

Town of Eatonville CRA Executive Director - Controlled Scoring Tool

How to use this workbook

1. Enter board member names in Setup!B2:B15 before entering scores.
2. Use Board Input for one row per category scored by each board member.
3. Complete Evidence Source, Key Metrics / Outcomes, and all three duty checks before selecting a score.
4. The Score drop-down stays blank until required evidence and duty checks are completed.
5. Timestamp is automatic and updates when the row contains data (dynamic last-updated time).
6. Missing evidence or duty checks are flagged in red and excluded from totals.
7. Dashboard updates automatically from valid rows only.
8. Criteria Guide ties each section to the job description duties and evidence expectations.

Evidence Rule

If you cannot point to data, reports, or outcomes, you should not assign a score.

Board Roster (enter name)

Board Member 1

Board Member 2

Board Member 3

Board Member 4

Board Member 5

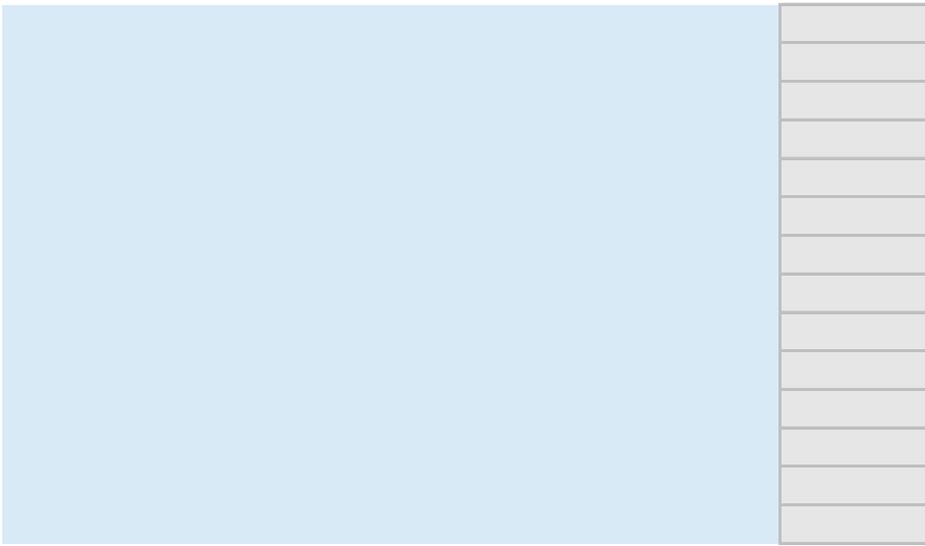
Board Member 6

Board Member 7

Categories and Weights	
Category	Weight
TIF Accountability & Financial Management	25%
Redevelopment Plan Implementation & Statutory Compliance	20%
Economic Development & Business Recruitment	15%
Property Redevelopment, Blight Reduction & Asset Management	10%
Infrastructure & Capital Project Management	10%
Board Administration, Governance & Contracts	10%

Validation Lists

1	Yes
2	No
3	
4	
5	



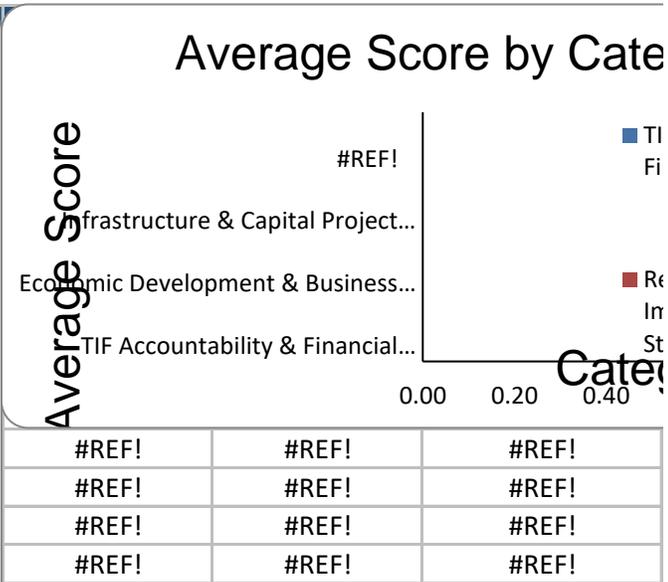
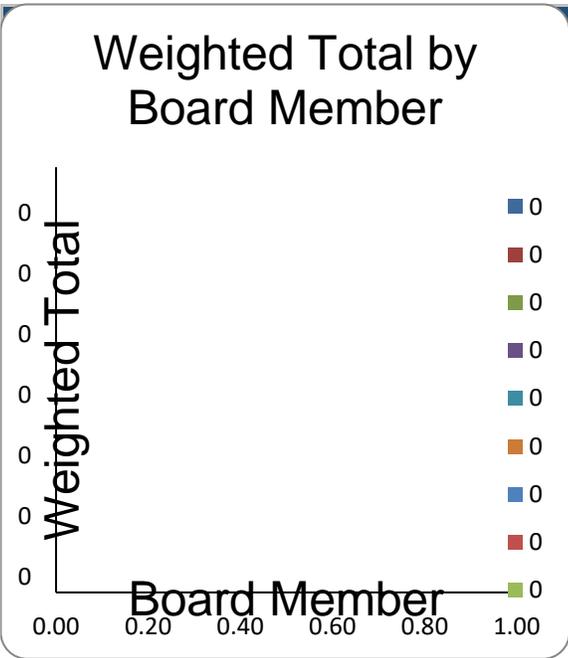
Evidence Source	Key Metrics / Outcomes	Duties Performed?
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Plan / Notes

Evaluation Dashboard

Workbook KPIs	
Rows Started	0
Valid Rows	0
Invalid Rows	0
Pending Rows	0
Average Valid Score	



Category

TIF Accountability & Financial Management

Redevelopment Plan Implementation & Statutory Compliance

Category

0.60 0.80 1.00

Category	Weight
TIF Accountability & Financial Management	25%
Redevelopment Plan Implementation & Statutory Compliance	20%
Economic Development & Business Recruitment	15%
Property Redevelopment, Blight Reduction & Asset Management	10%
Infrastructure & Capital Project Management	10%
Board Administration, Governance & Contracts	10%
#REF!	#REF!
#REF!	#REF!

Average Score	Valid Count
	0
	0
	0
	0
	0
	0
	0
#REF!	#REF!
#REF!	#REF!

Criteria Guide - Job Duties and Evidence Expectations

Category	Job Description Duty Focus
TIF Accountability & Financial Management	Fiscal operations; annual budget; financing plans and agreements; project budget management.
Redevelopment Plan Implementation & Statutory Compliance	Implements redevelopment plan; develops programs, policies, and strategies; ensures Chapter 163 compliance.
Economic Development & Business Recruitment	Business incentives; new business development; attraction and retention; recruitment events.
Property Redevelopment, Blight Reduction & Asset Management	Acquisition, sale, and disposition of property; management of CRA-owned properties.
Infrastructure & Capital Project Management	Project oversight; schedule and budget control; capital project planning.
Board Administration, Governance & Contracts	Prepares board agenda items, contracts, RFPs, and legal/administrative documents; manages consultant contracts.
Stakeholder Coordination & External Representation	Coordinates with public/private entities; represents CRA on boards and community organizations.
Leadership, Staff & Consultant Management	Hires staff and consultants; develops staff talent; supervises and coordinates work.

Evidence Examples	Board Scoring Reminder
Budget vs. actual; TIF expenditure report; audit; grant leverage; financing agreements.	No score without a cited financial source and measurable outcome.
Plan update progress reports; board-approved work plan; statutory compliance records.	Rate whether the adopted plan and statute-driven duties were actually carried out.
Business incentive pipeline; recruitment log; jobs retained/created; private investment leveraged.	Focus on outcomes, not just meetings or outreach activity.
Acquisition/disposition records; property inventory; demolition and blight reports; before/after outcomes.	A score above 3 should show measurable property or blight outcomes.
Capital project status report; percent complete; schedule variance; budget variance.	Use schedule, budget, and delivered scope as the main evidence.
Board packets; procurement files; contract status logs; consultant deliverables.	Evaluate administrative quality, completeness, and compliance.
Partnership agreements; intergovernmental correspondence; meeting outcomes; community engagement records.	Look for progress attributable to coordination, not attendance alone.
Staffing plan; consultant performance; team development actions; service quality indicators.	A score above 3 should reflect both management discipline and improved execution.