

**Personnel  
Committee Meeting  
November 19, 2016**

**PRELIMINARY AGENDA**

**FLORIDA INLAND NAVIGATION DISTRICT's  
Personnel Committee Meeting**

**8:15 a.m., Saturday, November 19, 2016**

**Hutchinson Island Marriott Beach Resort & Marina  
555 NE Ocean Boulevard  
Stuart (Martin County, Florida 34996-1620**

**Committee Members**

**Vice-Chair Jon Netts, Committee-Chair**

**Commissioners Paul Dritenbas, Don Donaldson, Susanne McCabe, and Lynn Williams**

**Item 1. Call to Order.**

Committee Chair Netts will call the meeting to order.

---

**Item 2. Roll Call.**

Assistant Executive Director Janet Zimmerman will call the roll.

---

**Item 3. Additions or Deletions.**

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND: Approval of a final agenda.

---

**Item 4. Public Comments.**

The public is invited to provide comments on issues that are NOT on today's agenda. All comments regarding a specific agenda item will be considered following the Committee's discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should make an effort to fill out a speaker card or communicate with staff prior to that agenda item.*

---

**Item 5. Personnel Salary Adjustments for FY 2016-2017.**

The Committee is requested to consider potential staff salary increases and/or bonuses for FY 2016-2017.

(Please see back up pages 3-4)

RECOMMEND: Approval of a recommendation to the full Board of the personnel salary adjustments for FY 2016-2017.

---

**Item 6.        Executive Director's Performance Evaluation.**

The Executive Director's yearly performance evaluation form is attached and has been distributed to all Commissioners. Any responses received by the deadline are available to the Committee. This information is presented for the Committee's review, discussion and recommendation to the full Board.

(Please see back up pages 5-9)

RECOMMEND:        Approval of a recommendation to the full Board of the Executive Director's salary adjustments for FY 2016-2017.

---

**Item 7.        Additional Agenda Items or Staff Comments.**

---

**Item 8.        Additional Commissioners Comments.**

---

**Item 9.        Adjournment.**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

# FLORIDA INLAND NAVIGATION DISTRICT



To: Commissioners, et. al.  
 From: Mark Crosley, Executive Director  
 Subject: Cost of Living Adjustments and Merit Raises  
 Date: November 5, 2016

## COMMISSIONERS

**DONALD J. CUOZZO**  
 CHAIR  
 MARTIN COUNTY

**JON NETTS**  
 VICE-CHAIR  
 FLAGLER COUNTY

**SUSANNE McCABE**  
 TREASURER  
 VOLUSIA COUNTY

**DON DONALDSON**  
 SECRETARY  
 ST. LUCIE COUNTY

**J. CARL BLOW**  
 ST. JOHNS COUNTY

**E. TYLER CHAPPELL**  
 BROWARD COUNTY

**T. SPENCER CROWLEY, III**  
 MIAMI-DADE COUNTY

**PAUL U. DRITENBAS**  
 INDIAN RIVER COUNTY

**CHARLES C. ISIMINGER**  
 PALM BEACH COUNTY

**MICHAEL O'STEEN**  
 DUVAL COUNTY

**JERRY H. SANSOM**  
 BREVARD COUNTY

**LYNN A. WILLIAMS**  
 NASSAU COUNTY

**MARK T. CROSLLEY**  
 EXECUTIVE DIRECTOR

**JANET ZIMMERMAN**  
 ASSISTANT EXECUTIVE  
 DIRECTOR

Inflation has remained relatively low (< 2.0%) since 2012 (**Figure 1**) and the cost of living adjustments for many people have reflected this reality with low (2-3%) to no increases in salary. However, according to economists, the plunge in gasoline prices hid many of the inflationary pressures, such as rising housing costs, which are a large percentage (33%) of the Consumer Price Index (CPI). It is predicted that in the near future, gasoline prices will no longer cover up inflation in other markets and housing prices will have a greater effect on inflation.

## Inflation Rates Graph (2006-2016)

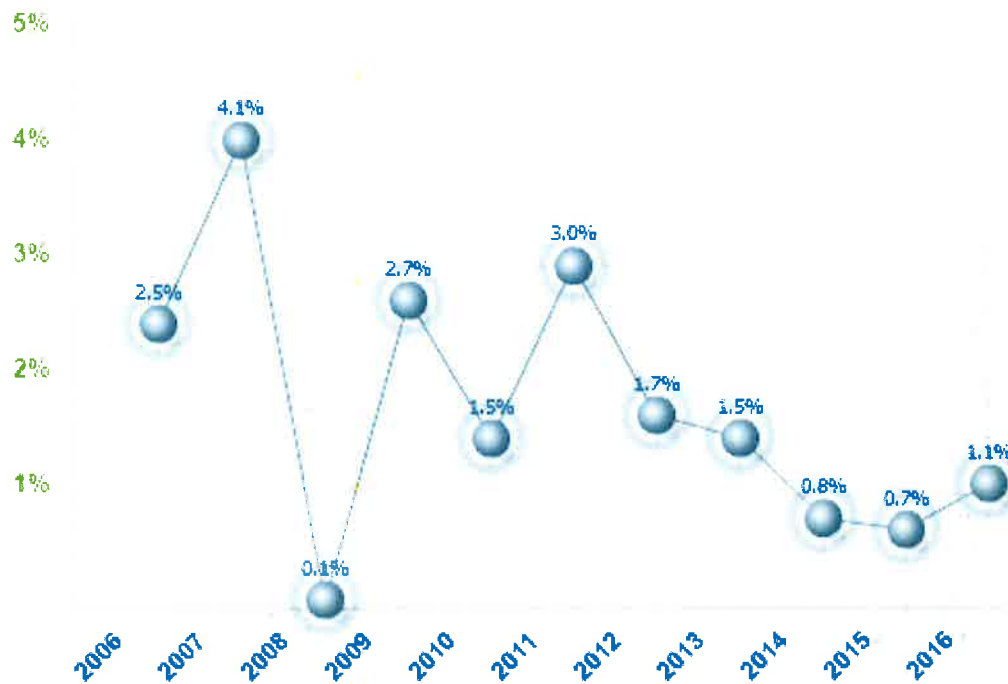


Figure 1. Inflation Rates from 2006-2016

In general, salary increases are expected to remain stable at 3.0% again in 2017 for all employee levels, all employer sizes, and all industries. This marks the seventh consecutive year at this rate, following a period of suppressed salary growth during and immediately after the 2009 economic recession.

Using data researched internally by FIND and information provided by the Florida Government Finance Officers Association found that the COLA and/or merit raises range from 1.5% to 4.0% for government employees. **Table 1** shows several county and municipalities that provide either a COLA, a merit increase, or both as in the case of Town of Lady Lake, Florida.

<b>County/Municipality</b>	<b>COLA</b>	<b>Merit</b>	<b>Other/Note</b>
City of Plantation, FL	0.0%	3.25%	
Punta Gorda, FL	0%	3%	
Dunwoody, GA	0.84%	2.66%	Total 3.5% includes 0.84% COLA
Lady Lake, FL	1.5%	3.5%	
Brevard County	1.5%		
St. Augustine, FL	1.5%		
Orange City, FL	2.0%	0%	\$250,000 and benefits study being conducted
Satellite Beach, FL	2.0%		
Ocala, FL	2.0%		
Chiefland, FL	2.0%		
Port St. Joe, FL	2.0%		
St. Cloud, FL	2.0%		
Miami Gardens	2.0%		
Town of Medley, FL	3.0%	0%	
North Lauderdale, FL	3.0%		
Leesburg, FL	3.0%		
Bellview, FL	3.0%		
Fort Myers, FL	3.0%		
West Palm Beach, FL	3.25%		
Orange County	3.5%		Don't distinguish b/t COLA and merit during budgeting
Miami-Dade	4.0%		Several union contracts require the 4%; may be less for non-union employees
Golden Beach, FL		0%	4.5% for police officers
Umatilla, FL		3.0%	
Flagler County			\$1,000 per employee (\$0.481/hr); equates to 3.5% for a \$30,000/yr salary

Table 1. COLA and merit raises for several counties and municipalities.

**FLORIDA INLAND NAVIGATION DISTRICT  
EMPLOYEE PERFORMANCE APPRAISAL**

Name: Mark Crosley  
Position: Executive Director  
Date: October 2016

**TASK 1. LEADERSHIP:**

Demonstrates the ability to lead and provide direction, through influence and partnership, to the Board, the District consultants and contractors, and the District Staff.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**TASK 2. PLANNING AND ORGANIZATION:**

Demonstrates the ability to systematically plan, organize, and schedule tasks and projects through establishing objectives, making assignments, and establishing priorities. Exhibits effectiveness in reviewing and evaluating past work and accomplishments as a basis for planning future activities.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**TASK 3. BUDGET AND FINANCIAL MANAGEMENT:**

Demonstrates the ability to manage the District's budget and financial matters to maintain fiscal responsibility while maximizing the financial assets of the District.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**FLORIDA INLAND NAVIGATION DISTRICT  
EMPLOYEE PERFORMANCE APPRAISAL**

Name: Mark Crosley  
Position: Executive Director  
Date: October 2016

**TASK 4. PROBLEM ANALYSIS/DECISION MAKING:**

Analyzes problems comprehensively and makes timely and practical decisions.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

**COMMENTS (if any, please use additional space as necessary):**

---

---

---

---

**TASK 5. PROJECT MANAGEMENT:**

Demonstrates the ability to successfully manage multiple projects and particularly those difficult projects that involve potential conflicts of interests with other governments, property owners or the general public.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

**COMMENTS (if any, please use additional space as necessary):**

---

---

---

---

**TASK 6. COMMUNICATION:**

Demonstrates the ability to accurately, clearly and timely communicate with staff, Commissioners, consultants, governmental agencies and the general public. Demonstrates effectiveness in keeping appropriate parties informed regarding the current status of activities and problems. Deals effectively with conflict.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

**COMMENTS (if any, please use additional space as necessary):**

---

---

---

---

---

**FLORIDA INLAND NAVIGATION DISTRICT  
EMPLOYEE PERFORMANCE APPRAISAL**

Name: Mark Crosley  
Position: Executive Director  
Date: October 2016

**TASK 7. INITIATIVE:**

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

Demonstrates a capacity for initiating projects and activities which bring about positive results. Approaches job related workload with minimum supervision and without reminders for scheduled routine duties. Indicates additional required tasks and has the ability to suggest or implement improvements to procedures. Demonstrates the ability to anticipate problems in advance and develop appropriate responses.

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**TASK 8. QUALITY:**

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

Demonstrates accuracy, timeliness, appropriateness, and clarity in written, verbal, or other visible forms of communication. Achieves thoroughness and characteristic excellence in carrying-out functions of the position.

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**TASK 9. COMMUNITY RELATIONS:**

Demonstrates initiative and ability in representing the District and explaining its goals, operations, and accomplishments to the public, interested parties and government representatives.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---



**FLORIDA INLAND NAVIGATION DISTRICT  
EMPLOYEE PERFORMANCE APPRAISAL**

Name: Mark Crosley  
Position: Executive Director  
Date: October 2016

**TASK 10. ORGANIZATION AWARENESS:**

Demonstrates knowledge of the District's organization and the waterway system. Effective in keeping all appropriate parties informed regarding current and changing status of the organization and its operations.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

**TASK 11. BOARD INTERACTION:**

Works effectively and responsively with individual Board members and with the Board collectively.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

---

**TASK 12. ATTITUDE:**

Demonstrates a positive and appropriate attitude towards the District staff, the Board, and the general public. Approaches, accomplishes or perceives each task with the appropriate and positive attitude.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

---

**FLORIDA INLAND NAVIGATION DISTRICT  
EMPLOYEE PERFORMANCE APPRAISAL**

Name: Mark Crosley  
Position: Executive Director  
Date: October 2016

**TASK 13. PRIORITIES:**

Follows instructions as to the priorities of the assigned tasks by the Board and understands the need for the specific order of business to accomplish the priorities.

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

---

---

---

---

**RATER'S OVERALL EVALUATION**

RATING:      Unsatisfactory    Needs Improvement    Satisfactory    Above Satisfactory    Outstanding

COMMENTS (if any, please use additional space as necessary):

---

---

---

---

---

---

---

---

---

---