

RESOLUTION NO. 2025-18

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ADOPTING A COUNTY MANAGER PERFORMANCE EVALUATION POLICY; PROVIDING FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jefferson County desires to provide the most effective and efficient services to its employees and the public; and

WHEREAS, Performance evaluations benefit both employees and the organization by promoting common understanding of individual needs, work objectives and standards of acceptable performance and by giving employees and managers a useful tool to aid in employee development; and

WHEREAS, the Board of County Commissioners (the "Board") intends for performance evaluations of the County Manager to foster discussion about County Manager job performance between the Board and the County Manager; and

WHEREAS, the Board will utilize a standardized and uniform program for rating the work performance of the County Manager to be used as a guide for determining merit pay increases, to provide essential information for employee career development; and to be used in determining whether the Manager's work is so deficient as to warrant corrective action.

WHEREAS, the Board now desires to establish the County Manager Performance Evaluation Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by reference.

SECTION 2. POLICY. The Jefferson County Manager Performance Evaluation Policy is hereby adopted as follows.

A. Each year after October 1, each member of the Board shall complete a written County Manager Performance Evaluation in substantially the form set forth in Exhibit "A" hereto (the "Evaluation"). Board members will complete their Evaluations individually without any private discussion among any other members of the Board to avoid any appearance of impropriety or violation of the Sunshine Law. Once completed, the Board member will forward his or her Evaluation directly to the County Manager or designee for inclusion in an agenda item at a publicly noticed meeting.

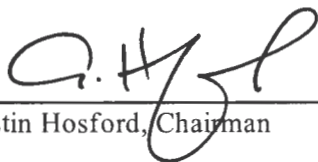
B. Once the County Manager or designee has received an Evaluation from each member of the Board, the Evaluations will be included in an agenda item for the next publicly noticed meeting. If not all written evaluations have been received before the day of publication of the final agenda for the last publicly noticed meeting of the calendar year, the County Manager

or designee will create an agenda item including all written evaluations that have been received and include it in the final agenda for the last publicly noticed meeting of the calendar year. The Board will use its Evaluations as a guide for determining merit pay increases, to provide essential information for County Manager career development; and to be used in determining whether the County Manager's work is so deficient as to warrant corrective action

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.


DULY ADOPTED this 19th day of June, 2025.

**BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA**




Austin Hosford, Chairman

ATTEST:



Trey Hightower
Clerk of the Circuit Court

APPROVED AS TO FORM:



Evan J. Rosenthal, Esq.
County Attorney

Exhibit "A"
County Manager Performance Evaluation



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

County Manager's Name: _____

Commissioner's Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Commission to evaluate the County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

- | | |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First regularly scheduled meeting in October: | <ul style="list-style-type: none">• Manager presents the Annual Report to the Commission• Chairman distributes the County Manager's performance evaluation form |
| Second regularly scheduled meeting in October: | <ul style="list-style-type: none">• Deadline for completion of the performance evaluation form• Commissioners are encouraged to meet with the manager to individually discuss their evaluation |
| First regularly scheduled meeting in November: | <ul style="list-style-type: none">• The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Commission |
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JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	_____ of 5
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.	_____ of 5
c. Anticipates problems and develops effective approaches for solving them.	_____ of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	_____ of 5
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

2. Commission Relations	Rating:
a. Carries out directives of the Board as a whole rather than those of any one Board member.	_____ of 5
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.	_____ of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	_____ of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	_____ of 5
e. Is willing to try new ideas proposed by Board members.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

3. Citizen and Public Relations		Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.		_____ of 5
b. Is willing to meet with members of the community and is responsive to their concerns.		_____ of 5
c. Demonstrates a dedication to service to the community and its citizens.		_____ of 5
d. Expresses information orally in a clear and concise manner when making public presentations.		_____ of 5
e. Is skillful with the news media, proactively providing information that is important to the public.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

4. Policy Execution		Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.		_____ of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.		_____ of 5
c. Implements Board actions in accordance with the intent of the Board.		_____ of 5
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.		_____ of 5
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

5. Intergovernmental Relations	Rating:
a. Promotes a positive working relationship with other governmental entities.	_____ of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ of 5
c. Positively and effectively represents the organization and its interests when working with other governmental agencies.	_____ of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for County positions.	_____ of 5
b. Is aware of staff weaknesses and works to improve their performance.	_____ of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	_____ of 5
d. Stays accurately informed and concerned about employee relations.	_____ of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

7. Fiscal Management	Rating:
a. Prepares a balanced budget to provide services at a level directed by the Board.	_____ of 5
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.	_____ of 5
c. Prepares the budget in an intelligent but readable format.	_____ of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

8. Planning and Organizational Development	Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.	_____ of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.	_____ of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.	_____ of 5
d. Has a capacity for and encourages innovation.	_____ of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

9. Leadership and Decision-Making	Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

10. Individual Characteristics	Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ of 5
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ of 5
d. Has the capacity to listen to others and to recognize their interests.	_____ of 5
e. Avoids political positions, partisanship, and unnecessary controversy.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	



JEFFERSON COUNTY, FLORIDA

County Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	of 25
2. Commission Relations	_____	of 25
3. Citizen and Public Relations	_____	of 25
4. Policy Execution	_____	of 25
5. Intergovernmental Relations	_____	of 25
6. Staffing and Management	_____	of 25
7. Fiscal Management	_____	of 25
8. Planning and Organizational Development	_____	of 25
9. Leadership and Decision-Making	_____	of 25
10. Individual Characteristics	_____	of 25

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: _____ **of 5**

Evaluator's Signature: _____

Date: _____