



**COMMENTS/SUGGESTIONS:**

TOTAL SCORE  $28 \div 6 = 4.6$

**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.

X

2. Plans and organizes maximum utilization and maintenance of City owned assets.

X

3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.

X

4. Progress towards implementing the City Commission's vision of innovation, problem solving and solution-oriented action.

X

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.

X

6. Maintains knowledge of new technologies, systems and methods that may enhance the City's operations.

X

**COMMENTS/SUGGESTIONS:**

*I feel as though being one year in, has not given adequate time to have our Strategic Plan completed*

TOTAL SCORE  $22 \div 6 = 3.6$

**IV. Intergovernmental Relationships**

**RATING**

1    2    3    4    5

1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.

X

2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs.

X

3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.

X

**COMMENTS/SUGGESTIONS:**

TOTAL SCORE  $12 \div 3 = 4$

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.				X	
2. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					X
3. Makes an effort to understand issues, concerns, and the values of the community.					X
4. Meets with and listens to members of the community to discuss concerns and strives to understand their interests.				X	
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.					X
6. Promotes and provides information to public inquiries regarding activities, services or potential employment development with the City.				X	
7. Assures that prompt and accurate information is provided to the public as appropriate.				X	

**COMMENTS/SUGGESTIONS:**

Having a C.M. who takes time to be involved is imperative. As for the past year I believe due to getting settle in, Carmen did well and will only improve.

TOTAL SCORE 31 ÷ 7 = 4.4

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.					X
2. Maintains regular staff meetings.					X
3. Maintains contact and professional interaction with subordinates at all levels of the organization.				X	
4. Encourages teamwork, innovation, and effective problem-solving among the staff members.				X	
5. Maintains an organization that is efficient, helpful and courteous to the employees.				X	
6. Establishes and maintains high standards for hiring and retaining employees.					X

**COMMENTS/SUGGESTIONS:**

Employee's, their success & how valued they feel is something I think Carmen takes seriously + prioritizes

TOTAL SCORE 27 ÷ 6 = 45

**VII. 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 28 ÷ 7 = 4

**VIII. 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 20 ÷ 4 = 5

**RATING**

## IX. Personal Characteristics

	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?					X
2. Objectivity: Is the City Manager unemotional and unbiased? Does she take a rational viewpoint based on facts and qualified opinions?				X	
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?				X	
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?				X	
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?					X
<b>COMMENTS/SUGGESTIONS:</b>					
TOTAL SCORE $22 \div 5 = 4.4$					

Tabulation: Total of 9 categories (average) =  $\frac{38.5}{9} = 4.2777777$   
Average

## ACHIEVEMENTS

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

- The Budget Process was Seamless and Effective time Management.
- investigating the finance department and implementing staff changes to increase morale + productivity.
- Building working relationships with county + state staff
- Creating new policies when finding errors

## FUTURE DEVELOPMENT

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

- Finalize Strategic Plan For the City.
- Improve Processes for Residents + Business owner in regards to information access.
- Attend more citywide events (Prime, 4th of July, etc)

Signature of Evaluator

