

## City of Flagler Beach City Manager Performance Evaluation

Name: Jane Mealy

Evaluation Period: 9/18 thru 8/19

### 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.	5	
B. Reporting to City Commission is timely, clear, concise and thorough.	4	
C. Accepts direction/instructions in a positive manner.	5	
D. Effectively aids the City Commission in establishing long range goals as determined from the Strategic Plan.	5	
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	32	4.5714
Weighted Score		68.571
Comments: If Larry is in his office when I wish to speak with him, he's always open to having a discussion. If he's out of the office, he will always get back to me - even on weekends. He is very much a "big-picture" administrator always looking for ways in which to fulfill the goals set by the Commission. In order to ensure that all of the members of the Commission receive the most current information, I would prefer that he provide us with occasional written reports/updates.		
<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.	5	
Average score for this category	20	5
Weighted Score		50
Comments: Larry is courteous and responsive to the public whenever possible. Should a resident become belligerent toward him or any staff member, he intervenes as necessary. He speaks freely with members of		

the press and radio/television media.

<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: Larry is excellent in delegating appropriate responsibilities and doesn't interfere with the manner in which staff does their jobs unless he finds it necessary. He tries to make staff live up to their potential, while providing training and cross-training opportunities.

<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.	5	
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	20	5
Weighted Score		100

Comments: The Commission is continually aware of the fiscal state of the City.

<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.	5	
B. Written communications are clear, timely, forthright and encourages feedback.	5	
Average score for this category	10	5
Weighted Score		75

Comments: See comments above.

<b>6. Personal Traits</b>		<b>10%</b>
A. Initiative.	5	
B. Openness: Encourages participation in decision making process.	5	
C. Fairness and Impartiality.	5	

D. Creativity.	5	
E. Visionary.	5	
Average score for this category	25	5
Weighted Score		50
Comments: As stated above, Larry is truly visionary. He has a great deal of initiative himself and encourages it in others (staff and Commission members). He is excellent at making plans ahead of any possible event, hopefully preventing problems which may occur.		
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: Larry communicates often with members of various governmental agencies involved in projects within the city. The same is true when the City needs assistance from our State and federal representatives. He recommended that the Commission hire an outstanding lobbying firm with extensive experience in dealing with issues affecting the City and uses them as an extension of his own efforts.		

**FINAL**

4.91
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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: I am extremely pleased with Larry's overall performance.</b>
He takes his job very seriously and accomplishes as much as possible, given the staff and financial resources available. He wants the City to be the best it can be and works hard toward that goal. I am pleased with his improved relationship with the County administrator and managers of the other Flagler cities, allowing for more to be accomplished at all levels.

Signature of Evaluator: <i>Jane Mealy</i>	Date: <i>8/3/19</i>
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