

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: Commissioner Stokes

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:</p> <p>Work with the mayor to ensure she has everything she needs to run a fair and professional meeting that follows the rules adopted by the commission. Hold directors accountable for decisions that lead to large deficits in the budget. Investigate source of discrepancies in the budget. Instead of helping other elected officials remove access to services provided by non-profits, work with the commission to expand services using restricted funds from ARPA.</p> <p style="text-align: right;">TOTAL SCORE: $6 \div 4 = 1.5$</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:

Speak to commissioners about your suggestions for how to allocate funds before publishing them in the backup. Explain your rationale based on the priorities of the commission and how you decided which projects or services should be funded. Be able to explain why we went over budget in personnel expenses for every department. Make sure the public and commission have information presented in a clear and transparent way regarding the rates for the Electric Utility.

TOTAL SCORE: $8 \div 6 = 1.3$ **III. Intermediate and Long-Range Planning****RATING**

1	2	3	4	5
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1. Carries out intermediate and long-range planning concerns approved by the City Commission.	X				
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2. Plans and organizes maximum utilization and maintenance of City owned assets.	X				
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3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.		X			
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4. Progress towards implementing the City Commission's vision of innovation, problem solving and solution-oriented action.	X				
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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				
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6. Maintains knowledge of new technologies, systems and methods that may enhance the City's operations.			X		
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COMMENTS/SUGGESTIONS:

Ensure the CRA and City are on the same page for moving the development of the downtown properties forward. Present a viable plan for enhancing the oceanfront property. Instead of putting up roadblocks for partnerships, find ways to remove barriers. Work with our lobbyist and other legislative aids to submit projects in a timely manner for funding. Apprise commission of negotiations involving city-owned property before putting the final agreement on the agenda.

TOTAL SCORE: $9 \div 6 = 1.5$ **IV. Intergovernmental Relationships****RATING**

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

Continue building relationships with other municipalities and organizations but not at the expense of other work. These efforts should not result in missed or delayed appointments with elected officials. Continue work on securing agreements to sell our water to other towns and municipalities.

TOTAL SCORE: $8 \div 3 = 2.7$

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: Improve customer service in all areas of the organization. Find a way for residents to receive help navigating the various city departments. Identify when there is a lack of information on a certain topic available to the public and find ways to correct misinformation in a timely manner. Be proactive in finding ways to listen to members of the community that are not already engaged. Hold directors accountable to providing clear and complete backup for all agenda items.</p> <p style="text-align: right;">TOTAL SCORE: $12 \div 7 = 1.7$</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:

Continue to support professional development opportunities for staff. Do not allow the lineman apprenticeship program to be jeopardized again or the workers to be retaliated against when advocating for themselves. Set an example of a problem-solving attitude and hold directors accountable for modeling the same behavior. Use tools that every other professional organization uses to elicit feedback from employees at all levels, such as an anonymous employee satisfaction survey.

TOTAL SCORE $11 \div 6 = 1.8$

VII. Relationship with City Commission**RATING**

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

COMMENTS/SUGGESTIONS:

Do not allow the commission to be surprised by news from the public, newspaper, or backup on an agenda item. Be proactive in providing accurate and relevant information to the commission regarding items that are not part of everyday business. Find ways to make sure you have consensus on items before spending a lot of time on them that do not require you to wait for a pre-agenda meeting. Check your assumptions with commissioners in your one-on ones. Initiate performance review process so that it can be completed in a timely manner as dictated by your contract.

TOTAL SCORE: $9 \div 7 = 1.3$

VIII. Professional Development**RATING**

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

COMMENTS/SUGGESTIONS:

Demonstrate how you incorporate learnings from the various conferences and other networking opportunities you attend.

TOTAL SCORE $10 \div 4 = 2.5$

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?	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:

Shift mindset from “we can’t” to “how can we”. Don’t rush to defend actions or positions from staff but be open to other viewpoints while acknowledging their expertise. Delegate responsibilities more to free up your time to focus on the bigger picture.

TOTAL SCORE $8 \div 5 = 1.6$

Tabulation: Total of 9 categories (average) = $15.9 \div 9 = 1.77$

ACHIEVEMENTS

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

1. City Manager Davis remains calm under pressure.
2. City Manager Davis has been involved in conversations with the Town of Palm Beach in hopes of reaching an agreement for the City of Lake Worth Beach's Water Utility to contract with them.
3. City Manager Davis has attended various professional development and networking events.

FUTURE DEVELOPMENT

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

1. Improve communication with the public and elected officials.
2. Develop a problem-solving mindset.
3. Hire and retain quality employees in a timely manner.

ADDITIONAL COMMENTS

- ❖ A strong relationship between the city manager and elected officials is critical in order to be effective in achieving the commission's goals. It is also crucial for an evaluation to occur annually to provide the commission as a whole an opportunity to give feedback to the city manager. I am very disappointed in the amount of effort I had to put into ensuring we are even having this evaluation. It has put a great strain on my relationship with the manager. On January 11, 2023 I mentioned in a public meeting that the city manager had been here a year and we should be thinking about the annual performance review. After telling me she was working on it, there is not one action she took that wasn't prompted by myself. I had to have multiple conversations with the city manager and city attorney as well add 2 discussion items to different agendas just to get us here 11 months later.

Signature of Evaluator