

**LAKE WORTH BEACH
CITY MANAGER
PERFORMANCE EVALUATION**

Evaluation Instructions

This evaluation is an annual critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Commission and the City Manager; a communication and an opportunity on the part of the City Commission to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Lake Worth Beach. It should be a positive exchange and learning process for both parties.

Responsibilities

In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all City Commission members.

Forms and Process

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be outstanding.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and provided to each member of the City Commission. Each member of the City Commission will receive the City Manager's self-evaluation, along with a blank evaluation form to be completed by each member. Thereafter, each Commissioner shall meet individually with the City Manager to discuss that Commissioner's evaluation of the City Manager. All evaluations will be submitted to the Mayor for tabulation at a Commission meeting, at which the Commission will then conduct an oral evaluation based on the written evaluations. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Commission for the future.

After a brief recess (if necessary), the City Clerk will provide a Tabulation Summary Page to the City Manager and each member of the City Commission. This page will include individual Commission members (identified by name) scoring, as well as a combined score of the Commission. Also on this page will be the City Manager's self-evaluation score.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive and effective attempt to move forward the needs of the City of Lake Worth Beach.

**CITY OF LAKE WORTH BEACH
CITY MANAGER
PERFORMANCE EVALUATION**

RATING:

1. Unsatisfactory
2. Needs strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

COMPLETED BY:

I. Organizational Management	RATING				
	1	2	3	4	5
1. Provides that the organization complies with appropriate established board procedures.					
2. Plans and organizes ongoing programs and services for the City Commission.					
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Commission or responses to public requests.					
COMMENTS/SUGGESTIONS:					
TOTAL SCORE ___ ÷ 3 = ___					
II. Fiscal Management and Budgeting	RATING				
	1	2	3	4	5
2. Plans and prepares the annual budget with the input of the Mayor and the City Commission with documentation and full explanation of the annual budget.					
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					
4. Plans and provides for a system of reports, as requested, for the City Commission to evaluate expenses and revenues.					
5. Prepares and presents to the City Commission appropriate budgetary transfers, as necessary.					
6. Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.					
7. Plans for, organizes and supervises the most economical utilizations of staff, materials and equipment for City services.					

COMMENTS/SUGGESTIONS:

TOTAL SCORE ___ ÷ 7 = ___

III. Intermediate and Long-Range Planning	RATING				
	1	2	3	4	5
1. Carries out intermediate and long-range planning concerns approved by the City Commission.					
2. Plans and organizes maximum utilization and maintenance of City owned equipment.					
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.					
4. Progress towards implementing the City Commission’s vision of innovation, problem solving and solution-oriented action.					
5. Keeps the Mayor and City Commission aware of new or impending legislation, potential grants and developments in public policy, which may have an impact on the city.					
6. Maintains knowledge of new technologies, systems and methods that may enhance the City’s operations.					

COMMENTS/SUGGESTIONS:

TOTAL SCORE ___ ÷ 6 = ___

IV. Intergovernmental Relationships	RATING				
	1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.					
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs.					
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.					

COMMENTS/SUGGESTIONS:

TOTAL SCORE ___ ÷ 3 = ___

V. Relationship with the Public	RATING				
	1	2	3	4	5
1. Establishes and maintains an image of the City of Lake Worth Beach to the community that represents service, enthusiasm and professionalism.					
2. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					
3. Makes an effort to understand issues, concerns, and the values of the community.					
4. Meets with and listens to members of the community to discuss concerns and strives to understand their interests.					
5. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.					
6. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.					
COMMENTS/SUGGESTIONS:					
TOTAL SCORE ___ ÷ 6 = ___					
VI. Management of Employee Relationship	RATING				
	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains regular staff meetings.					
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					
4. Encourages teamwork, innovation, and effective problem-solving among the staff members.					
5. Maintains an organization that is efficient, helpful and courteous to the employees.					
COMMENTS/SUGGESTIONS:					
TOTAL SCORE ___ ÷ 5 = ___					

VI. Relationship with City Commission	RATING				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the City Commission.					
2. Maintains availability to the City Commission.					
3. Provides information needed for City Commission action in a timely manner and is prepared to answer questions of the City Commission.					
4. Provides regular updates to the Council, keeping them informed about current and critical issues.					
5. Provides for clear presentations to the City Commission in the most concise, clear and comprehensive manner possible.					
6. Provides the City Commission with various perspectives of an issue and provides a recommendation and reason to support that recommendation.					
7. Implements City Commission actions in accordance with the intent of the Commission and supports the actions after a decision has been reached, both inside and outside the organization.					
COMMENTS/SUGGESTIONS:					
TOTAL SCORE ___ ÷ 7 = ___					
VII. Professional Development	RATING				
	1	2	3	4	5
1. Is the City Manager viewed with respect as compared to others in Public Administration?					
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?					
3. Does the City Manager deal effectively with other governmental managers?					
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?					
COMMENTS/SUGGESTIONS:					
TOTAL SCORE ___ ÷ 4 = ___					
IX. Personal Characteristics	RATING				
	1	2	3	4	5
1. Imagination: Does the City Manager show originality in approaching problems? Is she able to visualize the implications of various approaches?					
2. Objectivity: Is the City Manager unemotional and unbiased? Does she take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?					

4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?					
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?					

COMMENTS/SUGGESTIONS:

TOTAL SCORE ____ ÷ 5 = ____

Tabulation: Total of 9 categories (average) = ____ ÷ 9 = _____
Average

ACHIEVEMENTS

List the top three achievements or strong points of the City Manager for the past twelve (12) months.

FUTURE DEVELOPMENT

List three performance objectives for the City Manager that you feel are the most important targets for this year.

Signature of Evaluator