



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 682 - 1560 Fax # (850) 682-8077

March 22, 2021

5:30 PM

Council Chambers

SPECIAL COUNCIL MEETING

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **Action Items**
 - 5.1. City Manager Evaluation
6. **Comments from the Mayor and Council**
7. **Comments from the Audience**
8. **Adjournment**

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring

reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: March 22, 2021

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 3/17/2021
SUBJECT: City Manager Evaluation

BACKGROUND:

Mr Tim Bolduc has been the City Manager for the City of Crestview since February of 2019

DISCUSSION:

Per the Contract Agreement:

Within 30 days of the anniversary of the effective date of this Agreement, and annually hereafter, the City Council shall conduct a review of MANAGER'S performance, using forms agreed upon by the CITY and MANAGER.

These forms shall be filled out by the Council members prior to a set Council meeting and the review shall be conducted at the Council meeting.

The result of the review will be used to determine any applicable merit pay increase for MANAGER, which shall go into effect on the anniversary date of this agreement, subject to appropriations being available in the City's annual operating budget.

The amount of the Merit increase shall be in direct correlation to the overall rating on MANAGER'S review.

The overall rating for Mr. Bolduc was as follows:

Professional skills:	4.57
Interactive Skills:	4.65
Communication Skills	4.68
Administrative Skills and Traits:	4.64
<i>Total Average score</i>	<i>4.64</i>

Explanation of these Ratings are in the Attachments
Compilation of the evaluations is in the Council Packet.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

As the salary adjustment is a part of the agreement, costs of a salary increase need to be a part of the discussion. If the the council chooses to grant a salary increase to the City Manager, the funding is available in the current budget.

RECOMMENDED ACTION

Staff respectively requests Council discuss the evaluation and make a determination on any salary increase.

Attachments

1. Ratings
2. City Manager Evaluation Tally Sheet March 2021



City of Crestview

Charter Officers Performance Evaluation Form

JOB PERFORMANCE RATINGS

- | | |
|--------------------------|--|
| 1.0 Unacceptable: | Performance results clearly and consistently fail to meet job requirements. Charter Officer demonstrates unwillingness or inability to improve. |
| 2.0 Needs Improvement: | Performance results are inconsistent.

Performance often fails to meet the job requirements. Charter Officer demonstrates some willingness or ability to improve. |
| 3.0 Meets Expectation | Performance results are consistently at acceptable levels and regularly meet the job requirements. Charter Officer demonstrates willingness and ability to meet an acceptable performance level. |
| 4.0 Exceeds Expectations | Performance results meet all job requirements and sometimes exceed job requirements. Charter Officer demonstrates a desire and ability to exceed the standard performance level and often does more than what is expected. |
| 5.0 Outstanding | Performance consistently achieves and exceeds job requirements. Charter Officer seeks out opportunities for ways to better achieve results and consistently demonstrates an exceptional desire |