

# City of Fort Lauderdale

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## Meeting Minutes

Tuesday, November 21, 2023

1:00 PM

Charter Officer Annual Evaluation Process

The Parker

707 Northeast 8th Street, Fort Lauderdale, FL 33304

## **CITY COMMISSION - SPECIAL MEETING**

*FORT LAUDERDALE CITY COMMISSION*

*DEAN J. TRANTALIS Mayor*

*PAM BEASLEY-PITTMAN Vice Mayor - Commissioner - District III*

*JOHN C. HERBST Commissioner - District I*

*STEVEN GLASSMAN Commissioner - District II*

*WARREN STURMAN Commissioner - District IV*

*GREG CHAVARRIA, City Manager*

*DAVID R. SOLOMAN, City Clerk*

*THOMAS J. ANSBRO, City Attorney*

*PATRICK REILLY, City Auditor*

## CALL TO ORDER

Mayor Trantalis called the meeting to order at 1:10 p.m.

## ROLL CALL

**Present** 5 - Commissioner Warren Sturman, Commissioner John C. Herbst, Commissioner Steven Glassman, Vice Mayor Pam Beasley-Pittman, and Mayor Dean J. Trantalis

## COMMISSION QUORUM ESTABLISHED

## MOTIONS

**M-1**     [23-1122](#)     Motion Adopting City Charter Officer Annual Evaluation Process - (Commission Districts 1, 2, 3 and 4)

Mayor Trantalis explained the purpose of this meeting is to discuss procedures and guidelines for evaluating Charter Officers. City Manager Chavarria announced Jerome Post, Human Resources Department Director, would be presenting.

Mr. Post said that following meetings with the Charter Officers, Staff put together a standard matrix evaluation guideline (evaluation guideline) based upon the ICMA's evaluation guideline for the City Manager position, which is included in the Agenda packet. Human Resources Staff has requested other Charter Officers provide a similar evaluation guideline tailored to their positions, which would be given to Commission Members for review in the next thirty (30) days. Based on Commission Member feedback, these evaluation guidelines could be modified.

In response to Mayor Trantalis' question, Mr. Post said Staff would inform Commission Members sixty (60) days before a Charter Officer's anniversary date, which would serve as a timeline for scheduling a performance evaluation meeting with the Charter Officer. Use of the evaluation guidelines by Commission Members would not be required, and Commission Members could evaluate the performance of a Charter Officer in another manner.

Vice Mayor Beasley-Pittman remarked on her understanding that using the evaluation guideline would be a uniform and consistent method for each Commission Member to evaluate Charter Officers. Further comment and discussion ensued.

In response to Vice Mayor Beasley-Pittman's questions, Mr. Post confirmed the ability of Commission Members to review and recommend changes to the evaluation guideline before implementation. He explained a performance evaluation should only be shared with other Commission Members during the Charter Officer's scheduled review at a Commission Regular Meeting. The evaluation guideline would be given to Human Resources Staff for placement in the Charter Officer's personnel file.

Mayor Trantalis remarked on his understanding that Commission Members would submit the evaluation guidelines to Human Resources Staff who would provide an evaluation guideline summary. Mr. Post confirmed that could be an option. Further comment and discussion ensued.

Commissioner Herbst remarked on his perspective that this process is a suitable format that could be adopted as policy to encourage use by all Commission Members that could be modified to allow Charter Officers an understanding of Commission expectations. He explained related information, cited examples, and expounded on his viewpoint. Further comment and discussion ensued.

In response to Mayor Trantalis' question, Commissioner Herbst discussed his perspective that the evaluation guideline is a general framework. Human Resources will provide an analysis and summary of the Commission Members' evaluation guideline. Further comment and discussion ensued regarding the dynamics involved. Commissioner Herbst expounded on his viewpoint and cited examples of how he evaluated Staff in his prior position as City Auditor. Comments regarding Charter Officer performance would be generalized in a public forum. Specific performance concerns and related information would be discussed individually with the respective Charter Officer. Further comment and discussion ensued.

In response to Mayor Trantalis' question, Commissioner Herbst discussed conclusions reached by completion of the evaluation guideline that would inform Charter Officers of Commission Member expectations. Commissioner Herbst remarked on multiple conversations with Charter Officers during the year using the same criteria. Further comment and discussion ensued.

Commissioner Glassman requested an updated version of the evaluation guideline included in the Agenda packet and inquired about how other municipalities address annual reviews of Charter Officers. He encouraged Commission Members to use as many tools as possible to

develop an evaluation framework for evaluating Charter Officers but does not support mandating any specific evaluation guideline or procedure for Commission Members to evaluate Charter Officers. He expounded on his viewpoint.

Commissioner Sturman said the evaluation guideline for Charter Officers should be a Commission policy and flexible. He recommended that sixty (60) days before a Charter Officer's review, the Charter Officer submit their version of an evaluation guideline. The Commission Member would provide their feedback to determine the evaluation guideline used in that Charter Officer's evaluation. Each Commission Member could use the evaluation guideline at their discretion. Commissioner Sturman remarked that the evaluation guideline should not be given to Human Resources. Further comment and discussion ensued.

In response to Mayor Trantalis' question, Mr. Post confirmed the sixty (60) day timeline allows Commission Members time to schedule a meeting with the Charter Officer and discuss the Charter Officer's performance over the past year. Further comment and discussion ensued.

Commissioner Glassman remarked on the opportunity for Commission Members to meet with Charter Officers throughout the year when necessary to discuss performance. He commented on his optimistic viewpoint regarding Charter Officers' self-evaluation.

Mayor Trantalis remarked on the genesis of this meeting and the need for objective criteria upon which to evaluate the performance of Charter Officers. He recapped these discussions and said Commission Members would draw on their experience with the Charter Officers and decide whether to utilize or edit the evaluation guideline.

Mayor Trantalis noted the need to schedule performance reviews of City Manager Chavarria and City Auditor Reilly and recommended scheduling these for discussion at the next Commission Meeting. Vice Mayor Beasley-Pittman and Commissioner Glassman agreed with that time frame. Further comment and discussion ensued. Commissioner Sturman requested these performance reviews be planned at the Commission Regular Meeting on December 19, 2023. Mayor Trantalis concurred.

**DISCUSSED - NO ACTION TAKEN**

## **ADJOURNMENT**

Mayor Trantalis adjourned the meeting at 1:38 p.m.

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Dean J. Trantalis  
Mayor

ATTEST:

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David R. Soloman  
City Clerk