



## CRA EXECUTIVE DIRECTOR ANNUAL EVALUATION

May 2018 - April 2019

												
	<b>CATEGORY RATING DEFINITIONS</b>											
4	<i>Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.</i>											
3	<i>Overall contribution consistently meets position requirements and performance objectives.</i>											
2	<i>Overall contribution meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.</i>											
1	<i>Overall contribution generally fails to meet position requirements and performance objectives.</i>											
	Criterion	<b>Max</b>	BB	RB	SP	AF	PB	SJ	AG	<b>Board Average</b>		
	<b>FISCAL MANAGEMENT</b>											
	Prepare proposed annual operating budget in a comprehensive and understandable form	4	3	3	3	4	2	3	3	3.00		
	The proposed annual budget contains funding for programs and projects as directed by the Board	4	3	3	3	4	1	3	2	2.71		
	Keeps Board informed of CRA's finances through the submission of monthly financial reports	4	2	3	2.5	4	2	2	3	2.64		
	Adheres to adopted budget by reviewing project costs and recommends appropriate measures to keep costs within the authorized budget	4	3	4	3	4	1	2	3	2.86		
	Responds to Commissioner and Board inquires regarding financial and budgetary matters	4	3	4	2	4	2	2	3	2.86		
	<b>PERSONNEL MANAGEMENT</b>											
	Identifies and effectively manages CRA staffing requirements	4	3	3	2	3	2	2	2	2.43		
	Promotes cooperation and team work among employees	4	3	4	2	4	1	2	1	2.43		
	Provides leadership to CRA staff	4	3	3	2.5	4	2	2	1	2.50		
	Conducts annual evaluations in a timely manner	4	2	1	2	2	2	1	1	1.57		
	<b>PROGRAMS &amp; PROJECTS</b>											
	Communicates initiation and status of plans, programs, and projects pursuant to the adopted budget and board direction	4	2	3	2.5	4	1	3	1	2.36		


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Criterion	Max	BB	RB	SP	AF	PB	SJ	AG	Board Average		
Provides the board with timely updates on the status of programs and projects	4	2	3	3	3	2	2	1	2.29		
Communicates and provides timely information to public regarding CRA projects and programs	4	2	2	2.5	3	1	1	1	1.79		
Implements and prioritizes multiple programs/projects while considering the most important goals, objectives and tasks facing the CRA	4	3	3	1	3	2	1	1	2.00		
Works with the private sector to develop funding programs and projects that fit with the CRA work plan	4	3	3	3.75	3	1	1	1	2.25		
Works to complete projects in conformance with the CRA work plan as adopted by the CRA Board	4	3	3	3	3	2	1	1	2.29		
<b>ADMINISTRATIVE ABILITIES</b>											
Is able to understand, explain and update CRA administrative policies (HR manual, Financial Policies & Procedures, and Procurement Policies)	4	3	4	2.5	4	3	2	3	3.07		
Negotiates and prepares RFPs and contracts for professional services and capital improvements in conformance with applicable regulations, and adopted procedures	4	3	4	3	3	3	3	3	3.14		
Keeps Board advised as to contractual matters and ensures contractors compliance with contract terms	4	3	4	3.5	4	2	3	3	3.21		
Ensures all necessary reports and other required documentation is produced and filed	4	3	3	2.5	2	2	3	2	2.50		
Effectively communicates and provides information to the City Commission and public regarding CRA meeting agendas	4	4	3	4	4	2	3	3	3.29		


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	<b>PROPERTY ACQUISITION MANAGEMENT</b>											
	Manages CRA 's assets, including commercial and residential real estate	4	3	3	2.5	3	1	1	3	2.36		
	The presentation of proposals to acquire or dispose of real estate is presented and explained to the CRA Board in a clear and understandable manner, and is consistent with the CRA Board's goals and priorities	4	3	3	2	3	2	1	3	2.43		
	<b>BOARD DUTIES</b>											
	Timely insures that the CRA Board is notified of regular and special meetings	4	4	4	3.5	4	3	4	4	3.79		
	Insures that all agenda packages include all necessary back up material, and that the CRA Commissioners receive the agenda in a timely manner	4	4	4	3	4	3	4	4	3.71		
	Provides the CRA Board, as part of the agenda package, with information and data that is accurate, well written and sufficient to allow that CRA Board to take appropriate action	4	4	4	3	4	2	4	2	3.29		
	Responds in a timely manner to CRA Board member's inquires	4	4	4	3	4	3	4	3	3.57		
	<b>MISCELLANEOUS</b>											
	The Executive Director's representation of the CRA at public events, in the community, and in media	4	3	4	4	4	3	3	3	3.43		
	Independently recognizes problems and develops relative facts, alternative solutions and decides on appropriate recommendation	4	3	2	2	3	2	1	2	2.14		
	Work provided is accurate and of high quality	4	3	3	3	3	2	2	2	2.57		

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	Has good knowledge of techniques, skills, etc. required for job	4	3	3	2.5	4	3	2	2	2.79								
	Reacts well under pressure	4	3	2	2.75	3	2	1	1	2.11								
	Ability to adjust and grasp new ideas, procedures and situations comfortably and effectively	4	3	4	2	3	2	1	1	2.29								
	<b>TOTAL</b>	<b>128</b>	<b>96</b>	<b>103</b>	<b>86.5</b>	<b>111</b>	<b>64</b>	<b>70</b>	<b>69</b>	<b>86</b>								
		<b>100%</b>	<b>75%</b>	<b>80%</b>	<b>68%</b>	<b>87%</b>	<b>50%</b>	<b>55%</b>	<b>54%</b>	<b>67%</b>								
<b>NOTES AND COMMENTS</b>																		

What could have been most improved regarding the Executive Director's performance in the past year?

What should be the Executive Director's performance goals next year?

Additional Comments:

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