

RECEIVED

MAY 05 2005

LAFAYETTE CITY HALL

1. Public Relations

- 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

1	2	3	4	5
			4	
		3		
			4	
		3		
		3		

Specific Comments: *I do feel you do your very best!*

2. Employee Relations

- 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

1	2	3	4	5
			4	
				5
			4	
			4	

Specific Comments: *Employees seem very very happy under your leadership.*

3. City Council Relationships

- 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.

1	2	3	4	5
			4	
			4	
		3		
			4	
				5

Specific Comments: *I feel you are working hard on the relationship.*

4. Leadership

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

Specific Comments: you seem to do what is needed.

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				4	
B. Oral communication is clear, concise; expresses self effectively				4	

Specific Comments: Good job!

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

Specific Comments: I see you trying to achieve your best.

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					<u>5</u>
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities					<u>5</u>
C. Accepts responsibility for own work					<u>5</u>
D. Achieves goals set by or in conjunction with City Council					<u>5</u>

Specific Comments: Keep it up.

8. Fiscal Management

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

Specific Comments: It money is hard to come, but that you seem to find it in extraordinary ways.

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					<u>5</u>
B. Is objective in decision making				<u>4</u>	
C. Considers possible alternatives and their consequences before making decision				<u>4</u>	
D. Makes decisions on a timely basis					<u>5</u>

Specific Comments: your doing your best.

Other

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

Specific Comments: _____

GENERAL COMMENTS: In all I feel you are doing a great job. I know some are not appreciative, but you hang in there. I do appreciate all you do.

Recommendation: Renew Contract Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase _____ Other should be based on performance & what the city can afford.

Other Recommended Changes to Contract: I would like to recommend we remove some PTO & make it sick leave.

[Signature]
Signature

Date: 4/27/05

RECEIVED

MAY 05 2005

LAFAYETTE CITY HALL

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.

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

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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

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

Specific Comments: Great job with keeping all office personnel up to date on training

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					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. Leadership

	<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					X
C. Makes thoughtful contributions to City Council and subordinates					X
D. Effectively evaluates performance of subordinates					X
E. Seeks to develop teamwork by City Organization					X
F. Uses effective supervisory skills					X

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					X
B. Oral communication is clear, concise; expresses self effectively					X

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					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					X
H. Completes work in acceptable time periods				X	
I. Performs work accurately				X	

Specific Comments: _____

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

Specific Comments: Great job on Public works oversight

8. <u>Fiscal Management</u>	1	2	3	4	5
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>	1	2	3	4	5
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
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	_____	_____	_____	_____	<u>X</u>
B. Effectively responds to local politics, customs and interests	_____	_____	_____	_____	<u>X</u>
C. Seeks to understand and respond to community needs	_____	_____	_____	<u>X</u>	_____

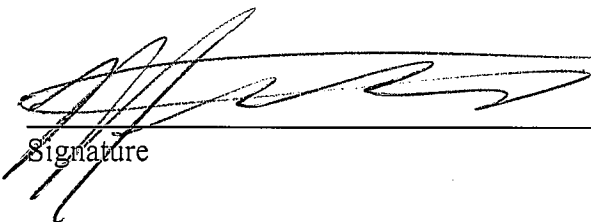
Specific Comments: _____

GENERAL COMMENTS: Great team work, and the way she handles her self when confronted by harsh criticism and an unyielding public.
Under current work load (budget, public works, monthly meetings, reports & other office issues) does an outstanding job of getting everything accomplished.

Recommendation: Renew Contract X Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase _____ Other _____

Other Recommended Changes to Contract: _____


Signature

Date: 4-16-06

RECEIVED

MAY 05 2005

City of Lafayette
City Administrator Performance Evaluation

LAFAYETTE CITY HALL

PURPOSE

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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.

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

1. Public Relations

	1	2	3	4	5
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: DIANE MAINTAINS A CONSISTANT COURTEOUS ATTITUDE.

2. Employee Relations

	1	2	3	4	5
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					✓

Specific Comments: HAS AN OUTSTANDING ABILITY TO USE HER SKILLS IN GETTING JOBS DONE THROUGH COMMUNICATION - ONE ON ONE OR THROUGH MEETINGS.

3. City Council Relationships

	1	2	3	4	5
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: USES HER TIME WELL CONSIDERING THE NUMBER OF PROJECTS AND REQUEST BEING ASKED OF HER. ALWAYS ANSWER YOUR QUESTIONS WEATHER GOOD OR BAD!

4. Leadership

- 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

	1	2	3	4	5
A.					✓
B.					✓
C.					✓
D.					✓
E.					✓
F.					✓

Specific Comments: ALWAYS WORKS in the cities best interest. acts quickly
conflict occurs. Not afraid of critics. TAKE FULL RESPONS. b. by

5. Communications

- A. Written communication is clear, concise and accurate
- B. Oral communication is clear, concise; expresses self effectively

	1	2	3	4	5
A.					✓
B.					✓

Specific Comments: Good job!

6. Personal Traits

- 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

	1	2	3	4	5
A.				✓	
B.					✓
C.					✓
D.					✓
E.					✓
F.					✓
G.					✓
H.					✓
I.					✓

Specific Comments: EMOTIONS ARE DIFFICULT FOR ANYONE TO CONTROL,
WHEN WORKING FOR A GOVERNING^{Body} WHICH CHANGE EVERY TWO YEAR.

7. <u>Goal Achieving</u>	1	2	3	4	5
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: Very good job!

8. <u>Fiscal Management</u>	1	2	3	4	5
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					✓

Specific Comments: COMPARE THE CITY BUDGET PRIOR TO EMPLOYMENT TO
CURRENT BUDGET - WOW THANKS DIANE

9. <u>Decision Making</u>	1	2	3	4	5
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: HAS A GOOD HISTORICAL KNOWLEDGE OF CITY GOVERNMENT AND USES IT TO OUR ADVANTAGE!

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: ALWAYS STATES HER OPINION AT INTERGOVERNMENT MEETINGS WHEN THE CITY IS AT RISK AT SPENDING MORE THAN IT SHOULD.

GENERAL COMMENTS: DIANE HAS A COMMITMENT TO THE RESIDENTS OF OUR CITY TO KEEP COSTS DOWN — SAVE FOR THE FUTURE — AND NOT PASS ON FUTURE COSTS TO THE NEXT GENERATION — ABLE TO HAVE FRANK DISCUSSION WITH ANYONE — NOT GIVE IN THE PRESSURE GROUPS. — THE CITY IS IN GOOD HANDS!

Recommendation: Renew Contract Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase Other _____

Other Recommended Changes to Contract: _____

Ronald Ren
Signature

Date: 4-22-05

RECEIVED

MAY 05 2005

LAFAYETTE CITY HALL

1. Public Relations

- 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

1	2	3	4	5
		X		
		X		
		X		
		X		
		X		

Specific Comments: _____

2. Employee Relations

- 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

1	2	3	4	5
			X	
		X		
			X	
		X		

Specific Comments: _____

3. City Council Relationships

- 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.

1	2	3	4	5
			X	
	X			
		X		
		X		
	X			

Specific Comments: _____

4. Leadership

- 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

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
		X		
		X		
		X		
		X		
		X		
		X		

Specific Comments: _____

5. Communications

- A. Written communication is clear, concise and accurate
- B. Oral communication is clear, concise; expresses self effectively

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
		X		
		X		

Specific Comments: _____

6. Personal Traits

- 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

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
	X			
		X		
		X		
		X		
		X		
		X		
		X		
		X		

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			X		
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities			X		
C. Accepts responsibility for own work			X		
D. Achieves goals set by or in conjunction with City Council			X		

Specific Comments: _____

8. Fiscal Management

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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. 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		X			
B. Is objective in decision making		X			
C. Considers possible alternatives and their consequences before making decision		X			
D. Makes decisions on a timely basis			X		

Specific Comments: _____

Other

	<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			2		
C. Seeks to understand and respond to community needs		X			

Specific Comments: _____

GENERAL COMMENTS: _____

Recommendation: Renew Contract X Do Not Renew Contract _____

Recommended Salary Adjustment 5% Increase _____ Other Cost of Living not more than 3%

Other Recommended Changes to Contract: _____

AB Ryan
Signature

Date: 5/2/05