

# City of Flagler Beach

## City Manager Performance Evaluation

Name: Linda Provencher

Evaluation Period: \_\_\_\_\_ thru \_\_\_\_\_

**Definition of Ratings**

- (1) Unsatisfactory: Consistently does not meet the performance standard.
- (2) Improvement Needed: Occasionally meets the performance standard, seldom exceeds.
- (3) Meets: Performs at the performance standard.
- (4) Exceeds: Consistently meets and often exceeds the performance standard.
- (5) Outstanding: Consistently exceeds the performance standard.

Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
<b>1. Relationship with City Commission</b>		15%
A. Effectively implements policies and programs approved by the City Commission.	4	
B. Reporting to City Commission is timely, clear, concise and thorough.	4	
C. Accepts direction/instructions in a positive manner.	4	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	4	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	4	
F. Provides the City Commission with clear report of anticipated goals.	4	
G. Has an "open door policy" for Commissioners.	5	
Average score for this category	0	0
Weighted Score		0
Comments:		
<u>Larry listens to the needs of the Commission</u>		
<u>He is available 24-7</u>		
<b>2. Public Relations</b>		10%
A. Projects a positive public image.	5	
B. Is courteous to the public at all times.	5	
C. Maintains effective relations with media representatives.	5	
D. Responds to requests from the public in a timely manner.	4	
Average score for this category	0	0
Weighted Score		0
Comments:		
<u>Works well with other cities and administration</u>		

3. Effective Leadership of Staff			20%
A. Delegates appropriate responsibilities.	5		
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	5		
C. Initiates programs to motivate staff.	5		
D. Initiates programs to enhance the Flagler Beach workplace.	5		
Average score for this category	0		0
Weighted Score			0
Comments:			
The staff respects Larry. He is fair but firm when it comes to employees			
4. Fiscal Management			20%
A. Prepares realistic annual budget, which is easy to understand.	5		
B. Controls expenditures in accordance with approved budget.	4		
C. Keeps City Commission informed about revenues and expenditures, actual and projected.	5		
D. Ensures the budget addresses the goals and objectives, including readability.	5		
Average score for this category	0		0
Weighted Score			0
Comments: He tries to incorporate our goals we have established in strategic planning. We have many projects in the works which have needed to be done for years			
5. Communication			15%
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	4		
B. Written communications are clear, timely, forthright and encourages feedback.	4		
Average score for this category	0		0
Weighted Score			0
Comments:			
6. Personal Traits			10%
A. Initiative.	4		
B. Openness: Encourages participation in decision making process.	4		
C. Fairness and Impartiality.	4		
D. Creativity.	4		
E. Visionary.	4		
Average score for this category	0		0

Weighted Score		0
Comments:		
<b>7. Intergovernmental Affairs</b>		<b>10%</b>
A. Maintains effective communication with local, regional, State and Fed.	5	
B. Financial resources (grants) from other agencies are pursued.	4	
C. Contributions to good government through regular participation.	5	
D. Lobbies effectively with legislators and State agencies.	5	
Average score for this category	0	0
Weighted Score		0
Comments:	WORKS well with our Lobbyist and our representatives in Tallahassee	

**FINAL**

0.00

- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

**Overall Comments:**  
 I believe Larry is doing a great job. He has had to deal with two hurricanes since coming on board, and still has moved forward with projects

Signature of Evaluator: *Larry D... ..* Date: 9/18/19

	Mayor	Commissioner 1	Commissioner 2	Commissioner 3	Commissioner 4	Commissioner 5	TOTAL ALL
FINAL SCORE							0
						AVERAGE SCORE	0

up to 4.4	Unsatisfactory
4.5 - 8.8	Improvement Needed
8.9 - 13.2	Meets Job Standards
13.3 - 17.6	Exceeds Job Standard
17.7 - 22	Outstanding

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Individually assess performance by rating from (1) to (5) based on the definitions above. Mark N/A if you do not have enough information to rate.

	Rating	Weight
<b>1. Relationship with City Commission</b>		15%
A. Effectively implements policies and programs approved by the City Commission.	4	
B. Reporting to City Commission is timely, clear, concise and thorough.	4	
C. Accepts direction/instructions in a positive manner.	4	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	4	
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	4	
F. Provides the City Commission with clear report of anticipated goals.	4	
G. Has an "open door policy" for Commissioners.	5	
Average score for this category	29	4.1429
Weighted Score		62.143
Comments:		
<b>2. Public Relations</b>		10%
A. Projects a positive public image.	5	
B. Is courteous to the public at all times.	5	
C. Maintains effective relations with media representatives.	5	
D. Responds to requests from the public in a timely manner.	4	
Average score for this category	19	4.75
Weighted Score		47.5
Comments:		

<b>3. Effective Leadership of Staff</b>		<b>20%</b>
A. Delegates appropriate responsibilities.	5	
B. Effective at directing and developing a team of staff members, encouraging decision making, instilling confidence, and emphasizing support.	5	
C. Initiates programs to motivate staff.	5	
D. Initiates programs to enhance the Flagler Beach workplace.	5	
Average score for this category	20	5
Weighted Score		100
Comments:		
<b>4. Fiscal Management</b>		<b>20%</b>
A. Prepares realistic annual budget, which is easy to understand.	5	
B. Controls expenditures in accordance with approved budget.	4	
C. Keeps City Commission informed about revenues and expenditures, actual and projected.	5	
D. Ensures the budget addresses the goals and objectives, including readability.	5	
Average score for this category	19	4.75
Weighted Score		95
Comments:		
<b>5. Communication</b>		<b>15%</b>
A. Facilitates the flow of information regarding Commission policy to the various constituents including the media, public employees and other organizations.	4	
B. Written communications are clear, timely, forthright and encourages feedback.	4	
Average score for this category	8	4
Weighted Score		60
Comments:		
<b>6. Personal Traits</b>		<b>10%</b>
A. Initiative.	4	
B. Openness: Encourages participation in decision making process.	4	
C. Fairness and Impartiality.	4	

D. Creativity.	4	
E. Visionary.	4	
Average score for this category	20	4
Weighted Score		40
Comments:		
7. Intergovernmental Affairs		10%
A. Maintains effective communication with local, regional, State and Fed.	5	
B. Financial resources (grants) from other agencies are pursued.	4	
C. Contributions to good government through regular participation.	5	
D. Lobbies effectively with legislators and State agencies.	5	
Average score for this category	19	4.75
Weighted Score		47.5
Comments:		

**FINAL**

4.52
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- 1.00-1.99 Unsatisfactory
- 2.00-2.99 Improvement Needed
- 3.00-3.99 Meets Job Standards
- 4.00-4.49 Exceeds Job Standard
- 4.5-5.00 Outstanding

<b>Overall Comments:</b>

Signature of Evaluator:	Date: