

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, January 24, 2023, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Juan Gonzalez, Commissioner
Sara Perez, Commissioner

CITY STAFF:

Rodney D. Lucas, City Manager
Jongelene Adams, Deputy City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Vacant, Finance/Human Resources Director

[TENTATIVE: SUBJECT TO REVISION]

AGENDA

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS**
- E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS**

(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)

- 1. Palm Beach County Victim Services - Jacqueline Jackson, Project Coordinator
- 2. The Brewer Group - Jack Brewer, CEO

- F. CONSENT AGENDA**

- [1.](#) January 10, 2023 Regular Meeting Minutes

- G. OLD BUSINESS** *(discussion of existing activities or previously held events, if any)*

- 1. Update - City Projects
 - 2. Discussion and direction to hold a workshop to discuss pros and cons of annexation

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- I. RESOLUTION(S)**

- [A.](#) RESOLUTION 2023 - 03 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE EXPENDITURE OF ARPA FUNDING IN ACCORDANCE WITH THE APPROVED BUDGET ATTACHED AS EXHIBIT "A"; AUTHORIZING FURTHER ACTIONS FOR IMPLEMENTATION BY THE CITY MANAGER; PROVIDING FOR AN EFFECTIVE DATE.

- J. NEW BUSINESS** *(conversation about an activity or event upcoming, if any)*

- [1.](#) Introduction, discussion, and direction of City Manager performance evaluation form and timeline

- K. REPORT OF THE MAYOR**

- L. REPORT OF THE CITY MANAGER**

- M. REPORT OF THE CITY ATTORNEY**

- N. COMMISSIONER COMMENTS**

- O. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

- P. FOR THE GOOD OF THE ORDER** *(community events, feel good announcements, if any)*

- Q. ADJOURN**

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda or non-agenda item must complete the “Request for Appearance and Comment” form and present completed form to the City Clerk prior to commencement of the meeting.

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Reference: Florida Statutes 286.0105)

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting City Clerk Tijauna Warner at Pahokee City Hall, 207 Begonia Dr. Pahokee, FL 33476 Phone: (561) 924-5534. If hearing impaired, telephone the Florida Relay Service Number, 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26).

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, January 10, 2023, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Juan Gonzalez, Commissioner
Sara Perez, Commissioner

CITY STAFF:

Rodney D. Lucas, City Manager
Jongelene Adams, Deputy City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Vacant, Finance/Human Resources Director

[TENTATIVE: SUBJECT TO REVISION]

MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Babb at 6:12 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Murvin led the Invocation, followed by the Pledge of Allegiance.

C. ROLL CALL

PRESENT

Mayor Keith Babb

Vice Mayor Clara Murvin

Commissioner Derrick Boldin

Commissioner Juan Gonzalez

Commissioner Sara Perez

Rodney D. Lucas, City Manager

Burnadette Norris-Weeks, City Attorney via telephone (later arrived in person)

Nylene Clarke, Executive Assistant (Acting City Clerk)

D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS

Motion made by Vice Mayor Murvin for approval of the agenda as presented. Duly seconded by Commissioner Boldin and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS

(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)

Annie Ifill, on behalf of the University of Miami, shared information regarding a study on brain health and the call for participants, ages 60 and above.

Emilio Perez commented in regard to the Demolition Contract.

Vanessa McCrae lodged a complaint regarding PBSO.

Robert Love echoed Emilio Perez's comments, personnel matters, and ARPA funding.

Joshua Brown encouraged the community to come together in a positive manner and commented in regard to the Town Hall Meeting.

Sam McKinstry echoed questions from the Town Hall Meeting and requested the status of the FDEP matter.

Barbara Brown commented regarding the Park in Glades Citizen's Village, inquired as to when the sidewalks will be fixed, and other items concerning Glades Citizen's Village.

Thelma Freeman echoed complaint regarding the ARPA funding and application, and commented regarding a personnel matter.

Discussion ensued.

F. CONSENT AGENDA

1. December 13, 2022 Workshop Minutes
2. December 13, 2022 Regular Meeting Minutes

Motion made by Vice Mayor Murvin to approve the Consent Agenda. Duly seconded by Commissioner Boldin and passed 4-1.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

Voting Nay: Commissioner Perez

G. OLD BUSINESS (*discussion of existing activities or previously held events, if any*)

1. Update - City Projects

Jongelene Adams, Deputy City Manager, provided the update on City Projects.

Discussion ensued.

H. PUBLIC HEARINGS AND/OR ORDINANCES

None.

I. RESOLUTION(S)

1. RESOLUTION 2023 - 01 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, RATIFYING SUPPLEMENTAL AGREEMENT NO. 6 TO THE STATE-FUNDED GRANT BETWEEN THE CITY OF PAHOKEE, FLORIDA AND THE FLORIDA DEPARTMENT OF TRANSPORTATION, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve Resolution 2023 - 01. Duly seconded by Commissioner Perez and passed 3-2.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Voting Nay: Commissioner Gonzalez, Commissioner Perez

2. RESOLUTION 2023 - 02 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, APPROVING CHANGE ORDER NO. 18 PERTAINING TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) CONTRACT G-1753, FM 442030-01-54-1 FOR THE BARFIELD HIGHWAY RECONSTRUCTION PROJECT, AS SET FORTH IN EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve Resolution 2023 - 02. Duly seconded by Commissioner Perez and passed 3-2.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Voting Nay: Commissioner Gonzalez, Commissioner Perez

J. NEW BUSINESS (*conversation about an activity or event upcoming, if any*)

None.

K. REPORT OF THE MAYOR

Mayor Babb discussed the live streaming of the meetings, requested for the Commission and community to conduct themselves decent and in order at the meetings, and discussed upcoming event(s). He requested clarification regarding the demolition contract and the status of items at the Marina. Discussion ensued.

L. REPORT OF THE CITY MANAGER

By consensus of the Commission, the groundbreaking of the 60 units at the old hospital site was scheduled for Friday, March 31, 2023, at 10:00 AM.

Mr. Lucas discussed several action plan items, outstanding items, City development, upcoming event(s), and accomplishments to date for the past 10 months. Discussion ensued.

M. REPORT OF THE CITY ATTORNEY

None.

N. COMMISSIONER COMMENTS

Motion made by Commissioner Perez to add Ordinance 2019 - 02 to future agenda. Duly seconded by Commissioner Gonzalez and failed 2-3.

Voting Yea: Commissioner Gonzalez, Commissioner Perez

Voting Nay: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Motion made by Commissioner Perez to add the cancellation of Mr. Lucas' contract with cause to future agenda. Motion failed due to lack of a second.

Motion made by Commissioner Perez to add cancellation of Attorney Weeks contract with cause to future agenda. Duly seconded by Commissioner Gonzalez and failed 2-3.

Voting Yea: Commissioner Gonzalez, Commissioner Perez

Voting Nay: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Vice Mayor Murvin commented in regard to the meeting, conduct, and previous personnel matters.

Commissioner Gonzalez inquired about lawsuits pending against the City, the Henderson Fund, a past project on East Lake, and the RV Park/docks. Discussion ensued.

Commissioner Boldin discussed conflict management.

O. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

None.

P. FOR THE GOOD OF THE ORDER (*community events, feel good announcements, if any*)

None.

Q. ADJOURN

Motion made by Commissioner Gonzalez to adjourn the meeting. Duly seconded by Commissioner Perez and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:34 PM.

Keith W. Babb, Jr., Mayor

ATTEST: Nylene Clarke, Acting City Clerk



AGENDA

Section I, Item A.

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Peggy Boule-Washington

SUBJECT: American Rescue Plan Act Fund Allocation

DATE: 20 January 2023

GENERAL SUMMARY/BACKGROUND:

In response to the Coronavirus Pandemic, the U.S. Department of the Treasury established Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program which is a part of the American Rescue Plan Act (ARPA).

Per the U.S. Department of the Treasury, American Rescue Plan Act of 2021 (“ARPA”) was signed into law on March 11, 2021, in which provides \$350 billion in additional funding for state and local governments. In addition to State funding allotment, approximately \$195 billion with \$25.5 billion has been distributed equally among the 50 states and the District of Columbia and the remaining amount distributed according to a formula based on unemployment in which provides the following resources to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity; and, supports the following eligible categories (among others):
 - Replacing Lost Public Sector Revenue
 - Public Health and Economic Impacts
 - Premium Pay
 - Water, Sewer & Broadband Infrastructure

Note, local funding portion is approximately \$130 billion, equally divided between cities and counties. Localities will receive the funds in two tranches—the first after the U.S. Treasury certifies the proceeds to each jurisdiction and the second one year later.

The City of Pahokee was allocated \$3,162,890. The funds were received in two tranches.

In a combined effort to spend the City’s allocated funds responsibly, the City’s elected officials established an advisory committee, meetings, workshops and townhalls to share thoughts and suggestions as to what City ARPA funds should be allocated to in accordance with the guidelines provided by the U.S. Treasury.

The City has developed a budget (Exhibit “A”) for expenditure of the ARPA funding for the City in accordance with the allowable expenditures for ARPA funding as determined by guidance from the U.S. Department of Treasury and in accordance with the Department of the Treasury Final Rule (31 CFR Part 35 RIN 1505-AC77 “Coronavirus State and Local Fiscal Recovery Funds”).

BUDGET IMPACT: The City of Pahokee was allocated \$3,162,890. The funds were received in two tranches.

LEGAL NOTE: N/A

STAFF RECOMMENDATION:

The Department of Community & Economic Development recommends approval of the recommended utilize spending of funds (\$3,162,890.00) in accordance with the budget (Exhibit “A”) for allowable expenditures for ARPA funding as determined by guidance from the U.S. Department of Treasury and in accordance with the Department of the Treasury Final Rule (31 CFR Part 35 RIN 1505-AC77 “Coronavirus State and Local Fiscal Recovery Funds”).

ATTACHMENTS:

- Resolution 2023 - 03
- Exhibit “A”
- American Rescue Plan Act Allocation

RESOLUTION 2023 - 03

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE EXPENDITURE OF ARPA FUNDING IN ACCORDANCE WITH THE APPROVED BUDGET ATTACHED AS EXHIBIT "A"; AUTHORIZING FURTHER ACTIONS FOR IMPLEMENTATION BY THE CITY MANAGER; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee (the "City") has received federal funding pursuant to the American Rescue Plan Act ("ARPA"); and

WHEREAS, the total allocation of ARPA funding for the City is Three Million, One Hundred Sixty-Two Thousand, Eight Hundred Ninety Dollars (\$3,162,890.00) to be received in two (2) tranches; and

WHEREAS, the City has developed a budget (Exhibit "A") for expenditure of the ARPA funding for the City in accordance with the allowable expenditures for ARPA funding as determined by guidance from the U.S. Department of Treasury and in accordance with the Department of the Treasury Final Rule (31 CFR Part 35 RIN 1505-AC77 "Coronavirus State and Local Fiscal Recovery Funds").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the above stated recitals is hereby adopted and confirmed.

Section 2. Implementation. That the City Manager is hereby authorized to execute any and all documents, and to take all actions necessary for the implementation of this Resolution, including making any necessary subsequent approvals required to effectuate the intent of this Resolution. The City Manager is further authorized to implement the budget for expenditure of the ARPA Funding in substantially the form attached (Exhibit "A").

Section 3. Effective Date. That this Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED this 24th day of January 2023.

Keith W. Babb, Jr., Mayor

ATTEST

Nylene Clarke, Acting City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved By: _____

Seconded By: _____

Vote:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commission Perez	_____ (Yes)	_____ (No)
Vice Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT "A"

City of Pahokee - AMERICAN RESCUE PLAN ACT ALLOCATION

Allowable Expenditures for American Rescue Plan Act Funds	Category	Selected	Proposed		ARPA Expenditure
			Year 1	Year 2	
Category: Revenue Replacement/Administrative and Other	Revenue Replacement - Services from PBSO		\$585,000.00	\$585,000.00	\$1,170,000.00
Category: Revenue Replacement	Revenue Replacement		\$102,945.00	\$102,945.00	\$205,890.00
Category: Revenue Replacement	Marina (1YR Docks: DEF and 2YR Docks: ABC - pier, etc)		\$0.00	\$150,000.00	\$150,000.00
Category: Revenue Replacement	Campground		\$0.00	\$150,000.00	\$150,000.00
Category: Revenue Replacement	City Reimbursement Covid Related Revenue Shortfall		\$129,000.00	\$100,000.00	\$229,000.00
Category: Svcs. To Disproportionately Impacted Communities	Delivery of Eligible ARPA Services in conjunction with Non-Profits		\$50,000.00	\$50,000.00	\$100,000.00
Category: Svcs. To Disproportionately Impacted Communities	Homeowner Repair Program (Residences and Senior/Vet)		\$200,000.00	\$242,000.00	\$442,000.00
Category: Svcs. To Disproportionately Impacted Communities	First-time Homebuyers Down Payment Assistance		\$125,000.00	\$200,000.00	\$325,000.00
Category: Svcs. To Disproportionately Impacted Communities	Residential Utilities and Rental Assistance		\$225,000.00	\$0.00	\$225,000.00
Category: Public Health	Behavioral / Mental Health Assistance		\$30,000.00	\$30,000.00	\$60,000.00
Category: Negative Economic Impacts	Job Workforce Education Training and Development		\$30,000.00	\$60,000.00	\$90,000.00
Category: Premium Pay (Public Sector Employees)	Employee Medigation		\$16,000.00	\$0.00	\$16,000.00
	TOTAL		\$1,492,945.00	\$1,669,945.00	\$3,162,890.00
Total Available Funding American Rescue Plan					\$3,162,890.00
Allocated Funds					\$3,162,890.00
Balance after Eligible Expenditures					\$0.00

City Manager Performance Evaluation

City Manager’s Name: **Rodney Lucas**

Commissioner’s Name: _____

Evaluation Period: **April 12, 2022 to December 31, 2022 (8-month period)**

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Commission to evaluate the City Manager’s performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in February:	<ul style="list-style-type: none"> • Mayor distributes the City Manager’s performance evaluation form
First regularly scheduled meeting in March:	<ul style="list-style-type: none"> • Deadline for completion of the performance evaluation form • Commissioners are encouraged to meet with the manager to individually discuss their evaluation
First regularly scheduled meeting in April:	<ul style="list-style-type: none"> • The compilation of the manager’s evaluation presented to the Commission and public; merit percentage/bonus increase is considered

City Manager Performance Evaluation

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	_____ of 5
b. Regularly provides accurate, updates/reports concerning matters of importance to the City.	_____ of 5
c. Anticipates problems and develops effective approaches for solving them.	_____ of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	_____ of 5
e. Sets a professional example by handling the affairs of the City in a fair and impartial manner.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

2. Commission Relations	Rating
a. Carries out directives of the Commission as a whole rather than those of any one Commission member.	_____ of 5
b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Commission members.	_____ of 5
c. Assists the Commission by resolving problems at the administrative level to avoid unnecessary Commission action.	_____ of 5
d. Assists the Commission in establishing policy while acknowledging the ultimate authority of the Commission.	_____ of 5
a. Is willing to try new ideas proposed by the Commission members.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

City Manager Performance Evaluation

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____ of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	_____ of 5
c. Demonstrates a dedication to service to the community and its citizens	_____ of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	_____ of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

4. Policy Execution	Rating
a. Understands, supports, and enforces the city’s ordinances, policies, and procedures.	_____ of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	_____ of 5
c. Implements Commission actions in accordance with the intent of the Commission.	_____ of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	_____ of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

City Manager Performance Evaluation

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	_____ of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	_____ of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	_____ of 5
b. Is aware of staff weaknesses and works to improve their performance.	_____ of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	_____ of 5
d. Stays accurately informed and concerned about employee relations.	_____ of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

City Manager Performance Evaluation

7. Fiscal Management	Ratings:
a. Prepares a balance budget to provide services at a level directed by the commission.	_____ of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	_____ of 5
c. Prepares the budget in an intelligent but readable format.	_____ of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

8. Planning and Organizational Development	Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	_____ of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing “first thing first” in support of its strategic plan.	_____ of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city’s resources.	_____ of 5
d. Has a capacity for and encourages innovation.	_____ of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

City Manager Performance Evaluation

9. Leadership and Decision-Making	Ratings:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ of 5
d. Has the capacity to listen to others and to recognize their interest.	_____ of 5
e. Avoids political positions, partisanship, and unnecessary controversy	_____ of 5
Total Rating for this Performance Dimension:	_____ of 25
Comments:	

City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	of 25
2. Commission Relations	_____	of 25
3. Citizen and Public Relations	_____	of 25
4. Policy Execution	_____	of 25
5. Intergovernmental Relations	_____	of 25
6. Staffing and Management	_____	of 25
7. Fiscal Management	_____	of 25
8. Planning and Organizational Development	_____	of 25
9. Leadership and Decision-Making	_____	of 25
10. Individual Characteristics	_____	of 25

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: _____ of 5

Evaluator's Signature: _____ Date: _____