

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:

Comm. Reinaldo Diaz

I. Organizational Management	RATING				
	1	2	3	4	5
1. Provides that the organization complies with appropriate established board procedures.	X				
2. Plans and organizes ongoing programs and services for the City Commission.		X			
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Commission or responses to public requests.	X				
4. Establishes a standard of excellence based on industry best practices for the organization.		X			
<p>COMMENTS/SUGGESTIONS: Overall the city organization is ok when it comes to operation, but I have major concerns over how meetings are run. From the planning, back up preparation, to how information is presented at meetings and the overall decorum and efficiency of our meetings. It seems that quite often the commission brings up areas of concern or ideas to the manager, even when there is consensus and big community support, and those ideas don't come to fruition.</p> <p style="text-align: right;">TOTAL SCORE ___ ÷ 4 = ___</p>					
II. Fiscal Management and Budgeting	RATING				
	1	2	3	4	5
1. Plans and prepares the annual budget in accordance with the priorities established by the Mayor and the City Commission with documentation and full explanation of the annual budget.			X		
2. Administers the adopted budget within the framework of the approved revenues and expenditures.				X	
3. Plans and provides for a system of reports, as requested, for the City Commission to evaluate expenses and revenues.			X		
4. Prepares and presents to the City Commission appropriate budgetary transfers, as necessary.				X	
5. Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.				X	
6. Plans for, organizes and supervises the most economical utilizations of staff, materials and equipment for City services.			X		

COMMENTS/SUGGESTIONS:

Staff has done a great job in improving the budget process this last round. Once the budget is adopted it is carried out very well with no concerns. There have been a couple instances where a budget item was presented despite not having clear consensus on the dais. There are still particular processes in the budget that are clunky, but I know are in the process of being cleaned up and improved. There is room to improve how to present the budget to the public, for transparency I feel that we could do better in publishing material that clearly explains where money is coming from and how it's spent.

TOTAL SCORE ___ ÷ 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:

Again, it seems that there are often community led or commission requested projects or ideas requested that are not carried out, despite having clear consensus and popularity. Town hall and community interactive meetings are often delayed and not frequent enough, these should be a priority. There have been a couple recent problems where I've learned about seriously concerning controversial decisions being made through the community or headlines rather than being updated by the city manager.

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.		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:

I'm not sure we look at other jurisdictions often enough. A couple of my asks which have not come to fruition were inspired by other jurisdictions.

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.				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				
<p>COMMENTS/SUGGESTIONS: City manager is respectful and professional when it comes to dealing with the public, she attends public events and I know has developed relationships with some members of the community. There have been quite a few instances where I feel there has been a failure to provide information to the public. More specifically, to respond to misinformation aimed at blaming the city staff for various issues. There needs to be more pride in our staff and we need to dispel any rumors or misinformation presented on how our city operates. It's critical to keep the community properly informed and educated.</p> <p style="text-align: right;">TOTAL SCORE ___ ÷ 7 = ___</p>					
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:

It's clear that city manager does stay informed from city staff regarding employee issues, especially sensitive personal issues. There's been a few instances where I've brought up a particular employees sensitive life issue with the intention of how we can help them, and it's almost always already being worked on. Hiring process is lacking and causes serious concern. We've lost potential staff, including one high level, due to slow on boarding process. It's critical to provide a work culture that offers opportunities and benefits to make up for our uncompetitive pay. I feel this should be the top priority but it's not being taken seriously enough.

TOTAL SCORE ___ ÷ 6 = ___

VII. Relationship with City Commission**RATING**

1	2	3	4	5
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1. Maintains effective communication, both verbal and written with the City Commission.	X				
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2. Maintains availability to the City Commission.				X	
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3. Provides information needed for City Commission action in a timely manner and is prepared to answer questions of the City Commission.	X				
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4. Provides regular updates to the Council, keeping them informed about current and critical issues.	X				
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5. Provides for clear presentations to the City Commission in the most concise, clear and comprehensive manner possible.				X	
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6. Provides the City Commission with various perspectives of an issue and provides a recommendation and reason to support that recommendation.			X		
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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.	X				
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COMMENTS/SUGGESTIONS:

This is the area of my greatest concern. Too many times I have learned of sensitive, controversial decisions being planned though the community or through the news, even issues within my district. Generally meeting preparation is ok, especially regarding normal operations type of work. But controversial or profound issues that lead to big community response I feel left in the dark until it's too late.

TOTAL SCORE ___ ÷ 7 = ___

VIII. Professional Development**RATING**

1	2	3	4	5
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1. Is the City Manager viewed with respect as compared to others in Public Administration?			X		
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2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?				X	
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3. Does the City Manager deal effectively with other governmental managers?		X			
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4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?		X			
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COMMENTS/SUGGESTIONS:

This is a difficult one to answer because I can't speak on behalf of other administrators. But I have received a considerable amount of criticism from the community and even nonprofits and other organizations in our city.

TOTAL SCORE ___ ÷ 4 = ___

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		
COMMENTS/SUGGESTIONS: A top comment I get from the community is that our city manager is nice and personable, and easy to approach. The criticism usually stems from getting an inadequate response or lack of action on issues. City manager has demonstrated to me a profound understanding of important and historic community planning issues such as redlining, environmental racism, and gentrification. I'm often disappointed that we don't hear enough of her perspective and insight on such issues at public meetings.					
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.

Working toward the strategic plan, with the intention of incorporating the mobility and housing studies among others.

When mistakes have been made, the response to fix them has been fairly quick.

FUTURE DEVELOPMENT

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

Detailed strategic plan with measurable performance measures and goals.

Better planning of legislative and grant asks.

Publishing information to dispel rumors and misinformation directed at staff and city.

Signature of Evaluator