

CITY OF LAKE WORTH BEACH CITY MANAGER PERFORMANCE EVALUATION

RATING:

1. **Unsatisfactory**
- D Needs strengthening**
3. **Satisfactory Performance**
4. **Good Performance**
5. **Outstanding Performance**

COMPLETED BY:

Vice Mayor Dr. Christopher McVoy

I. Organizational Management	RATING: 6÷4=1.5				
	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: City Mgr reports almost non-existent; content minimal when present; has not kept Comm/public informed Does not use City Mgr unique position in Sunshine Law to promote consensus Has not significantly moved forward most areas of concern: city beautification; historic preservation; tree canopy; tree policy; Pool; L&M St; review of zoning,...</p>					
II. Fiscal Management and Budgeting	RATING: 14÷6=2.33				
	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:

Did not develop and present to Comm/public clear, accessible & meaningful overviews of budget
 Did not systematically assess what is working well, what not as basis for redirection of budget
 Slow to (or did not) correct repeated financial issues in electric utility

III. Intermediate and Long-Range Planning**RATING:** 8÷6=1.33

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:

Drafting of plans has been encouraged but has not materialized
 Underutilization of available grant opportunities; lack of plan to identify
 Very little visible planning
 Do not see particular interest in innovative approaches – e.g., smart cities, forward thinking parking, imaginative data analysis

IV. Intergovernmental Relationships**RATING:** 6÷3=2.0

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:

Has been late in planning for legislative asks
 Has not developed plans, built consensus for future asks
 Not aware of successful obtaining of city benefits from County
 Has there been progress in obtaining more social service benefits from County?
 Has there been progress in getting County to send back developer funds?

V. Relationship with the Public	RATING: 10÷7=1.43				
	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: Severe lack of timely, proactive communication of factual information has deepened chasms in community Customer service issues appear to persist Deficiencies in communication worsen the impression of service and professionalism					
VI. Management of Employee Relationship	RATING: 15÷6=2.5				
	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:

Points for courteousness

Serious employee concerns have gone unaddressed for long periods

VII. Relationship with City Commission**RATING:** 13÷7=1.86

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:

Very little communication, guidance or involvement during many Commission meetings

Backup for critical agenda items frequently insufficient

Very few City Mgr reports; limited content when presented

Uneven handling of Commissioners

VIII. Professional Development**RATING:** 9÷4=2.25

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:

Do not have firsthand observation of respect, effective dealing with other govt mgrs.; guess satisfactory

Have not observed interest in innovation, new techniques

RATING: 10÷5=2.0

IX. Personal Characteristics

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:

The City Mgr may well spend long hours but unfortunately they are not effective
 Does not appear to be good at delegating
 In time management appears to have difficulty winnowing – separating wheat from chaff
 Delayed perf review by one year
 Lost good candidate for asst director due to delays; very slow to hire asst mgr

Tabulation: Total of 9 categories (average) = $\frac{17.2}{9} = \underline{1.9}$
Average

Personal Characteristics

Ratings

10 - 15 = 2.0

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ACHIEVEMENTS

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

Negotiation of PBSO contract

FUTURE DEVELOPMENT

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

Timely, proactive communication of factual information through website and other means

Development of written standards for agenda backup

Preparation and presentation of written plans for key areas of city improvement

Develop approach for written assessment of city's most critical needs

Signature of Evaluator