



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2014 to September 30, 2015

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. 5
- d. Promotes transparency in the documents and affairs of the County government. 5

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
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- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, to operate the County efficiently and effectively. 5
- c. Prepares a budget which is well formatted. 5
- d. Fiscal management reflects sound financial planning and controls. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. 5
- e. Willing to meet with members of the community to discuss their concerns. 5
- f. Engages with community partners on local initiatives. 5
- g. Avoids unnecessary controversy. 5
- h. Respected as a community leader. 5

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

10. Other comments?

Performance Evaluation Results submitted by: Commissioner Dailey

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

Signature: Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Signature: County Administrator \_\_\_\_\_ Date \_\_\_\_\_



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<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
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|---|---|
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| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 4 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 4 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
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|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
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| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 4 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 4 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 4 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 4 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 4 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 4 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 4 |
| g. Avoids unnecessary controversy.   | 4 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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Without question, Vince insured the controversial Killlearn Lakes roundabout project, Bannerman Development and Bannerman Rd improvements were an overwhelming success. He worked with staff to set priorities, he delegated, motivated and celebrated the successful implementation of each. This is just one example of his extraordinary managerial skills. When you hire knowledgeable staff, provide them the tools for success, motivate and celebrate, success is assured. That's just one of the attributes that contributed to his election as president by the member counties of the Florida Association of County Managers.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

Keeping the Commission informed timely on responses received from staff on their resolution or research on citizen complaints. At times we find the information has been available for days but just not shared with the commission. I understand the situation - the citizen's issue was resolved, but I personally like to follow up timely with the citizen after there's a resolution. It would be helpful to have a process in place that assured timely release from your office or direct delivery from staff to the Commission. If that's the only problem we have, we're in great shape. Thanks Vince

**10. Other comments?**

Leon County is truly fortunate to have Vince leading county government. When you look at the last ten years during the period when the economy tanked, Leon County had very few service reductions that were noticeable to the community - cutbacks yes, but through his extraordinary leadership and managerial skills, the highly knowledgeable, skilled employees he has amassed, reduction in staff was limited in most cases to positions already vacant and we still were able to deliver extraordinary and quality customer service. Further, we've had other counties contact our government for direction and how we have been able to cope without all the cutbacks/layoffs required by others. Through his leadership, fiscal prudence and professional skills he has been recognized by his peers by his election as the President of the Florida Association of County Administrators. It's been my privilege to work with Vince over the years.

**Performance Evaluation Results submitted by: Commissioner Desloge**

**Total Factors Rated: 39 / 39**

**Total All Points: 185**

**Average Rating: 4.74**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



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<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
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|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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County administrator Long has continued to demonstrate excellence in his field in and in his management of Leon County. I have particularly appreciated his help addressing issues associate it with other Boards commissioners are appointed to.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

I believe this is the first evaluation that I have scored at the highest level. This is been an exceptional year, but the work is never finished and I expect we will see the same level of Innovacion and review of current policies next year as we did this year.

**10. Other comments?**

**Performance Evaluation Results submitted by: Commissioner Dozier**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



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<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
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My special interest this year has been in Leon Works, a strategic initiative promoting middle-skills career training that depends for its success on buy-in from the schools and business community. Vince's standing and know-how among these community leaders sent a strong and immediate message of trust in our efforts. It really is not something the county could, or should do, alone and strong staff support has been vital.

More broadly, I appreciate how Vince "takes the heat out" of difficult issues, coming up with solutions, for example, by mitigating an increase in the fire-services fee by using some existing fund balances. This deflected a bigger financial blow to citizens for a fee established solely by the City, but paid in part by the County. Vince is already at work seeking alternatives to this not-quite-fair or sustainable fee distribution.

He continues to show a steady hand in dealing with undeniable difficulties at the Consolidated Dispatch Agency. His calm, knowledgeable approach sends a confidence-building message that every effort is being made to fix problems. This has been a major ordeal and sorrow this past year because lives have been lost, so unflinching acknowledgement of the problems by Vince as one of three on the CDA board has been critical to beginning to restore public confidence, and at times confidence of those of us on the BOCC.

We have wrestled with some testy issues in 2015, from rocky Bond Health Center management to Rural Waste stations closing, to poor Waste Pro service, to long-ranging Keep it Rural land protection changes to shortfalls in funding for emergency providers (i.e. Second Harvest and The Kearney Center), all issues that have been handled through Board agenda items that have been extremely well researched and offered options that make the best of difficult situations.

He stayed the course with the Board as we wrestled over stopping repairs on Natural Bridge due to citizen complaints, a step backwards that we probably shouldn't have taken, but which lead to more board certainty when we finally did approve the project going forward.

When I have had issues on intergovernmental boards, such as the CRTPA or CRA or Blueprint, I have often asked Vince for general advice so that I won't be making decisions in the vacuum of one board or another. I appreciated, for example, his thoughts from a government administrative level on the difference between contracting or year-at-a-time hiring for executive directors for boards governed by elected officials.

That the Leon County staff won 11 national awards speaks to (section 5 above) his concern with recognizing employees for best practices. His concern for the safety of employees is demonstrated in the new policy on workplace safety, particularly sexual and domestic violence, areas that around the country we know can be volatile.

Regarding citizen appreciation, a letter to the board regarding Vince's handling of a Lakeshore Drive stormwater problem speaks volumes when a citizen reported his amazement that Mr. Long called him on a Sunday to keep the man - then in N.C. for the summer -- informed about problem and solution underway. The letter said how "fortunate" we are to have Mr. Long... who is "obviously both a professional and caring, and really takes his work to heart."

That he has been named president-elect of the Florida Association of County Managers speaks highly of his regard statewide. Leon County is not the largest county in the state, but I do think our administrative leadership over the years, and long before my tenure on the board, has made us one of the most respected.

Finally, that in contrast to another branch of local government, our budget process laid out over a period of months and debated policy by policy, meant a final budget hearing that had no public comments and was adopted in less than five minutes because the work had been done early, the issues debated over months, and finally it was accomplished with no increase in millage rates, a popular but also responsible document.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

Vince is one of those wonderfully effective leaders who has a genial, self-deprecating personality, and is great at story-telling to put people at ease and relate to them. But sometimes I've noticed that it kind of backfires to where some employees seem a little intimidated and hesitate to jump in with comments of their own -- comments that I know he honestly wants and needs to hear. Vince may not even be aware of this flip-side of his magnetic personality.

**10. Other comments?**

It's a pleasure working in such a professionally run organization that reflects high regard for customer service, efficiency with spending and a big commitment to raising the bar for citizens from all walks of life in the community.

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**Performance Evaluation Results submitted by: Commissioner Lindley**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



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|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
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| e. Willing to try new ideas proposed by Board Members or staff.                                 | 4 |
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2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
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| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
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3. POLICY EXECUTION	Performance Rating
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| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
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4. REPORTING	Performance Rating
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**County Administrator Performance Evaluation and Annual Reporting Process  
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| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
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<b>5. SUPERVISION</b>	<b>Performance Rating</b>
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|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 4 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
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<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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|---|---|
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| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
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<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
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|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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The County Administrator always has time to answer questions and provide personal guidance on issues relating to citizen's needs and other areas of concern. He continually demonstrates his genuine and deep appreciation for Leon County through his personal sacrifices of time and energy.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

**10. Other comments?**

**Performance Evaluation Results submitted by: Commissioner Maddox**

**Total Factors Rated: 39 / 39**

**Total All Points: 193**

**Average Rating: 4.95**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation

County Administrator  
for

October 1, 2014 to September 30, 2015

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 4 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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He is thorough and prompt in responding to my inquiries. He is organized and he simply gets the work done.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

The actual execution of contracts with Minority Business, especially blacks, needs vast improvement. The percentage of business does with African American business remains deplorable.

**10. Other comments?**

**Performance Evaluation Results submitted by: Commissioner Proctor**

**Total Factors Rated: 39 / 39**

**Total All Points: 194**

**Average Rating: 4.97**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation

County Administrator  
for

October 1, 2014 to September 30, 2015

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

His constant updated information on issues and keeping me informed of same, not only in my District, but County wide.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

I believe Vince does an excellent job in all areas. He is certainly a progressive Administrator, and well respected by our community and his peers.

**10. Other comments?**

I believe Vince Long is a great asset to Leon County government and to this community. We are lucky to have his expertise and good sense of humor.

**Performance Evaluation Results submitted by: Commissioner Sauls**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_