

City of Lafayette
City Administrator Performance Evaluation

PURPOSE

The purpose of this employee evaluation is to increase communication between the city council and the city administrator concerning the performance of the city administrator in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives. It shall also be the basis for contract extension and compensation decisions.

PROCESS

The city council shall conduct an annual review and evaluation of the city administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement.

1. Evaluation forms shall be distributed to all council members.
2. Each council member shall complete the form, sign, date and return to the mayor.
3. The mayor and the council president shall tabulate the results of the evaluation forms and summarize the results of the forms as submitted.
4. A composite evaluation form shall be distributed to the council prior to the executive session evaluation meeting.
5. The council shall meet with the city administrator in executive session to review the composite evaluation, unless the city manager requests an open hearing.

CONFIDENTIAL

INSTRUCTIONS

Review the city administrator's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the city administrator and concentrate on one factor at a time.

Evaluate the city administrator on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so by writing "N/O" in the comment area. Please feel free to add your comments and suggestions in narrative form along with the numerical rating.

Rating Scale Definitions:

1. Unsatisfactory
2. Improvement Needed
3. Meets Job Standard
4. Exceed Job Standard
5. Outstanding

1. Public Relations

	1	2	3	4	5
<input type="radio"/> A. Participates in public events			X		
B. Is courteous to public			X		
C. Keeps commitments to the public			X		
D. Seeks to use criticism of self or City in positive ways			X		
E. Maintains effective relations with media representatives			X		

Specific Comments: _____

2. Employee Relations

	1	2	3	4	5
A. Supports staff concerns and ideas			X		
B. Encourages staff involvement in setting goals and budget preparation					
C. Keeps commitments to other employees					
<input type="radio"/> D. Seeks to develop skills and abilities of employees					

Specific Comments: _____

3. City Council Relationships

	1	2	3	4	5
A. Effectively implements policies and programs approved by City Council			X		
B. Reporting to City Council is timely, clear, concise and thorough			X		
C. Accepts direction or instructions in a positive manner			X		
D. Effectively aids the City council in establishing goals			X		
E. Keeps Council informed of current plans and activities of administration and new developments in legislation, governmental practices, etc.			X		

Specific Comments: _____

4. <u>Leadership</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Motivates others toward accomplishment of work	_____	_____	X	_____	_____
B. Delegates appropriate responsibilities	_____	_____	_____	_____	_____
C. Makes thoughtful contributions to City Council and subordinates	_____	_____	X	_____	_____
D. Effectively evaluates performance of subordinates	_____	_____	_____	_____	_____
E. Seeks to develop teamwork by City Organization	_____	_____	_____	_____	_____
F. Uses effective supervisory skills	_____	_____	X	_____	_____
Specific Comments: _____					

5. <u>Communications</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Written communication is clear, concise and accurate	_____	_____	X	_____	_____
B. Oral communication is clear, concise; expresses self effectively	_____	_____	X	_____	_____
Specific Comments: _____					

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6. <u>Personal Traits</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Controls emotions effectively in difficult situations	_____	X	_____	_____	_____
B. Is creative in developing practical solutions to problems faced in the course of work	_____	_____	X	_____	_____
C. Uses common sense	_____	_____	X	_____	_____
D. Is flexible in accepting and adjusting to change	_____	X	_____	_____	_____
E. Has positive attitude	_____	_____	X	_____	_____
F. Demonstrates personal honesty and frankness in day-to-day relationships	_____	_____	X	_____	_____
G. Seeks to improve own skills and knowledge	_____	_____	_____	_____	_____
H. Completes work in acceptable time periods	_____	_____	X	_____	_____
I. Performs work accurately	_____	_____	X	_____	_____

Specific Comments: _____

7. <u>Goal Achieving</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Takes initiative to get job done correctly and thoroughly	_____	_____	X	_____	_____
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities	_____	_____	_____	_____	_____
C. Accepts responsibility for own work	_____	_____	X	_____	_____
D. Achieves goals set by or in conjunction with City Council	_____	_____	X	_____	_____

Specific Comments: _____

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8. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<input type="radio"/> A. Prepares realistic annual budget	_____	_____	X	_____	_____
B. Seeks efficiency, economy and effectiveness in all programs	_____	_____	X	_____	_____
C. Controls expenditures in accordance with approved budget	_____	_____	X	_____	_____
D. Keeps City Council informed about revenues and expenditures, actual and projected	_____	_____	X	_____	_____

Specific Comments: _____

9. <u>Decision Making</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<input type="radio"/> A. Attempts to obtain all available facts prior to making a decision	_____	_____	X	_____	_____
B. Is objective in decision making	_____	_____	X	_____	_____
C. Considers possible alternatives and their consequences before making decision	_____	_____	X	_____	_____
<input type="radio"/> D. Makes decisions on a timely basis	_____	_____	X	_____	_____

Specific Comments: _____

<u>Other</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Seeks to promote intergovernmental cooperation				X	
B. Effectively responds to local politics, customs and interests			X		
C. Seeks to understand and respond to community needs			X		

Specific Comments: _____

GENERAL COMMENTS: _____

CONFIDENTIAL

Recommendation: Renew Contract yes Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase _____ Other _____

Other Recommended Changes to Contract: NONE AT THIS TIME

ABruja Date: 6/2/06
Signature

2006

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INSTRUCTIONS

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Rating Scale Definitions:

1. Unsatisfactory
2. Improvement Needed
3. Meets Job Standard
4. Exceed Job Standard
5. Outstanding

1. Public Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Participates in public events				✓	
B. Is courteous to public			✓		
C. Keeps commitments to the public				✓	
D. Seeks to use criticism of self or City in positive ways			✓		
E. Maintains effective relations with media representatives			✓		

Specific Comments: _____

2. Employee Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Supports staff concerns and ideas					✓
B. Encourages staff involvement in setting goals and budget preparation				✓	
C. Keeps commitments to other employees				✓	
D. Seeks to develop skills and abilities of employees				✓	

CONFIDENTIAL

Specific Comments: _____

3. City Council Relationships

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively implements policies and programs approved by City Council				✓	
B. Reporting to City Council is timely, clear, concise and thorough				✓	
C. Accepts direction or instructions in a positive manner			✓		
D. Effectively aids the City council in establishing goals				✓	
E. Keeps Council informed of current plans and activities of administration and new developments in legislation, governmental practices, etc.				✓	

Specific Comments: _____

4. Leadership

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Motivates others toward accomplishment of work			✓		
B. Delegates appropriate responsibilities				✓	
C. Makes thoughtful contributions to City Council and subordinates				✓	
D. Effectively evaluates performance of subordinates				✓	
E. Seeks to develop teamwork by City Organization			✓		
F. Uses effective supervisory skills				✓	

Specific Comments: _____

5. Communications

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Written communication is clear, concise and accurate				✓	
B. Oral communication is clear, concise; expresses self effectively				✓	

CONFIDENTIAL

Specific Comments: _____

6. Personal Traits

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Controls emotions effectively in difficult situations			✓		
B. Is creative in developing practical solutions to problems faced in the course of work				✓	
C. Uses common sense				✓	
D. Is flexible in accepting and adjusting to change			✓		
E. Has positive attitude				✓	
F. Demonstrates personal honesty and frankness in day-to-day relationships				✓	
G. Seeks to improve own skills and knowledge				✓	
H. Completes work in acceptable time periods				✓	
I. Performs work accurately				✓	

Specific Comments: _____

7. Goal Achieving

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Takes initiative to get job done correctly and thoroughly				✓	
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities				✓	
C. Accepts responsibility for own work				✓	
D. Achieves goals set by or in conjunction with City Council				✓	

Specific Comments: _____

8. Fiscal Management

	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Prepares realistic annual budget			✓	
B. Seeks efficiency, economy and effectiveness in all programs			✓	
C. Controls expenditures in accordance with approved budget			✓	
D. Keeps City Council informed about revenues and expenditures, actual and projected			✓	

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Specific Comments: _____

9. Decision Making

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Attempts to obtain all available facts prior to making a decision			✓		
B. Is objective in decision making			✓		
C. Considers possible alternatives and their consequences before making decision				✓	
D. Makes decisions on a timely basis				✓	

Specific Comments: _____

Other

1 2 3 4 5

A. Seeks to promote intergovernmental cooperation

_____ _____ _____ _____

B. Effectively responds to local politics, customs and interests

_____ _____ _____ _____

C. Seeks to understand and respond to community needs

_____ _____ _____ _____

Specific Comments: _____

GENERAL COMMENTS: *Thank you for carrying about our city - You're doing a great job!*

CONFIDENTIAL

Recommendation: Renew Contract Yes Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase _____ Other _____

Other Recommended Changes to Contract: _____

[Handwritten Signature]
Signature

Date: 6-2-16

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Specific Comments: _____

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E. Keeps Council informed of current plans and activities of administration and new developments in legislation, governmental practices, etc.			✓		

Specific Comments: _____

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D. Effectively evaluates performance of subordinates					
E. Seeks to develop teamwork by City Organization				✓	
F. Uses effective supervisory skills				✓	

Specific Comments: _____

5. Communications

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Written communication is clear, concise and accurate				✓	
B. Oral communication is clear, concise; expresses self effectively				✓	

CONFIDENTIAL

Specific Comments: _____

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D. Is flexible in accepting and adjusting to change				✓	
E. Has positive attitude				✓	
F. Demonstrates personal honesty and frankness in day-to-day relationships					✓
G. Seeks to improve own skills and knowledge				✓	
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I. Performs work accurately					✓

Specific Comments: _____

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C. Accepts responsibility for own work	_____	_____	_____	✓	_____
D. Achieves goals set by or in conjunction with City Council	_____	_____	✓	_____	_____

Specific Comments: _____

CONFIDENTIAL

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B. Seeks efficiency, economy and effectiveness in all programs	_____	_____	_____	✓	_____
C. Controls expenditures in accordance with approved budget	_____	_____	_____	✓	_____
D. Keeps City Council informed about revenues and expenditures, actual and projected	_____	_____	_____	✓	_____

Specific Comments: _____

9. <u>Decision Making</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Attempts to obtain all available facts prior to making a decision	_____	_____	_____	✓	_____
B. Is objective in decision making	_____	_____	_____	✓	_____
C. Considers possible alternatives and their consequences before making decision	_____	_____	✓	_____	_____
D. Makes decisions on a timely basis	_____	_____	_____	✓	_____

Specific Comments: _____

<u>Other</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Seeks to promote intergovernmental cooperation	_____	_____	_____	✓	_____
B. Effectively responds to local politics, customs and interests	_____	_____	✓	_____	_____
C. Seeks to understand and respond to community needs	_____	_____	_____	✓	_____

Specific Comments: _____

GENERAL COMMENTS: _____

CONFIDENTIAL

Recommendation: Renew Contract ✓ Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase ✓ Other _____

Other Recommended Changes to Contract: _____

Bob Pulla Date: 6-3-06
Signature

1. Diane has always considered the public relations an important part of this job. Her image as a tough and fair is hard on some seeking special consideration, however this is what I want in a manager.

2 - Employee relation is a hard area to judge. We are not involved to that extent.

3 - The council has come to depend on her wisdom and skill to understand problems and avoid the pit falls airing our differences publicly. This is really a huge benefit.

4 - This is another area that we are hard to judge. We see her leadership as a reflex ion of her strong character. This is demonstrated in her commitment to a the staff that works so hard to meet her high standards.

5 - This is a skill that Diane is very strong in and will continue to grow in.

6 - Her upbeat and friendly attitude has helped to overcome some tough issues. I have learned some lessons and have improved my own skills with her examples.

7 - Her goal to set the city on the road to fiscal reasonability is being realized and much appreciated.

8 - This is Diane's greatest strength and something that the public doesn't really appreciate. The Council does and I want to thank you for this.

9 - Diane's has bought a wealth of experiences to our city. Her insights and contacts have leaded her to make some tough decisions and make them fair and balanced.

Other Diane balance and commitment to our city is little appreciated in the political realm.

General Diane has been an asset to our city from day one and I will stand by her no matter whether I agree with her or not. I feel strongly that her strength of heart as brought us to threshold of financial success. I was proud to be among a very small group of cities at a recent dinner that could boast of a growth in law enforcement funding. I hope to continue this relationship and support the staff that performs so well under her leadership.

Bob Lulla