

Performance Evaluation

City Manager: Greg Veliz

Date: 07/28/20

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) The employee’s work performance is inadequate and inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement (2) The employee’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Needed
- Meets Job (3) The employee’s work performance consistently meets the standards
Standards of the position.
- Exceeds Job (4) The employee’s work performance is frequently or consistently above
Standards the level of satisfactory employee performance.
- Outstanding (5) The employee’s work performance is consistently excellent when compared to the standards of the job.
- Not Observed (NO) The employee’s work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

1. City Commission Relationships	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the City Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reporting to the City Commission is timely, clear, concise and thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Accepts direction/instructions in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Effectively aids the City Commission in establishing long range goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: In his first 10 months, Greg has worked tirelessly to communicate with the Commission in an equitable, direct and transparent manner. Since the Commission has been meeting remotely via Zoom for the past 5 months, daily communication has been vital. I believe that these daily meetings that Greg and I have contribute significantly to our strong, cohesive team.

2. <u>Public Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Projects a positive public image.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is courteous to the public at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Maintains effective relations with media representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Communicates concisely and cordially during his weekly radio interviews. Needs to add more frequent "Spotlight" segments to keep our community, other city departments and our visitors informed on city projects, policy changes, events and opportunities. I would like Greg to improve our communications by engaging a communication consultant to brand and craft a uniform city message as the Bight has done.

3. <u>Employee Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Works well with other employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Seeks to develop skills and abilities of employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Motivates employees toward the accomplishment of goals and objectives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Delegates appropriate responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Effectively evaluates performance of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Uses effective supervisory skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Recruits and hires qualified and effective staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please note that Greg has been working since day one to correct many inherited issues pertaining to training programs to enhance staff skill levels, formalized goals and objectives for our 525 employees. performance evaluations that tie directly to compensation and creating a hiring structure that encourages recruiting staff at the market rate commensurate with desired skill sets to meet the demands of our Community. Greg has developed a succession plan and instituted goals and objectives for this direct reports.

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Prepares realistic annual budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Seeks efficiency, economy and effectiveness in all programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Controls expenditures in accordance with approved budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Keeps City Commission informed about revenues and expenditures, actual and projected.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Ensures that the budget addresses the City Commission's goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Exceptional job working cohesively with staff and our 3 collective bargaining units to bring forth a balanced budget for the citizens of Key West during a global pandemic, a pending cruise ship referendum, in the midst of an active hurricane season with business closures and high unemployment rates. The future challenge will be to maintain city services for our residents, support our most vulnerable and set the course for recovery.

5. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Oral communication is clear, concise and articulate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Written communications are clear, concise and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Straight forward communications that are appreciated by many. Greg seldom uses written communications but has been very effective and timely via face to face communications and the phone.

6. <u>Quantity/Quality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Completion of work on time (meets deadlines).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Thoroughness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Actually this is an issue that Greg is going to have to balance in order to survive for 6 years. He has made himself available 24/7 and while this is an admirable characteristic, it is not sustainable. We all need to respect his private family time as he has ours.

7. <u>Personal Traits</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Fairness and Impartiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Creativity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: I would like Greg to lead us in the cities proactive response to our new post covid economy and Community. Take the lead on how we can best utilize Mallory Square and our dock for the benefit of our Community should cruise ships not be there. How do we grow and support our Mom & Pop's. What new opportunities can we anticipate and capitalize on with our new tourism environment?

8. <u>Intergovernmental Affairs</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Maintains effective communication with local, regional, state and federal government agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial resources (grants) from other agencies are pursued.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Contributes to good government through regular participation in local, regional and state committees and organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Lobbies effectively with legislators and state agencies regarding City programs and projects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: These ratings have less to do with Greg's administration and more to do with history. For the first time since I have been an elected official, Greg is holding our lobbying firm accountable for their \$72,000 annual fee. Next year I need Greg to increase our collaboration with our County, State and Federal partners because as we continue to harden Key West to sea level rise strong partnerships and funding sources are going to be critical.

Achievements relative to objectives for this evaluation period:

Incredibly responsive year: Our Strategic Planning will be a significant move forward for our Community and will be the catalyst for many programs that are going to make us a stronger, more resilient community to protect our people and property values. Cow Key bridge construction is moving forward with minimal impact to our residents, Gardenvue apartment project is ready for construction contracts, CHI contract has been awarded, a balanced budget has been brought forward, city fees have been updated, our building inspections have been out-sourced to provide better customer response, Duval street was paved with no impacts to our local businesses.

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: This is going to be a year filled with opportunities to capitalize on a new tourism environment in Key West. It will be up to Greg to lead city staff with creativity, vision and a balanced response to the changing needs of our residents and business community and to address the climate change issues that will impact the future of Key West for generations to come.

III. Future Goals and Objectives

City Manager goals will be developed, prioritized and approved by the entire Commission.

- For Commission consideration; Full implementation of our Strategic Plan, Award and initiation of the Duval Street Revitalization Plan with funding sources identified, Admirals Cut connectivity bridge designed ready for construction, full restitution received for College Road soil contamination, city-wide street grid proposal presented to the Commission for consideration, KOTS shovel ready project initiated with funding sources identified and secured, significant progress on hardening Key West to impacts of sea level rise and significant progress on the bicycle master plan implementation.

This evaluation has been reviewed and discussed between each City Commissioner and the City Manager on: 8/3/20

Elected Members

Teri Johnston



Mayor

Concurrence

YES / NO

YES / NO

District I

YES / NO

District II

YES / NO

District III

YES / NO

District IV

District V

YES / NO

District VI

YES / NO

City Manager

Signature

07/28/20

Date