



LAUDERDALE • BY • THE • SEA

### Agenda Item Memorandum

**Town Manager**

Department

**Connie Hoffmann** *CH*

Department Director

<b>COMMISSION MEETING DATE - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input type="checkbox"/> October 9- Regular Meeting 7:00 PM	
<input type="checkbox"/>	

**\*Subject to Change**

- Presentation     Reports     Consent     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business

**FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE: Town Manager's Performance Evaluation**

**EXPLANATION:** Discussion of the approach and schedule for doing the Town Manager's annual performance evaluation.

Last year you used a form to evaluate me that I felt placed inadequate weight on accomplishment of the Work Plan that Commission establishes for the Town Manager. I would like to suggest that the form be modified to give greater weight to the Work Plan accomplishments.

**EXHIBITS: Form Used Last Year**

Reviewed by Town Attorney

Yes     No

Town Manager Initials *CH*

**EVALUATION OF THE TOWN MANAGER  
LAUDERDALE-BY-THE-SEA, FLORIDA**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Does Not Meet Expectations		Meets Expectations		Exceeds Expectations

**I. RELATIONS WITH GOVERNING BODY  
PROVIDING INFORMATION**

1. Keep the Commission informed in an appropriate and timely manner about matters critical to the Commission's policy making role? \_\_\_\_\_
2. Provide information on an equal basis to all Commission members? \_\_\_\_\_
3. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded? \_\_\_\_\_
4. Available to the Commission on official business either personally or through designated subordinates? \_\_\_\_\_
5. Report departmental and staff activities to the Commission in an appropriate and timely manner? \_\_\_\_\_
6. Advise the Commission of relevant legislation and developments in the area of public policy affecting the Town of Lauderdale-By-The-Sea? \_\_\_\_\_
7. Developed, or is in the process of developing, comprehensive understanding of the problems and issues existing in the Town of Lauderdale-By-The-Sea? \_\_\_\_\_
8. Consider all available alternatives before making recommendations to the Commission? \_\_\_\_\_
9. Anticipate, plan and prioritize future needs and programs recognizing the potential problems confronting the Town? \_\_\_\_\_

**Comments:**

**EVALUATION OF THE TOWN MANAGER  
LAUDERDALE-BY-THE-SEA, FLORIDA**

**II. ORGANIZATIONAL RELATIONS  
A. FISCAL MANAGEMENT**

1. Develop and administer a process of budget preparation and review which meets the requirements of the Town Charter, and expectations of the Commission in its decision making role? \_\_\_\_\_
  
2. Control operational and capital costs through adequate budgetary controls and the judicious/economical utilization of manpower, material and equipment? \_\_\_\_\_
  
3. Provide the Commission with timely and sufficient reports on the financial status of the Town government in accordance with the Charter and requirements of the Commission? \_\_\_\_\_

**Comments:**

**EVALUATION OF THE TOWN MANAGER  
LAUDERDALE-BY-THE-SEA, FLORIDA**

**B. PERSONNEL MANAGEMENT**

- 1. Effectuate sound personnel selection and placement policies? \_\_\_\_\_
  
- 2. Motivate personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public? \_\_\_\_\_
  
- 3. Take disciplinary action when appropriate? \_\_\_\_\_
  
- 4. Promote and support the "public service role" for all town employees and emphasizing exemplary performance? \_\_\_\_\_
  
- 5. Treat all town personnel in a fair and equitable manner? \_\_\_\_\_

**Comments:**

**EVALUATION OF THE TOWN MANAGER  
LAUDERDALE-BY-THE-SEA, FLORIDA**

**C. MANAGING THE ORGANIZATION**

1. Execute the policies adopted by the Commission in a timely and appropriate fashion? \_\_\_\_\_
2. Plan and execute organizational priorities in a manner reflective of the Town's stated mission and goals, and satisfactory to the Commission? \_\_\_\_\_
3. Analyze organizational problems or issues and identify causes, reasons, Implications, and solutions employing all available technologies, systems and methods? \_\_\_\_\_
4. Execute the short and long-term goals and objectives set forth in the Town's Mission Statement in a timely and effective manner? \_\_\_\_\_
5. Communicate effective, clearly, easily and to the point? \_\_\_\_\_
6. Demonstate sensitivity to the opinions and concerns of others in and outside the organization? \_\_\_\_\_
7. Emphasize the importance of teamwork and leadership in his/her relationship with the organization, and provide a role model for personnel? \_\_\_\_\_
8. Accept new ideas and suggestions for change? \_\_\_\_\_
9. Adapt to and deal effectively with unanticipated conditions and situations? \_\_\_\_\_

**Comments:**

**EVALUATION OF THE TOWN MANAGER  
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**III. RELATIONS WITH THE PUBLIC**

- 1. Handle disputes or complaints involving citizens in an effective, equitable, and timely manner? \_\_\_\_\_
  
- 2. Make him/herself available and visible to the citizens of the Town in an appropriate manner? \_\_\_\_\_
  
- 3. Present Commission policies and positions on issues to the citizens and town organization accurately, equitable, and effectively? \_\_\_\_\_
  
- 4. Direct sufficient public credit to the Commission in its role as the Governing Body? \_\_\_\_\_

***Comments:***

**EVALUATION OF THE TOWN MANAGER  
LAUDERDALE-BY-THE-SEA, FLORIDA**

**IV. RELATIONS WITH OTHER GOVERNMENTS**

- 1. Deal effectively with other government agencies at all levels in representing the Town of Lauderdale-By-The-Sea? \_\_\_\_\_
- 2. Develop and administer an effective program of grantsmanship? \_\_\_\_\_

***Comments:***

**EVALUATION OF THE TOWN MANAGER  
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**V. ACHIEVEMENT OF STATED GOALS**

***LIST ANY OTHER GOALS, ACHIEVEMENTS, OBJECTIVES:***

***OVERALL RATING:***  
(considering all items above)

\_\_\_\_\_

\_\_\_\_\_  
***Commissioner Signature***

\_\_\_\_\_  
***Date***