



**Meeting Date:** January 21, 2016

**Agenda Item:** 13-A

## **Report to Town Council**

**Topic:** Town Manager's Annual Evaluation.

**Recommended Motion:** As determined by Council.

**Summary:** Please see the attached staff report.

**Requested by:** Kim Cherbano, Human Resources Director /  
Deputy Clerk

**Approved by:** Ms. Witt, Town Manager



## MEMORANDUM

### Town of Ponce Inlet, Town Manager Department

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Town Council  
From: Kim Cherbano, PHR, Human Resource Director  
Date: January 13, 2016  
Subject: Town Manager's Annual Evaluation

---

**MEETING DATE:** January 21, 2016

---

Each year Council members participate in the town manager's evaluation process; each is given an evaluation summary form to fill out for ranking (1 thru 5, with one being the lowest score) and comments. Please see the attached evaluations from members of the Town Council. The average sum of all evaluations is a total of 4.952%, which entitles her to a merit pay increase of three (3%) percent.

  
\_\_\_\_\_  
Kim Cherbano, Human Resource Director

January 12, 2016  
\_\_\_\_\_  
Date

Attachment(s):

1. Mayor Smith Evaluation
2. Vice-Mayor Hoss Evaluation
3. Councilmember Milano Evaluation
4. Councilmember Perrone Evaluation
5. Councilmember Paritsky Evaluation

Mayor Smith  
Seat # 1

**Evaluation Summary**

Employee Name Jeaneen Witt	Position Town Manager/Town Clerk	Direct Manager
Department Administrative Services	Division	Class Spec Town Manager/Town Clerk
Performance Evaluation <del>2015-2016</del> Performance Evaluation 2014-2015	Type Periodic	Due Date <del>01/21/2017</del> 01/21/2016
Total Score		

Rating summary by: GARY SMITH *Gary J. Smith* 1-7-16

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0.00)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; except the appointment and removal of department heads shall be subject to the approval of the Town Council.	Job-Specific Performance Measures.	9.09					X
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town; except as otherwise provided by the Charter or by law.	Job-Specific Performance Measures.	9.09					X
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed; subject to enforcement by him/her or by officers subject to him/her direction and supervision.	Job-Specific Performance Measures.	9.09					X
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					X
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Perform the duties of Town Clerk of the Town; in addition to the duties of Town Manager, during any period of time that she is appointed by the Town Council to do so, without additional compensation.	Job-Specific Performance Measures.	9.09				X	
Comments:							
Perform the duties of Treasurer/Finance Director of the Town; in addition to the duties of Town Manager, without additional compensation.	Job-Specific Performance Measures.	9.09				X	
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					X
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09				X	
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council. See Town Council goals.	Job-Specific Performance Measures.	9.09					X
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

**Work Quality Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Is responsive to instruction	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					X
Comments:							

**Productivity Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							

**Safety (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					X
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					X
Comments:							
Promotes safe working environment	SAFETY.	33.33					X
Comments:							

**Personal Skills/Attributes (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							

Overall comments: This is the 5<sup>th</sup> annual performance review that I have had the pleasure of completing. Each review has been rated higher than the previous one. Ms. Witt continues to perform at an outstanding level. Her dedication to her job and this Town is always evident every day through her work ethic, attention to detail, and self improvement. I have been associated with local government for more than 21 years and have not experienced a government employee more involved in the job. It is a complete pleasure to work with Ms. Witt.

Vice-Mayor Hoss  
Seat #3

**Evaluation Summary**

Employee Name Jeaneen Witt	Position Town Manager/Town Clerk	Direct Manager
Department Administrative Services	Division	Class Spec Town Manager/Town Clerk
Performance Evaluation 2015-2016 Performance Evaluation	Type Periodic	Due Date 01/21/2017
Total Score		

Rating summary by: Mary Hoss

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0.00)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; except the appointment and removal of department heads shall be subject to the approval of the Town Council.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town; except as otherwise provided by the Charter or by law.	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed; subject to enforcement by him/her or by officers subject to him/her direction and supervision.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Perform the duties of Town Clerk of the Town; in addition to the duties of Town Manager, during any period of time that she is appointed by the Town Council to do so, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town; in addition to the duties of Town Manager, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council. See Town Council goals.	Job-Specific Performance Measures.	9.09					✓
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09				✓	
Comments:							
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09				✓	
Comments:							

**Work Quality Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Is responsive to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							

Safety (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

Personal Skills/Attributes (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Jeaneen WITT, Town Manager of Ponce Inlet, is the perfect fit for our town. She has a thorough understanding of this community and its needs.

What makes her stand out is her ability to multi-task. She is able to balance all administrative aspects of our government. One must admire her attention to detail. This comes about through Preparation, Planning and Prioritizing.

It is a pleasure to work with her.

Mary Hoss

Vice Mayor-Ponce Inlet

Council member  
Milano, Seat #2

**Evaluation Summary**

Employee Name Jeaneen Witt	Position Town Manager/Town Clerk	Direct Manager
Department Administrative Services	Division	Class Spec Town Manager/Town Clerk
Performance Evaluation 2015-2016 Performance Evaluation	Type Periodic	Due Date 01/21/2017
Total Score		

Rating summary by: Bill Milano

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0.00)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; except the appointment and removal of department heads shall be subject to the approval of the Town Council.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town; except as otherwise provided by the Charter or by law.	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed; subject to enforcement by him/her or by officers subject to him/her direction and supervision.	Job-Specific Performance Measures.	9.09					✓
Comments: CODE ENFORCEMENT - WHEN SOMETHING IS DETERMINED THERE IS A VIOLATION - APPROPRIATE ACTION IS TAKEN INCLUDING FINES TO TOWN ORDINANCES AND PENALTIES							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Perform the duties of Town Clerk of the Town; in addition to the duties of Town Manager, during any period of time that she is appointed by the Town Council to do so, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town; in addition to the duties of Town Manager, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council. See Town Council goals.	Job-Specific Performance Measures.	9.09					✓
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

**Work Quality Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Is responsive to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							

**Safety** (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

**Personal Skills/Attributes** (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Overall comments: I HAVE NOW HAD THE OPPORTUNITY  
TO WORK WITH JEANNEE FOR THE PAST 3 YEARS  
I AM CONTINUALLY AMAZED AT HER ABILITY TO  
SEE A CONCERN, ISSUE, OR PROBLEM AND WORK TO  
AN ACCEPTABLE SOLUTION FOR ALL THE RESIDENTS  
OF POWLE INLET.

JEANNEE LIVES THE TOWN VISION STATEMENT  
EVERY DAY AND IS JUST GREAT AT HER  
POSITION. THIS IS DEMONSTRATED EVERY DAY  
BY HER WONDERFUL STAFF AND EMPLOYEES

**Evaluation Summary**

*Councilmember  
Perrone, Seat # 4*

Employee Name Jeaneen Witt	Position Town Manager/Town Clerk	Direct Manager
Department Administrative Services	Division	Class Spec Town Manager/Town Clerk
Performance Evaluation 2015-2016 Performance Evaluation	Type Periodic	Due Date 01/21/2017
Total Score		

Rating summary by: Joseph V. Perrone (1/4/16)

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0.00)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; except the appointment and removal of department heads shall be subject to the approval of the Town Council.	Job-Specific Performance Measures.	9.09					✓
Comments: <i>Excellent recruitment &amp; team building skills.</i>							
Direct and supervise the administration of all departments, offices and agencies of the Town; except as otherwise provided by the Charter or by law.	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed; subject to enforcement by him/her or by officers subject to him/her direction and supervision.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments: <i>Excellent Budget Prep. &amp; Maintenance Skills!</i>							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Perform the duties of Town Clerk of the Town; in addition to the duties of Town Manager, during any period of time that she is appointed by the Town Council to do so, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town; in addition to the duties of Town Manager, without additional compensation.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council. See Town Council goals.	Job-Specific Performance Measures.	9.09					✓
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>Excellent skills in this regard. Always listens with an open mind.</i>							

Name	Category	Weight	1	2	3	4	5
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from others toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>Very Responsive to Community input on all matters. Is always available and is very thorough in explaining &amp; educating as needed.</i>							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

**Work Quality Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Is responsive to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments: <i>Excellent time management + multi-tasking skills.</i>							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments: <i>Always!</i>							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							

Safety (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

Personal Skills/Attributes (Section Weight: 16.67)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

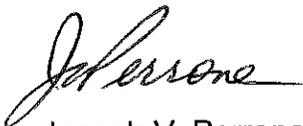
Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Re: 2015 Performance Evaluation for Jeaneen Witt

Jeaneen has met all of my expectations for the position she occupies and has again proven her ability to handle all problems and difficulties in the management of town affairs. I have found her to be proactive in the performance of her duties, taking measures to improve departments and functions before problems occur, as well as having the capability to manage changes or challenges that occur unexpectedly. Despite the cost of the ongoing lawsuit filed against the town by Pacetta, LLC, and the subsequent appeals by the town that have created budgetary constraints, she has consistently kept the town fiscally sound, including having prepared a budget that made Ponce Inlet one of only two municipalities in Volusia County that kept to the roll back rate.

Jeaneen has continued to demonstrate excellent personnel skills in the management, hiring, and training of staff, resulting in the creation of a town government team that functions efficiently and effectively at all levels, and which is responsive to community needs. She is an effective manager who, while holding her subordinates accountable, knows how to responsibly delegate, rather than micromanage, bringing about greater productivity and high morale - a management style that encourages department heads to exhibit a take-charge, pro-active approach to their duties that yields positive results. To name just a few, the town's historical museum's director recently obtained designation for the museum as a national historic site; the newest park, Timucuan Oaks, has just been completed with enhancements (a fountain, restrooms, and a gazebo); a second ambulance was purchased and outfitted for our fire rescue personnel who continue to provide excellent (and quick) emergency care to town residents; and our finance supervisor has again obtained a very positive report on our most recent audit.

In my conversations with Jeaneen regarding town matters, she has continually demonstrated detailed knowledge of each subject, as well as a thorough awareness of town history. Her responses to questions are never matter-of-fact as she takes the time to give me background as well as technical information in order to provide complete understanding. She has been prompt and thorough in keeping me informed at all times and I have complete confidence in her ability to serve our town. We are very fortunate to have Jeaneen Witt as our town manager.



Joseph V. Perrone  
January 4, 2016

Council member  
Paritsky, seat #5

**Evaluation Summary**

Employee Name Jeaneen Witt	Position Town Manager/Town Clerk	Direct Manager
Department Administrative Services	Division	Class Spec Town Manager/Town Clerk
Performance Evaluation 2015-2016 Performance Evaluation	Type Periodic	Due Date 01/21/2017
Total Score		

Rating summary by: Lois PARITSKY

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0.00)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; except the appointment and removal of department heads shall be subject to the approval of the Town Council.	Job-Specific Performance Measures.	9.09					X
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town; except as otherwise provided by the Charter or by law.	Job-Specific Performance Measures.	9.09					X
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed; subject to enforcement by him/her or by officers subject to him/her direction and supervision.	Job-Specific Performance Measures.	9.09					X
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					X
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Perform the duties of Town Clerk of the Town; in addition to the duties of Town Manager, during any period of time that she is appointed by the Town Council to do so, without additional compensation.	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform the duties of Treasurer/Finance Director of the Town; in addition to the duties of Town Manager, without additional compensation.	Job-Specific Performance Measures.	9.09					X
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					X
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council. See Town Council goals.	Job-Specific Performance Measures.	9.09					X
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

**Work Quality Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level.	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Is responsive to instruction	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					X
Comments:							

**Productivity Aspects (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							

**Safety (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					X
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					X
Comments:							
Promotes safe working environment	SAFETY.	33.33					X
Comments:							

**Personal Skills/Attributes (Section Weight: 16.67)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							

**ATTACHMENT TO OVERALL COMMENTS:**

Town Manager's Annual Evaluation

Rating Summary by: Lois Paritsky

January 8, 2016

In my brief tenure as a Council member, I have had the opportunity of interacting with Mayors, Commissioners and Town Managers from other cities in Volusia County. I want everyone to know how well respected Ms. Witt is and how easily the compliments flow about her work and professionalism from these individuals.

Ms. Witt represents this Town well, and has helped guide us through some extremely difficult times, such as the law suit. Her vision, optimism and leadership qualities create an environment for accomplishment by the individuals she manages.

Ms Witt is able to direct many individuals, navigate rules, ordinances and laws, and help implement and facilitate the Town's goals. All the while Ms. Witt never loses sight of acting in, and for the best interests of the Town. She brings an extremely healthy dose of good nature and warmth while moving a matter to its conclusion.

Having said all of this, what is most important to me, is her grace, skill and determination while championing the needs of our Town. We are such a fortunate community to have Ms. Witt as our Town Manager.