

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 6-17-2020 to 6/16/2021

Tradrick McCoy
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 Deputy City Manager McBride. The deadline for submitting this performance evaluation is 6-1-2021.

Evaluations will be summarized and included on the agenda for discussion at the work session on 6-17-2021.

Mayor's Signature

Date

Please Submitted Completed Evaluations to DCM McBride

Tradrick McCoy
Governing Body Member's Signature

7/14/21
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"

3 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 19 ÷ 5 = 3.4 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 4 Maintains knowledge of current developments affecting the practice of local government management
- 4 Demonstrates a capacity for innovation and creativity
- 3 Anticipates and analyzes problems to develop effective approaches for solving them
- 3 Willing to try new ideas proposed by governing body members and/or staff
- 3 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 17 ÷ 5 = 3.2 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
- 3 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
- 3 Assists by facilitating decision making without usurping authority
- 4 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 17 ÷ 5 = 3.2 score for this category

4. POLICY EXECUTION

- 4 Implements governing body actions in accordance with the intent of council
- 4 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 3 Understands, supports, and enforces local government's laws, policies, and ordinances
- 2 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 3 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 19 ÷ 5 = 3.4 score for this category

5. REPORTING

- 3 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
- 3 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 17 ÷ 5 = 3.2 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
- 4 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
- 4 Gives an appropriate effort to maintain citizen satisfaction with city services

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

7. STAFFING

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

Add the values from above and enter the subtotal 14 ÷ 5 = 2.4 score for this category

8. SUPERVISION

- 2 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
- 2 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 4 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
- 2 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
- 3 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 13 ÷ 5 = 2.3 score for this category

9. FISCAL MANAGEMENT

- 4 Prepares a balanced budget to provide services at a level directed by council
- 2 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 2 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 2 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 13 ÷ 5 = 2.6 score for this category

10. COMMUNITY

4 Shares responsibility for addressing the difficult issues facing the city

4 Avoids unnecessary controversy

4 Cooperates with neighboring communities and the county

2 Helps the council address future needs and develop adequate plans to address long term trends

4 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 18 ÷ **5** = 3.3 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?

The manager appears to work well under emergency conditions. He has consistently demonstrated a sense of calmness and plan execution. Examples including getting the organization back up including guidance and assistance in the 2019 Computer Hack, the 2020 Disaster preparedness for major hurricane off the coast of Florida; Successful implementation of FEMA's Incident Command System for COVID-19, including the COVID testing and vaccinations. Frequent and regular communications regarding emergency incidents, providing the governing board information regarding the affairs of the city.

The manager has shown a keen understanding and willingness to build relationships and concerns of residents, board members, and neighboring cities and organizations.

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

1. Fiscal Responsibility; Professional training of all staff including Department heads, Commissioners, Council Members, Committee Board Members so each understands their respective roles. Still there is a lack of timeliness re: notices of meetings, agendas, backup and complete information. There is never enough time to read, study, digest and ask questions about the backup regarding many important decisions, including changes in ordinances that impact our future. The above critique applies to CRA, City and the Council, There is no long term strategic plan as the goal post keeps changing. At the 2020 budget hearings each Dept. head was requested to reduce its staffing in anticipation of lower real estate tax income to the City:

"As the City prepares to create the FY 2021 budget, staff members are considering austerity measures to prepare prudently for FY 2022 and beyond. The City receives a majority of its revenue through property taxes, and this pandemic is expected to cause a negative impact on certain business segments in the community, which will affect property values adversely. Therefore, the City unfortunately anticipates that property taxes for the upcoming budget cycles may remain flat or decrease. As economic shortfalls are routinely experienced a year after a recession, depression, or disaster (in this instance, the COVID-19 pandemic), the FY2021 budget must account for the FY2022 decline. Please also note that, for FY 2020, the City's revenue sources have declined, with the exception of property taxes.

JONATHAN'S COMMENTS LAST YEAR "2020 Hurricane Season

COVID-19 has affected operations profoundly throughout the nation, state, county, and City. The City's ability to respond during a natural disaster while combating COVID-19 is foreseen as a challenge. City staff are now formalizing the plan and budget for the upcoming hurricane season, which lasts from June 1 to November 30, 2020. Based on the information provided by the National Weather Service, 2020 is anticipated to have a more

active storm season than previous years. Given this information, the City's ability to manage its finances while providing services to the City's residents and businesses will be paramount as the City prepares for what is likely to be one of the most challenging years in recent memory.

2. There has been no accountability to department heads that regularly disregard their duties that are statutorily required. There has been problematic and complete disregard for meeting scheduling and timely providing agendas. The format of the items that are to be heard at the meetings have no rhyme or reason. Presentations, and routine items should be placed on the consent agenda and they are extensive. Meetings should not be more than 3 hours.

3. We have created a special event policy and it is still not adhered to. We have established a committee to review special events and it's still not being adhered to.

What constructive suggestions or assistance can you offer the manager to enhance performance? Citywide austerity measures, While there is a 2030 Visioning plan being created there is no strategic plan for the next steps in a year span. At a time when our City should be preparing for a downturn in the economy, the City is on a spending spree. The Manager was hired as a City Manager. He cannot effectively manage the City, CRA and serve as the de facto overseer of the USD. The seems to be an unfair expectation and sets the City Manager and our City up for failure, once again. Reinstigate the Civil Service Board with the ability to operated unencumbered.

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

Training across the board.

Strategic Planning.

The focus should be narrowed to managing city operations and not explorative.

Control and manage Board Member special events and Co-Sponsored Events.

The city needs to establish a citizens liaison to address the overwhelming constituent requests, inquires, and complaints.

Improve Customer Service. Establish a City employee that can serve as a Receptionist to direct visitors in City Hall. There currently isn't anyone that can triage a visitor and assist them.

Finalize the plans to relocate the City Hall.

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 6-17-2020 to 6-17-2021

KaShamba Miller-Anderson
Governing Body Member's Name

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Mayor's Signature

Date

Please Submitted Completed Evaluations to DCM McBride

KaShamba Miller-Anderson
Governing Body Member's Signature

6/21/2021
Date Submitted

INSTRUCTIONS

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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

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
- 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 $24 \div 5 = 4.8$ 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

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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
- 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

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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

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7. STAFFING

- 4 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 22 ÷ 5 = 4.4 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
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- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

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9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
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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? This past year has been challenging for everyone to say the least, but Mr. Evans has managed to persevere through the difficulties due to the world pandemic and perform his job at an optimum level consistently. He is a self-starter that is knowledgeable and always trying to identify solutions to problems. Jonathan goes above and beyond to ensure his work is completed with the highest degree of possible perfection. He consistently provides ongoing transparent and detailed communication to the council and community.

What performance area(s) would you identify as most critical for improvement? The area most critical for improvement, would be staffing. It is so important to recruit and retain staff that shares the same vision of integrity and service at our agency. Mr. Evans completed an almost insurmountable task by filling numerous positions that have been vacant for awhile, however, a few (department heads) did not work out as far as retention goes. I am confident that Mr. Evans is working on maintaining staff that are in line with the values of our agency.

What constructive suggestions or assistance can you offer the manager to enhance performance? Overall, Mr. Evans has done an outstanding job this past year. There are several areas where he has far exceeded expectations and I know he will continue to demonstrate that same level of performance moving into the next year. Continue to recruit and retain employees that represent the city's values.

What other comments do you have for the manager, e.g., priorities, expectations, goals or objectives for the new rating period? I am very pleased with your performance (leadership, team involvement, delegation ability, knowledge of issues, professionalism, enforcement of accountability, etc.) this past year and I look forward to continuing to work with you over the next year to make Riviera Beach the best city to live, work and play.

Sent from the all new AOL app for iOS

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City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 6 - 17 - 2020 to 5/20/2021

Dr. Julie 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 Deputy City Manager McBride. The deadline for submitting this performance evaluation is 6 - 1 - 2021.

Evaluations will be scheduled and included on the agenda for discussion at the work session on 6 - 17 - 2021.

Mayor's Signature

Date

Please Submitted Completed Evaluations to DCM McBride

Governing Body Member's Signature

5/20/2021

Date Submitted

INSTRUCTIONS

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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
Add the values from above and enter the subtotal ÷ 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

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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

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4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
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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 $25 \div 5 = 5$ score for this category

5. CITIZEN RELATIONS

- 3 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
- 3 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 $20 \div 5 = 4$ score for this category

6. STAFFING

- 4 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
- 5 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

7. 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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8. FISCAL MANAGEMENT

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9. 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? I am extremely satisfied with the performance of the manager with regard to the significant accomplishments mentioned in the attached report. The manager was highly effective in delivering pandemic relief to our citizens. The distribution of masks and food provided much-needed support for the community. The vaccination program at Wells Recreation Center was praised by all who were served there as being an outstanding experience. I am also pleased to see the City moving forward with construction projects that have been “kicked down the road” by previous administrations. These include the city hall complex, the water treatment plant, and the new fire station. Specific to District 4, I am pleased that the \$4M Palm Beach Isles project is moving forward successfully.

What performance area(s) would you identify as most critical for improvement? The manager must focus on improving response to citizen requests for information or complaints about City services. Too often, I hear from constituents that they cannot get a return call or email from City administration. This is unacceptable. The manager must delegate someone within the administration to ensure that all citizen requests are responded to in a timely manner.

What constructive suggestions or assistance can you offer the manager to enhance performance? The manager should assign a staff member to monitor his calls and emails to ensure that a response goes out within 24 hours. Even if that response only informs the constituent that his or her issue is under consideration, it would be helpful.

The manager should obtain assistance from the Deputy and Assistant City Managers to that they could evaluate all staff to ensure that they are setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback. The management team needs to apply an appropriate level of supervision to improve areas of substandard performance.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? My priorities for the coming year include:

- Solving the issues surrounding the submerged lands on Singer Island. Ensuring that the Lake Worth Lagoon is preserved. Working closely with the DEP and ACOE to enforce notices of violation.
 - Hiring a Director of Economic Development who will be responsible for spearheading the Workforce Development Task Force and the Tourism Task Force
 - Implementing the Tourism Master Plan to enhance the economic benefits to the city that accrue from increased tourism
 - Completing the zoning changes recommended by Treasure Coast Regional Planning so that developers can have more density on the major corridors.
 - Move quickly to bring construction projects to fruition – the water treatment plant, the fire stations on Singer Island, the city hall complex, etc.
 - Identify and eliminate staff members who are not making a positive contribution to the agency. I believe there are still employees in the agency who are not performing in the best interest of the city. They need to be removed and replaced.
 - Continue to work to reduce the millage rate by eliminating wasteful spending and increasing homeownership throughout the community.
-
-

City Manager Performance Evaluation

City of Riviera Beach

Evaluation period: 6 -17 -2020 to _____

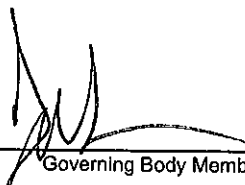
Douglas Lawson
Governing Body Member's Name

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Mayor's Signature

Date

Please Submitted Completed Evaluations to DCM McBride



Governing Body Member's Signature

Date Submitted

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PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

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- 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 $24 \div 5 = 4.8$ 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
- 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^{avg} ÷ 5 = 5^{avg} score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4.8 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 4.8 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 23^{avg} ÷ 5 = 4.6^{avg} 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
- 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 24^{avg} ÷ 5 = 4.8^{avg} 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
- 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
- 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 24^{ans} ÷ 5 = 4.8^{ans} 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
- 4 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^{ans} ÷ 5 = 4.8^{ans} 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
- 4 Stays accurately informed and appropriately concerned about employee relations
- 4 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 18^{ans} ÷ 5 = 3.6^{ans} 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
- 4 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
- 4 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 21^{us} ÷ 5 = 4.2^{us} 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
- 5 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^{us} ÷ 5 = 4.8^{us} score for this category

10. COMMUNITY

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

Add the values from above and enter the subtotal 21^{avg} ÷ 5 = 4.2^{avg} 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? _____

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? _____
