

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 7 -12 -2019 to _____

Mayor Bonnie Felder
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____ . The

deadline for submitting this performance evaluation is 6 - 1 -2020 .

Evaluations will be summarized and included on the agenda for discussion at the work session on 6 - 17 -2020 .



Mayor's Signature

7/14/2020

Date

**Please Submitted Completed
Evaluations to Human
Resources**

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 4 Diligent and thorough in the discharge of duties, "self-starter"
- 4 Exercises good judgment
- 4 Displays enthusiasm, cooperation, and will to adapt
- 4 Mental and physical stamina appropriate for the position
- 4 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 20 ÷ 5 = 25 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 5 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 25 ÷ 5 = 30 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 5 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 5 Disseminates complete and accurate information equally to all members in a timely manner
- 5 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 25 ÷ 5 = 30 score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 5 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 25 ÷ 5 = 30 score for this category

5. REPORTING

- 4 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 4 Responds in a timely manner to requests from the governing body for special reports
- 4 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 4 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 4 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 20 ÷ 5 = 25 score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 4 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 4 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 23 ÷ 5 = 28 score for this category

7. STAFFING

- 4 Recruits and retains competent personnel for staff positions
- 5 Applies an appropriate level of supervision to improve any areas of substandard performance
- 5 Stays accurately informed and appropriately concerned about employee relations
- 4 Professionally manages the compensation and benefits plan
- 5 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal 23 ÷ 5 = 28 score for this category

8. SUPERVISION

- 5 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 5 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 5 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 4 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 24 ÷ 5 = 29 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
- 4 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 6 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 24 ÷ 5 = 29 score for this category

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 4 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 24 ÷ 5 = 29 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? his work ethics

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 7-12-2019 to 7-12-2020

KaShamba Miller-Anderson
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to the HR Dept.. The deadline for submitting this performance evaluation is 6-1-2020.

Evaluations will be summarized and included on the agenda for discussion at the work session on ~~6-17-2020~~ ^{KMA} 7-15-2020.

Mayor's Signature

Date

Please Submitted Completed Evaluations to Human Resources

KaShamba Miller-Anderson
Governing Body Member's Signature

7/12/2020
Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 5 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 25 + 5 = 5 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 5 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 25 + 5 = 5 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 5 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 5 Disseminates complete and accurate information equally to all members in a timely manner
- 5 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 25 + 5 = 5 score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
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- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 25 + 5 = 5 score for this category

5. REPORTING

- 5 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 5 Responds in a timely manner to requests from the governing body for special reports
- 5 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 5 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal $\underline{25} \div 5 = \underline{5}$ score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal $\underline{25} \div 5 = \underline{5}$ score for this category

7. STAFFING

- 4 Recruits and retains competent personnel for staff positions
- 5 Applies an appropriate level of supervision to improve any areas of substandard performance
- 5 Stays accurately informed and appropriately concerned about employee relations
- 5 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal $\underline{23} \div 5 = \underline{4.6}$ score for this category

8. SUPERVISION

- 4 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 5 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 5 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 4 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
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- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? Mr. Jonathan Evans has demonstrated strength in the areas of: communication, the ability to anticipate and analyze problems, provide solutions for identified problems, and developing positive relationships with the community and staff (all stakeholders).

What performance area(s) would you identify as most critical for improvement? Mr. Evans accepted the city manager position when most qualified applicants would not due to the numerous challenges our organization faced. Deteriorating facilities, high number of key department head vacancies, etc, but yet he continues to step up to the challenge and identify solutions. The area that he continues to evaluate and make improvements on is the area of staffing & evaluating staff members.

What constructive suggestions or assistance can you offer the manager to enhance performance? Continue to pace your progress. Due to the opportunities that exist to make our organization a model city for others to follow, it is important for you to balance your efforts as to not burn out. Your commitment to our city is evident and your desire to achieve each goal is clear, so continue to meet and/or exceed expectations, but monitor your pace as you go along.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? I look forward to working with you during your second year to complete new goals of moving our city forward and capturing the priorities of our constituents. It has been a pleasure to work with a professional, competent, and dedicated city manager.

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 2019 to 2020

CP Shirley Lanier

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Human Resources. The deadline for submitting this performance evaluation is _____.

Evaluations will be summarized and included on the agenda for discussion at the work session on July 15, 2020.

Mayor's Signature

Date

**Please Submitted Completed
Evaluations to Human
Resources**

Shirley Lanier

Governing Body Member's Signature

July 14, 2020

Date Submitted

INSTRUCTIONS

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PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 4 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 24 ÷ 5 = 4.8 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 4 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

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3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4 Carries out directives of the body as a whole as opposed to those of any one member or minority group
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4. POLICY EXECUTION

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5. REPORTING

- 5 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
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- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

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6. CITIZEN RELATIONS

- 4 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
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- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

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7. STAFFING

- 4 Recruits and retains competent personnel for staff positions
- 5 Applies an appropriate level of supervision to improve any areas of substandard performance
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- 5 Professionally manages the compensation and benefits plan
- 5 Promotes training and development opportunities for employees at all levels of the organization

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8. SUPERVISION

- 5 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
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- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
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- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
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10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

Mr. Evans is a self-motivated individual who produces work of exceptional quality. He frequently takes the initiative & utilizes his vast knowledge of city management to ensure the health, safety, & well being of residents and employees. In the midst of COVID-19, the manager has proven to be a effective and thorough in his completion & approach to tasks that will ultimately define the future of this city.

What performance area(s) would you identify as most critical for improvement?

Given the state of the nation and this city (COVID-19), the manager has handled the crisis and numerous tasks associated with safety as a consummate professional. The sheer volume of work products he has produced in the past year speaks to his awareness that although the city has issues - his performance has overshadowed them & given the staff & residents confidence that the city is on the right track.

What constructive suggestions or assistance can you offer the manager to enhance performance? We are living and working in a time that will put everyone in this city in a position to work harder and be mindful of the responsibilities we have undertaken. And that have been entrusted to us. Mr. Evans must focus on how the city will persevere and come out of this pandemic with the tools to re-build and re-assess our future. He possess discipline and a reliable work ethic - all employees should possess the same.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? The manager possess the ability to pro-actively problem-solve. This unique skill has proven valuable to ^{the} city & her residents. The dedication to integrity and transparency are traits that must be possessed by all employees working under his management. He must be quick to dispose of those individuals who do ^{not} subscribe to the traits that will ultimately define this city. Traits that include integrity, honesty, & strong moral principles. I believe this manager has accomplished a tremendous feat and bringing an image to this city of unity & decency. I look forward to the next year of his management and direction for employees. The goal for this next year is to steer the city through a pandemic, hurricane season and financial uncertainty. I have every confidence he can get ^{the} job done.

City Manager Performance Evaluation

City of Riviera Beach

RECEIVED

JUL - 9 2020

Human Resources Department

Evaluation period: 7 - 12 - 2019 to _____

Julia Botel
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____.

The deadline for submitting this performance evaluation is 6 - 1 - 2020.

Evaluations will be summarized and included on the agenda for discussion at the work session on 6 - 17 - 2020.

Mayor's Signature

Date

**Please Submitted Completed
Evaluations to Human
Resources**

[Signature]
Governing Body Member's Signature

5/4/20
Date Submitted

INSTRUCTIONS

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RECEIVED

JUL - 9 2020

Human Resources Department

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

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PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 5 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

JB

JUL - 9 2020

Human Resources Department

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 5 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 5 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 5 Disseminates complete and accurate information equally to all members in a timely manner
- 5 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
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- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

JUL - 9 2020

5. REPORTING

- 5 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 5 Responds in a timely manner to requests from the governing body for special reports
- 5 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 5 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal $25 \div 5 = 5$ score for this category

6. CITIZEN RELATIONS

- 4 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 4 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal $23 \div 5 = 4.6$ score for this category

7. STAFFING

- 5 Recruits and retains competent personnel for staff positions
- 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- 5 Stays accurately informed and appropriately concerned about employee relations
- 5 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal $23 \div 5 = 4.6$ score for this category



8. SUPERVISION

- 5 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
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- 5 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 4 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal $24 \div 5 = 4.8$ score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
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- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
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- 6 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal $25 \div 5 = 5$ score for this category



RECEIVED

JUL - 9 2020

Human Resources Department

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

Leading by example
Setting an expectation of excellence

What performance area(s) would you identify as most critical for improvement? _____

Returning calls and emails

JUL - 9 2020

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

Human Resources Department

Be a better manager of
your time.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

Great job!!!



City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: July 2019 to July 2020

Douglas Lawson

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Human Resources. The

deadline for submitting this performance evaluation is _____.

Evaluations will be summarized and included on the agenda for discussion at the work session on August 5, 2020.

Mayor's Signature

Date

**Please Submitted Completed
Evaluations to Human
Resources**



Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 4 Exercises good judgment
- 4 Displays enthusiasm, cooperation, and will to adapt
- 4 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 4 Anticipates and analyzes problems to develop effective approaches for solving them
- 4 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 4 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 3 Disseminates complete and accurate information equally to all members in a timely manner
- 4 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 3 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 4 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

5. REPORTING

- 5 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 3 Responds in a timely manner to requests from the governing body for special reports
- 5 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 5 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 4 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

6. CITIZEN RELATIONS

- 4 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 24 ÷ 5 = 4.8 score for this category

7. STAFFING

- 3 Recruits and retains competent personnel for staff positions
- 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- 5 Stays accurately informed and appropriately concerned about employee relations
- 3 Professionally manages the compensation and benefits plan
- 3 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

8. SUPERVISION

- 4 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 5 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 5 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 5 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 4 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
- 4 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 4 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 3 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 21 ÷ 5 = 4.2 score for this category

10. COMMUNITY

- 4 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 4 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 3 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 21 ÷ 5 = 4.2 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? Some major strengths exemplified by the manager have been the ability to effectively communicate both orally and written.
The manager has provided members of the elected body and public with constant communication through various methods. In addition, the manager has avail himself 24/7 to the elected body. The manager also has a great deal of knowledge in public administration and local government. More recently, I am extremely impressed at the managers handling of the current COVID-19 pandemic. Through this crisis, he was implemented a number of strategies to keep public informed.

What performance area(s) would you identify as most critical for improvement? Although the manager has shown great ability within his position, there are some critical areas of improvement that is necessary. Improvement in the recruitment, retention and management of executive staff and subordinates. It is imperative that staff is performing effectively, and held accountable when there is a lack there of. Staff is a direct reflection and representation of the manager. Staff should exemplify the same level of dedication, commitment, and professionalism as the city manage has done for the city of Riviera Beach.

What constructive suggestions or assistance can you offer the manager to enhance performance? I believe the manager should consider revisions of the degrees require for some department level positions. Some positions can be accomplished with a gr
deal of experience and professionalism an individual may have as opposed to the
required degree. Additionally, the hiring of key positions should be open to
feedback and insight from council prior to an offer of employment. Continue
to hold executive staff accountable for their actions and work. Continue to require
staff to perform at an exceptionally high level. Improve employee morale to
"buy-in" Riviera Beach 2030 and beyond.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? I am hopeful and optimistic for what the new
rating period entails. I am appreciative of the job that the city manager has done
during the current uncertain times. Through commitment and leadership,
Riviera Beach has an abundance of resources available to them. For year two, I
anticipate the manager continuing to grow and adjust within his position.
Year one can be described as a year of learning, planning and putting out
"fires". My desire is for the city manager to place a high focus on putting
shovels in the ground, and continue to decide on the future of all public
facilities. In addition, adding real estate to our current portfolio, attacking the
current housing crisis in our community, and adding accessible food pantries
for community residents, to directly address the food desert we have experienced.