



Agenda Item # *9c*
February 8, 2018

~ CRA BOARD SUMMARY ~
EXECUTIVE DIRECTOR'S ANNUAL REVIEW

At the December 14, 2017 CRA Board Meeting, Finance and Operations Director Lori Hayward distributed the "CRA Executive Director Annual Evaluation" form along with a memo from Mr. Costello outlining the accomplishments of the past year. Pursuant to past practice and CRA Board direction, once the CRA Commissioners complete their evaluation forms, CRA Chair Annette Gray will serve as the Board's liaison and meet with Mr. Costello, and CRA legal counsel to discuss the Commissioners' evaluations. Following the meeting with Mr. Costello, Chair Gray will report back to the CRA Board with recommendations.

In December, the Board agreed to have Chair Gray meet with Ms. Hayward and Mr. Tolces in order to update the evaluation form. At the January 25, 2018 CRA Board Meeting Ms. Hayward distributed the updated evaluation form under staff comments. The board requested that the evaluation form be included on the February 8th board meeting for discussion.

Attached is the updated "CRA Executive Director Annual Evaluation" form and a Scoring Information form.

Recommended Action:

Approve the updated "CRA Executive Director Annual Evaluation" form.

Submitted By: Lori Hayward, Finance & Operations Director



Delray Beach Community Redevelopment Executive Director Annual Evaluation Scoring Information

CATEGORY RATING DEFINITIONS

4	Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.
3	Overall contribution consistently meets position requirements and performance objectives.
2	Overall contribution meets some of the position requirements but does not meet all. Improvement is needed to meet expectations.
1	Overall contribution generally fails to meet position requirements and performance objectives.

SCORING POINTS


A total of 124 points can be awarded by each CRA Commissioner. An accumulated amount of 868 points can be awarded by the seven CRA Commissioners.


RATING SCALE


The rating scale on page 2 shows the percentage increase that correlates with the number of points awarded by a CRA Commissioner. The rating scale on page 3 shows the percentage increase that correlates with accumulated number of points awarded by the CRA Commissioners.

Points	Increase
0-46	0
47	1
48	1.1
49	1.2
50	1.3
51-52	1.4
53-54	1.5
55-56	1.6
57-58	1.7
59-60	1.8
61-62	1.9
63-64	2
65-66	2.1
67-68	2.2
69-70	2.3
71-72	2.4
73-74	2.5
75-76	2.6
77-78	2.7
79-80	2.8
81-82	2.9
83-84	3
85-86	3.1
87-88	3.2
89-90	3.3
91-92	3.4
93-94	3.5
95-96	3.6
97-98	3.7
99-100	3.8
101-102	3.9
103-104	4
105-106	4.1
107-108	4.2
109-110	4.3
111-112	4.4
113-114	4.5
115-116	4.6
117-118	4.7
119-120	4.8
121-122	4.9
123-124	5

Points	Increase
0-322	0
323-329	1
330-336	1.1
337-343	1.2
344-350	1.3
351-364	1.4
365-378	1.5
379-392	1.6
393-406	1.7
407-420	1.8
421-434	1.9
435-448	2
449-462	2.1
462-476	2.2
477-490	2.3
491-504	2.4
505-518	2.5
519-532	2.6
533-546	2.7
547-560	2.8
561-574	2.9
575-588	3
589-602	3.1
603-616	3.2
617-630	3.3
631-644	3.4
645-658	3.5
659-672	3.6
673-686	3.7
687-700	3.8
701-714	3.9
715-728	4
729-742	4.1
743-756	4.2
757-770	4.3
771-784	4.4
785-798	4.5
799-812	4.6
813-826	4.7
827-840	4.8
841-854	4.9
855-868	5

				
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1	<i>Overall contribution generally fails to meet position requirements and performance objectives.</i>			
Criterion	Max	Rating	%	Comments
FISCAL MANAGEMENT				
Prepare proposed annual operating budget in a comprehensive and understandable form	4	0		
The proposed annual budget contains funding for programs and projects as directed by the Board	4	0		
Keeps Board informed of CRA's finances through the submission of monthly financial reports	4	0		
Adheres to adopted budget by reviewing project costs and recommends appropriate measures to keep costs within the authorized budget	4	0		
Responds to Commissioner and Board inquires regarding financial and budgetary matters	4	0		
PERSONNEL MANAGEMENT				
Identifies and effectively manages CRA staffing requirements	4	0		
Promotes cooperation and team work among employees	4	0		
Provides leadership to CRA staff	4	0		
PROGRAMS & PROJECTS				
Communicates initiation and status of plans, programs, and projects pursuant to the adopted budget and board direction	4	0		

					
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	Criterion	Max	Rating	%	Comments
	Provides the board with timely updates on the status of programs and projects	4	0		
	Communicates and provides timely information to public regarding CRA projects and programs	4	0		
	Implements and prioritizes multiple programs/projects while considering the most important goals, objectives and tasks facing the CRA	4	0		
	Works with the private sector to develop funding programs and projects that fit with the CRA work plan	4	0		
	Works to complete projects in conformance with the CRA work plan as adopted by the CRA Board	4	0		
ADMINISTRATIVE ABILITIES					
	Is able to understand, explain and update CRA administrative policies (HR manual, Financial Policies & Procedures, and Procurement Policies)	4	0		
	Negotiates and prepares RFPs and contracts for professional services and capital improvements in conformance with applicable regulations, and adopted procedures	4	0		
	Keeps Board advised as to contractual matters and ensures contractors compliance with contract terms	4	0		
	Ensures all necessary reports and other required documentation is produced and filed	4	0		
	Effectively communicates and provides information to the City Commission and public regarding CRA meeting agendas	4	0		

				
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Criterion	Max	Rating	%	Comments
PROPERTY ACQUISITION MANAGEMENT				
Manages CRA 's assets, including commercial and residential real estate	4	0		
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	0		
BOARD DUTIES				
Timely insures that the CRA Board is notified of regular and special meetings	4	0		
Insures that all agenda packages include all necessary back up material, and that the CRA Commissioners receive the agenda in a timely manner	4	0		
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	0		
Responds in a timely manner to CRA Board member's inquires	4	0		
MISCELLANEOUS				
The Executive Director's representation of the CRA at public events, in the community, and in media	4	0		
Independently recognizes problems and develops relative facts, alternative solutions and decides on appropriate recommendation	4	0		
Work provided is accurate and of high quality	4	0		



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Criterion	Max	Rating	%	Comments
Has good knowledge of techniques, skills, etc. required for job	4	0		
Reacts well under pressure	4	0		
Ability to adjust and grasp new ideas, procedures and situations comfortably and effectively	4	0		
TOTAL	124	0		
	100%	0%		
NOTES AND COMMENTS				

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: