duties; completes employee performance appraisals, interviews, recommends for hire, counsels and/or disciplines employees.
- Ensures the timely and efficient retrieval, maintenance and destruction of records and documents as requested by City departments and the general public.
- Codifies and records laws and all legal documents adopted by City Commission.
- Develops and monitors the annual operating budget for the Clerk's Office.
- Administers oaths and affirmations.
- Publishes legal notices and provides notice of public meetings.
- Prepares and maintains assessment records.
- Coordinates or participates in extensive research to assist legal counsel.

KNOWLEDGE, ABILITIES AND SKILLS:

Managerial/technical/professional:

- Comprehensive knowledge of federal, state and local laws, regulations, rules and ordinances
Considerable knowledge of federal, state and municipal laws, statutes, rules, regulations, ordinances and codes related to elections, codification, maintenance, storage, retrieval, and destruction of public documents.
- Considerable knowledge of file maintenance/record keeping practices and procedures.
- Considerable knowledge of management and administrative practices and procedures.
- Considerable knowledge of public relations/customer service methods, practices and procedures.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to use of various office machines including phone, fax, copiers, calculators and in operating personal computers and Microsoft office applications.

CITY OF VERO BEACH

Job Title: City Clerk	Job Code: 1001
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KNOWLEDGE, ABILITIES AND SKILLS (Continued):

Problem Solving:

- Skill in researching and retrieving information to identify, analyze and solve a variety of problems.
- Ability to establish and maintain effective working relationships with elected officials, employees and those contacted in the course of work, particularly as it relates to procedures, projects and problem solving.

Human Resource Management:

- Considerable knowledge of management/supervisory techniques, and pertinent federal, state and local human resource management rules.
- Skill in planning, organizing, assigning and coordinating the activities of support staff.

Communication:

- Skill in dealing constructively with conflict and responding with tact, composure and courtesy when dealing with individuals who may be experiencing significant stress.
- Skill in applying appropriate public relations techniques as situations warrant and in forming cooperative relationships with others whom do not have a direct reporting relationship.
- Ability to establish and maintain effective working relationships with officials, department directors, regulatory agencies, employees and the general public.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.

OTHER JOB CHARACTERISTICS:

- May work extended hours including nights and weekends as an executive reporting to the City Council.
- Frequent use of personal computer systems and other office equipment.

MINIMUM REQUIREMENTS:

Education/Experience: Graduation from High School or equivalent and five (5) years of administrative work experience in a law, finance, or related office environment including one (1) year of supervisory experience; or an equivalent combination of training and experience.

Licenses/Certifications: Possession of a valid Florida Driver's License. Completion of Certified Municipal Clerk and Municipal Master Clerk certificates within two (2) years of date of appointment.

SIGNATURES/APPROVALS:

	<u>Date</u>		<u>Date</u>
H/R Analyst: _____		Department Director: _____	
Immediate Supervisor: _____		Director, Human Resources: _____	