

CITY OF LA VERNIA MUNICIPAL DEVELOPMENT DISTRICT

ANNUAL PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

The purpose of this evaluation process is to maintain a strong **Board/Executive Director** relationship by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and areas needing change or improvement as identified by the MDD Board.

Employee Name: _____

Job Title: Executive Director – Municipal Development District

Date: _____

Appraisal Period: From: _____ To: _____

Rating Scale

5 – Outstanding

Consistently exceeds expectations and is recognized by the Board, stakeholders, and community as a leader and positive example.

4 – Above Expectations

Consistently meets and often exceeds expectations.

3 – Meets Expectations

Consistently meets job expectations.

2 – Below Expectations

Frequently fails to meet standards.

1 – Needs Improvement

Consistently fails to meet job expectations; an improvement plan is required.

1. COMMUNICATION AND COMMUNITY RELATIONS – Rating: 1 2 3 4 5

Communicates effectively and professionally with the public, MDD Board members, City staff, business owners, developers, and partner organizations. Represents the MDD at local, regional, and state events to promote economic development. Shares goals and initiatives with

stakeholders to increase alignment and collaboration. Is receptive to new ideas and adapts to changing circumstances. Clearly communicates project status, timelines, and challenges.

COMMENTS:

2. BOARD RELATIONSHIP AND GOVERNANCE SUPPORT – Rating: 1 2 3 4 5

Proactively and periodically meets with the MDD Board President and Board members to identify, confirm, and address priorities. Effectively implements policies, programs, and projects approved by the Board. Keeps the Board informed of ongoing activities, economic development opportunities, and anticipated issues. Provides clear and concise information to support Board decision-making.

COMMENTS:

3. FISCAL MANAGEMENT AND RESOURCE ALLOCATION – Rating: 1 2 3 4 5

Oversees the preparation and administration of the MDD annual budget, including accurate forecasting, monitoring of expenditures, and ensuring compliance with applicable laws. Manages vendor contracts, grant funds, and project budgets to maximize return on investment. Ensures financial transparency and timely reporting to the Board and City Council.

COMMENTS:

4. LEADERSHIP AND STRATEGIC VISION – Rating: 1 2 3 4 5

Demonstrates leadership in advancing the MDD mission. Identifies opportunities for economic growth and community enhancement. Encourages innovation and pursues continuous improvement. Makes decisions that benefit the district as a whole and align with long-term strategic plans.

COMMENTS:

5. PROJECT AND PROGRAM MANAGEMENT – Rating: 1 2 3 4 5

Plans, coordinates, and executes MDD-funded projects from concept to completion. Ensures compliance with applicable regulations, contracts, and grant requirements. Monitors timelines, budgets, and deliverables to ensure successful outcomes. Identifies and addresses challenges proactively.

COMMENTS:

6. STAKEHOLDER AND BUSINESS RELATIONS – Rating: 1 2 3 4 5

Builds strong relationships with local businesses, potential investors, developers, and community organizations. Facilitates initiatives that attract and retain businesses, enhance the community, and expand the local tax base. Responds promptly to stakeholder inquiries and concerns.

COMMENTS:

SUMMARY AND OVERALL EVALUATION

Total Rating: _____

SUGGESTIONS FOR IMPROVEMENT:

EMPLOYEE COMMENTS:

SIGNATURES

Board President: _____ **Date:** _____

Board Member: _____ **Date:** _____

Board Member: _____ **Date:** _____

Board Member: _____ **Date:** _____

Board Member: _____ **Date:** _____

City Administrator (Direct Supervisor): _____

Date: _____

Executive Director: _____

Date: _____