



# MEMORANDUM

AGENDA ITEM #IV.F

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DATE: SEPTEMBER 23, 2019  
TO: COUNCIL MEMBERS  
FROM: STAFF  
SUBJECT: EXECUTIVE DIRECTOR ANNUAL REVIEW

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Section 1.9.3 of the agreement between the Council and the Executive Director states that the Governing Body of the Council, or the Executive Committee with the delegated function, shall perform an annual evaluation and review of the Executive Director. Historically this review has been undertaken on, or before, the October meeting. The three-year contract with the Executive Director terminates on November 24, 2021.

## Recommendation

Assess the Executive Director's performance.



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**AGREEMENT BETWEEN THE  
SOUTH FLORIDA REGIONAL PLANNING COUNCIL  
AND  
ISABEL COSIO CARBALLO  
PROVIDING FOR EMPLOYMENT  
AS EXECUTIVE DIRECTOR**

**Contract period: November 24, 2018 – November 24, 2021**

**Excerpt discussing the Annual Review (1.9.3)**

1.9 To provide increases in compensation to the EXECUTIVE DIRECTOR on the following basis:

1.9.1 Merit Increases: At the option of the Executive Committee of the SFRPC, to provide a merit increase to the EXECUTIVE DIRECTOR on an annual basis coinciding with the annual adoption of the budget from the date of employment hereof, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

1.9.2 Cost of Living Increases: At the option of the Executive Committee of the SFRPC of the SFRPC to annually adjust the existing salary based upon cost of living increases if otherwise provided to State of Florida employees, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

1.9.3 To annually review and evaluate the EXECUTIVE DIRECTOR based upon performance standards, attached hereto as Exhibit "A" and incorporated herein, and as may be amended from time to time by the Governing Body of the SFRPC or the Executive Committee of the SFRPC with the delegated function of performing such evaluation and review, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

EXHIBIT "A"

**PERFORMANCE STANDARDS - EXECUTIVE DIRECTOR**

General Responsibilities: Direct the activities of the South Florida Regional Planning Council staff. Establish the Council work program and complete the work program in a timely manner. Manage the operation of the agency.

Objectives of the position:

1. Anticipate emerging issues within the region and articulate an agency mission statement which reflects these emerging issues.
2. Set long and short-term agency objectives that are responsive to the agency mission.
3. Assure that the organization is staffed and structured for effective mission accomplishment.
4. Maintain effective communication with all Council Members and member unit local governments.
5. Implement an objective performance agreement system by which Regional Planning Council staff will be assessed.
6. Ensure the statutory responsibilities of the agency are carried out in a timely and complete manner.
7. Develop and maintain good organizational relationships with other relevant organizations.
8. Assist all Council officers in performing their duties.
9. Prepare an adequate annual budget and operate the agency within that budget.

An agency work program will be prepared. At the end of the appraisal period, the record of progress will provide a measure of whether the Director met, failed to meet or exceeded expectations.