

LAKE WORTH
COMMUNITY REDEVELOPMENT AGENCY
 29 SOUTH J STREET
 LAKE WORTH, FLORIDA 33460-3787
 www.lakeworthcra.org

Phone: (561) 493-2550

Fax: (561) 493-2549

MEMORANDUM

TO: Chair, Vice-Chair and Members of the Board

FROM: Joan C. Oliva, Executive Director

DATE: August 11, 2015

SUBJECT: Executive Director's Annual Review

EXPLANATION:

My Employment Agreement executed July 9, 2013 dictates that an annual performance evaluation be conducted around August 1 and the Board recommend compensation for the ensuing year. The contract is effective until August 31, 2016. In the past, the Board approved a method of evaluating the Director's performance using an evaluation sheet. A copy of the contract and an evaluation sheet is included as Exhibit "A." A copy of the recent Consumer Price Index for the Miami-Fort Lauderdale Metropolitan Statistical Area is also included as Exhibit "B."

I am very proud of the work that this Agency has accomplished over the last seven and a half years I have served as Executive Director. None of the accomplishments listed would have been possible without the support of the Board, both past and present. The multiple programs and projects carried out by the Staff, with continual support from our Attorney David Tolces, is a testament to their high caliber and efficiency. Without their dedication, perseverance and capacity to work long hours, many of the achievements listed below would not be possible.

Day to day operations and administrative duties take up a considerable amount of time, however, over the past several years, we were able to accomplish the following:

- Successfully completed a \$23.2M Neighborhood Stabilization Program (NSP) grant, working with 20 consortium partners. As of August 2015, 165 units were developed. All are occupied. By program end date, delivered or had agreements in place to deliver seventy-six percent (76%) more housing units than the committed number in the Action Plan
- Created and/or saved over 400 of full time equivalent jobs during NSP
- Created, designed and produced 12 live/work units for artists and created a catalyst for future investment west of Dixie Highway

- Currently planning the development of new live/work units in partnership with Neighborhood Renaissance. All units will be fee-simple, for sale and green certified
- Wrote successful grant applications and received just over \$30M in funding
- Helped increase values in the District just over 54% in the last three years
- Completed Citywide Way-Finding Design Plan
- Received awards from the following organizations - Florida Redevelopment Association, 1000 Friends of Florida, International Economic Development Council, Sustainable Florida, National League of Cities, the Florida Trust for Historic Preservation and the Department of Housing and Urban Development
- Currently working on several infrastructure projects including neighborhood lighting improvements, creation of the 5th Avenue Greenway and the development of a new Arts Center on Lucerne Ave
- Helped attract the Armory Arts Center and Benzaiten Center for the Arts to downtown Lake Worth
- Attraction, siting and assistance for a downtown Publix Supermarket
- Designed and implemented LULA, Lake Worth Arts program
- Through the LULA Mural Program, helped create 20+ new murals and downtown banners
- Successfully implemented residential rehabilitation program, façade and tenant improvement programs
- Bought, improved and maintained 1000 Lake Ave. – currently working on market study and proformas for eventual development
- Working with the City – refinanced \$8M loan and successfully budgeted for repayment
- Received grant funding and constructed Tropical Ridge Fitness Park and the 211 Playground
- Created a small business loan program, a technical assistance program and planning a business micro-loan program in concert with our new business recruitment effort
- Attraction and approval of agreement with the Palm Beach Cultural Council for their downtown headquarter building
- Designed and produced CRA, LULA and NSP websites and manage social media sites including Facebook pages, Twitter, Flickr, Instagram etc.
- Completed City Master Plan, ULDR Presentations, Bicycle Network Plan and EPA Sustainable Communities Building Blocks Plan
- Work with City on annual events, holiday lighting, banners
- Completed infrastructure projects including Gateways, Tropical Ridge sidewalks and 812 Parking lot
- Work closely with Neighborhood Enhancement Team on clean-ups and community events including Movies in the Park
- Developed relationships with other agencies, including HUD, elected officials, banks, community organizations and non-profits

RECOMMENDATION:

Staff recommends the Board complete the evaluation sheets, provide feedback to the Executive Director and recommend compensation for the next year.

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into on this 9 day of July, 2013, by and between the LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as the "CRA", and JOAN OLIVA, hereinafter referred to as "Employee", both of whom agree as follows:

WHEREAS, the CRA desires to employ the services Joan Oliva, hereinafter referred to as ("Employee") as Executive Director of the Lake Worth Community Redevelopment Agency, as provided for in Chapter 163, Part III, Florida Statutes, State of Florida; and

WHEREAS, it is the desire of the CRA, through the Board of Commissioners, to provide for certain benefits, and to establish certain conditions of employment and to set certain working conditions of said employee; and

WHEREAS, Employee desires to accept employment as Executive Director of the Lake Worth Community Redevelopment Agency under the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties.

The CRA hereby agrees to employ Joan Oliva as the full-time Executive Director of the Lake Worth Community Redevelopment Agency to perform the functions and duties specified in Chapter 163, Part III, Florida Statutes, relevant applicable ordinances of the City of Lake Worth, Florida, the CRA's policies and by-laws, and to perform the services as described in **Exhibit "A"**, which is attached hereto, and other such legally permissible and proper duties and functions, consistent with the office of the Executive Director, as the Board of Commissioners of the CRA shall from time to

time assign.

Section 2. Term.

A. This Agreement shall become effective upon the execution of the Agreement by the CRA Chair, and shall continue until August 31, 2016, (the "Term") unless terminated by either party pursuant to Section 10. Any previous agreement shall be null and void.

B. Nothing in this Employment Agreement shall prevent, limit, interfere with, or otherwise restrict the rights of the CRA and the Board of Commissioners to terminate the services of the Employee at any time, with or without cause, subject only to the provisions set forth in Section 10, of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from her position with the CRA, subject only to the requirements and provisions set forth in Section 10, of this Employment Agreement.

Section 3. Salary.

The CRA agrees to pay Employee for services rendered commencing September 1, 2013, at an annual salary of One Hundred Twenty Nine Thousand, Fifteen, and 84/100 Dollars (\$129,015.84) payable bi-weekly, at the same time as other employees of the CRA are paid. The Board of Commissioners of the CRA shall engage in an annual performance evaluation and salary and benefit review of said Employee on or about August 1st, of each year during the term of this Agreement for the purpose of recommending compensation and benefit adjustment for the ensuing year. Following the annual performance evaluation, the Employee shall receive a salary adjustment of no less than three percent (3%), or the increase in the most recent twelve-month Consumer Price Index ("CPI") for the Miami-Fort Lauderdale metropolitan statistical area, whichever is greater. In

addition to the salary increase based upon the CPI, the CRA Board of Commissioner shall have the discretion to provide for an additional salary increase based upon the evaluation of the employee's performance.

Section 4. Automobile and Cell Phone Allowance; Deferred Compensation.

A. The CRA shall provide the Employee with a total annual automobile and cell phone allowance in the amount of Four Thousand and 00/100 (\$4,000.00), payable bi-weekly, at the same time as employees of the CRA are paid.

B. The Employee shall be entitled to participate in any retirement plans as provided by the CRA's Employee Benefits Memorandum, as may be amended from time to time.

Section 5. Vacation and Sick Leave.

The Employee shall be entitled to receive five (5) personal days, twelve (12) sick days, and twenty (20) vacation days to be taken in conformance with the CRA's Employee Benefits Memorandum, as may be amended from time to time.

Section 6. Insurance.

The Employee shall be entitled to health, dental, and life insurance as provided in the CRA's Employee Benefits Memorandum, a copy of which is attached hereto.

Section 7. Legal Holidays.

The CRA will observe and the Employee will be compensated for the legal holidays as described in the CRA's Employee Benefits Memorandum which is attached hereto.

Section 8. Outside Activities and Hours of Work.

The Employee shall not be entitled to engage in any other employment or professional engagements.

Section 9. Professional Development.

A. The CRA agrees to budget and to pay for the professional dues and subscriptions of the Employee reasonably necessary for her continuation and full participation of Employee's membership in the IEDC which is determined by the CRA to be for the good of the CRA.

B. The CRA hereby agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the Employee to attend one national convention (e.g. ULI, APA, ICSC, Historic Trust) and one state convention (e.g. Florida Redevelopment Association).

C. The CRA will reimburse Employee for legitimate expenses incurred for the purpose of promoting redevelopment in the CRA district within the amounts authorized in the budget.

Section 10. Termination.

This Employment Agreement may be terminated by either party, without cause, provided that in the event of termination by the Employee thirty (30) calendar days advance written notice shall be given the CRA. In the event of the termination of this Employment Agreement by the CRA without cause, the CRA shall provide thirty (30) days' notice prior to the effective date of termination and pay to the Employee severance pay equal to twenty (20) weeks of Employee's base compensation. For purposes of this Agreement, "Cause" shall be defined as:

A. The commission by the Employee of any proven embezzlement of a material amount of funds or other proven deliberate and premeditated act of dishonesty against the financial or business interests of the Employer which adversely affects the Employer;

B. The conviction by the Employee of or the pleading by the Employee of nolo contendere to, a felony;

C. The willful failure or refusal of the Employee to materially perform the duties

specified in and pursuant to Section 1 hereof or to follow the lawful directives of the Board of Commissioners (provided that the lawfulness of such directives is confirmed by general counsel to the Employer), which failure or refusal is not cured within 15 days subsequent to notice from the Employer to the Employee specifying the nature of such failure or refusal; or

D. The breach by the Employee of any material terms of this Agreement, which breach is not cured within 30 days subsequent to notice from the Employer to the Employee specifying such breach.

E. If, for any reason, the CRA is dissolved, the CRA shall provide the Executive Director with no less than thirty (30) days' notice prior to termination, and pay the Executive Director an amount equal to twenty (20) weeks salary as compensation for the loss of the position. The Executive Director shall not be entitled to this payment if employment is terminated for cause, or if the Executive Director resigns the position.

The Employee shall not be entitled to any severance pay, as provided in this Section, in the event this Agreement expires and is not renewed.

Section 11. Indemnification.

The CRA shall provide a legal defense, and indemnification, under the same terms and conditions as provided to other top management employees of the City of Lake Worth, in accordance with the requirements and provisions of the City Charter and Code of Ordinances of the City of Lake Worth, Florida.

Section 12. Other Terms and Conditions of Employment.

The CRA Board of Commissioners, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the

performance of the Employee, provided such terms and conditions are not inconsistent with or in direct conflict with the provisions of the Agreement or any other applicable laws of the City or State of Florida.

Section 13. Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

CRA: Lake Worth Community Redevelopment Agency
c/o David N. Tolces, Esq.
3099 E. Commercial Blvd., Suite 200
Fort Lauderdale, FL 33308
Telephone No. (561) 276-9400
Facsimile No. (561) 771-4923

Employee: Joan Oliva
5105 Prairie Dunes Village Circle
Lake Worth, FL 33463

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14. General Provisions.

- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall

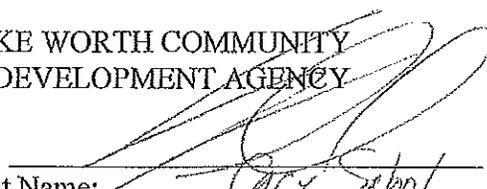
remain in full force and effect.

IN WITNESS WHEREOF, the Lake Worth Community Redevelopment Agency, has caused this Agreement to be signed and executed on its behalf by the CRA Chair, and approved as to form by the Board Attorney, and the Employee has signed and executed this Agreement, both in duplicate, on the day and year first above written.

Attest:

LAKE WORTH COMMUNITY
REDEVELOPMENT AGENCY

Secretary

By: 

Print Name: Cary Sebol

Title: Chair

Approved as to form:

David N. Tolces, Esq.

Date: _____

WITNESSES:

Mona C. Feigenbaum

MONA C. FEIGENBAUM
Print Name



Joan Olive

Date: 7/9/13

Print Name

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into on this 29 day of DECEMBER, 2010, by and between the LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as the "CRA", and JOAN OLIVA, hereinafter referred to as "Employee", both of whom agree as follows:

WHEREAS, the CRA desires to employ the services Joan Oliva, hereinafter referred to as ("Employee") as Executive Director of the Lake Worth Community Redevelopment Agency, as provided for in Chapter 163, Part III, Florida Statutes, State of Florida; and

WHEREAS, it is the desire of the CRA, through the Board of Commissioners, to provide for certain benefits, and to establish certain conditions of employment and to set certain working conditions of said employee; and

WHEREAS, Employee desires to accept employment as Executive Director of the Lake Worth Community Redevelopment Agency under the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties.

The CRA hereby agrees to employ Joan Oliva as the full-time Executive Director of the Lake Worth Community Redevelopment Agency to perform the functions and duties specified in Chapter 163, Part III, Florida Statutes, relevant applicable ordinances of the City of Lake Worth, Florida, the CRA's policies and by-laws, and to perform the services as described in **Exhibit "A"**, which is attached hereto, and other such legally permissible and proper duties and functions, consistent with the office of the Executive Director, as the Board of Commissioners of the CRA shall from time to

time assign.

Section 2. Term.

A. This Agreement shall become effective upon the execution of the Agreement by the CRA Chair, and shall continue until August 31, 2013, (the "Term") unless terminated by either party pursuant to Section 10. Any previous agreement shall be null and void.

B. Nothing in this Employment Agreement shall prevent, limit, interfere with, or otherwise restrict the rights of the CRA and the Board of Commissioners to terminate the services of the Employee at any time, with or without cause, subject only to the provisions set forth in Section 10, of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from her position with the CRA, subject only to the requirements and provisions set forth in Section 10, of this Employment Agreement.

Section 3. Salary.

The CRA agrees to pay Employee for services rendered commencing January 1, 2011, at an annual salary of One Hundred Sixteen Thousand, Fifty and 00/100 Dollars (\$116,050.00) payable bi-weekly, at the same time as other employees of the CRA are paid. The Board of Commissioners of the CRA shall engage in an annual performance evaluation and salary and benefit review of said Employee on or about December 1st, of each year during the term of this Agreement for the purpose of recommending compensation and benefit adjustment for the ensuing year. Following the annual performance evaluation, the Employee shall receive a salary adjustment of no less than the increase in the most recent twelve-month Consumer Price Index ("CPI") for the Miami-Fort Lauderdale metropolitan statistical area. In addition to the salary increase based upon the CPI, the CRA Board

of Commissioner shall have the discretion to provide for an additional salary increase based upon the evaluation of the employee's performance.

Section 4. Automobile and Cell Phone Allowance; Deferred Compensation.

A. The CRA shall provide the Employee with a total annual automobile and cell phone allowance in the amount of Four Thousand and 00/100 (\$4,000.00), payable bi-weekly, at the same time as employees of the CRA are paid.

B. The Employee shall be entitled to participate in any retirement plans as provided by the CRA's Employee Benefits Memorandum, as may be amended from time to time.

Section 5. Vacation and Sick Leave.

The Employee shall be entitled to receive five (5) personal days, twelve (12) sick days, and twenty (20) vacation days to be taken in conformance with the CRA's Employee Benefits Memorandum, as may be amended from time to time.

Section 6. Insurance.

The Employee shall be entitled to health, dental, and life insurance as provided in the CRA's Employee Benefits Memorandum, a copy of which is attached hereto.

Section 7. Legal Holidays.

The CRA will observe and the Employee will be compensated for the legal holidays as described in the CRA's Employee Benefits Memorandum which is attached hereto.

Section 8. Outside Activities and Hours of Work.

The Employee shall not be entitled to engage in any other employment or professional engagements, except for work performed on behalf of DRT International/SHOPUST, so long as such work does not interfere with the Employee's duties and responsibilities as Executive Director.

Section 9. Professional Development.

A. The CRA agrees to budget and to pay for the professional dues and subscriptions of the Employee reasonably necessary for her continuation and full participation of Employee's membership in the IEDC which is determined by the CRA to be for the good of the CRA.

B. The CRA hereby agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the Employee to attend one national convention (e.g. ULI, APA, ICSC, Historic Trust) and one state convention (e.g. Florida Redevelopment Association).

C. The CRA will reimburse Employee for legitimate expenses incurred for the purpose of promoting redevelopment in the CRA district within the amounts authorized in the budget.

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A. The commission by the Employee of any proven embezzlement of a material amount of funds or other proven deliberate and premeditated act of dishonesty against the financial or business interests of the Employer which adversely affects the Employer;

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specified in and pursuant to Section 1 hereof or to follow the lawful directives of the Board of Commissioners (provided that the lawfulness of such directives is confirmed by general counsel to the Employer), which failure or refusal is not cured within 15 days subsequent to notice from the Employer to the Employee specifying the nature of such failure or refusal; or

D. The breach by the Employee of any material terms of this Agreement, which breach is not cured within 30 days subsequent to notice from the Employer to the Employee specifying such breach.

E. If, for any reason, the CRA is dissolved, the CRA shall pay the Executive Director an amount equal to six (6) months salary as compensation for the loss of the position. The Executive Director shall not be entitled to this payment if employment is terminated for cause, or if the Executive Director resigns the position.

The Employee shall not be entitled to any severance pay, as provided in this Section, in the event this Agreement expires and is not renewed.

Section 11. Indemnification.

The CRA shall provide a legal defense, and indemnification, under the same terms and conditions as provided to other top management employees of the City of Lake Worth, in accordance with the requirements and provisions of the City Charter and Code of Ordinances of the City of Lake Worth, Florida.

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The CRA Board of Commissioners, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in

direct conflict with the provisions of the Agreement or any other applicable laws of the City or State of Florida.

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c/o David N. Tolces, Esq.
3099 E. Commercial Blvd., Suite 200
Fort Lauderdale, FL 33308
Telephone No. (561) 276-9400
Facsimile No. (561) 771-4923

Employee: Joan Oliva
5105 Prairie Dunes Village Circle
Lake Worth, FL 33463

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14. General Provisions.

- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the Lake Worth Community Redevelopment Agency, has caused this Agreement to be signed and executed on its behalf by the CRA Chair, and approved as to form by the Board Attorney, and the Employee has signed and executed this Agreement, both in duplicate, on the day and year first above written.

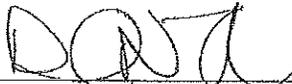
Attest:


Secretary

LAKE WORTH COMMUNITY
REDEVELOPMENT AGENCY

By: 
Print Name: Cary Sabal
Title: Chair

Approved as to form:


David N. Tolces, Esq.

Date: 12/29/10

WITNESSES:


MONA C. FEIGENBAUM
Print Name


Joan Oliva


Chris Dabros
Print Name

Date: 12/22/10



NEWS RELEASE



For Release: Friday, July 17, 2015

15-1407-ATL

SOUTHEAST INFORMATION OFFICE: Atlanta, Ga.

Technical information: (404) 893-4222 • BLSInfoAtlanta@bls.gov • www.bls.gov/regions/southeast

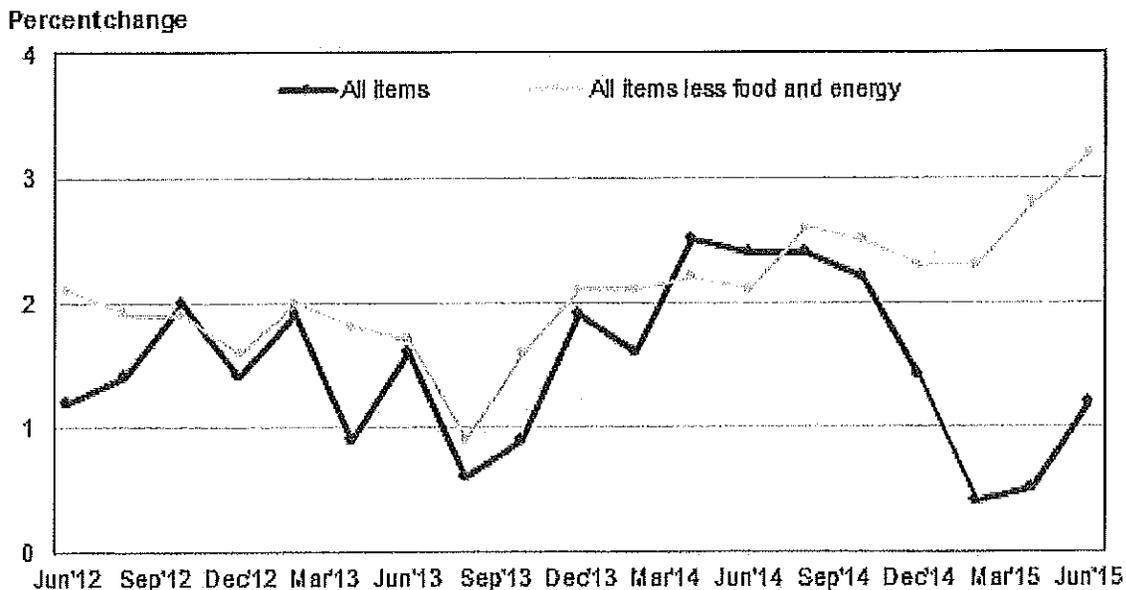
Media contact: (404) 893-4220

Consumer Price Index, Miami-Fort Lauderdale – June 2015
Area prices up 0.4 percent over the two months and 1.2 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) for Miami increased 0.4 percent over the May-June pricing period, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Janet S. Rankin noted that the energy index advanced 2.8 percent over the two months. The all items less food and energy index edged up 0.2 percent and the food index increased 0.5 percent during the two-month pricing period. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect the impact of seasonal influences.)

Over the last 12 months, the CPI-U rose 1.2 percent reflecting annual increases in several categories, including shelter, medical care, and other goods and services. The index for all items less food and energy advanced 3.2 percent over the year. (See [chart 1](#) and [table 1](#).)

Chart 1. 12-month percent change in CPI for All Urban Consumers (CPI-U), Miami-Fort Lauderdale, June 2012–June 2015



Source: U.S. Bureau of Labor Statistics.

Food

Food prices rose 0.5 percent during the May-June pricing period, led by a 0.7-percent price increase for food at home. Prices for food away from home edged up 0.2-percent over the two months.

From June 2014 to June 2015, the food index rose 1.9 percent, as prices advanced for both food away from home (3.9 percent) and food at home (0.8 percent).

Energy

The energy index increased 2.8 percent during the two month pricing period, reflecting an 8.0-percent rise in motor fuel prices since April. Prices for utility (piped) gas service were up 2.7 percent, while prices for electricity were down 2.5 percent.

Over the year, the energy index fell 16.3 percent largely due to a 24.3-percent drop in prices for motor fuel. Prices also declined over the year for both electricity (-4.7 percent) and utility (piped) gas service (-5.4 percent).

All items less food and energy

The index for all items less food and energy edged up 0.2 percent over the May-June pricing period, as price increases for indexes including medical care (3.2 percent) were offset by a seasonal price decline for apparel (-3.2 percent).

Over the year, the index for all items less food and energy advanced 3.2 percent. Price increases were noted for several categories including shelter (4.0 percent), medical care (5.9 percent), and other goods and services (7.3 percent).

Table A. Miami metropolitan area CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2010		2011		2012		2013		2014		2015	
	2-month	12-month										
February.....	-0.2	0.9	1.1	2.2	1.0	2.9	1.5	1.9	1.2	1.6	0.3	0.4
April.....	0.1	0.9	1.8	4.0	0.9	2.0	-0.2	0.9	0.7	2.5	0.8	0.5
June.....	-0.1	0.4	-0.1	4.0	-0.9	1.2	-0.1	1.6	-0.3	2.4	0.4	1.2
August.....	0.2	0.7	0.7	4.5	0.9	1.4	-0.2	0.6	-0.1	2.4	-	-
October.....	0.4	0.5	-0.3	3.8	0.3	2.0	0.6	0.9	0.4	2.2	-	-
December.....	0.6	0.9	-0.1	3.1	-0.7	1.4	0.2	1.9	-0.6	1.4	-	-



Lake Worth CRA Employee Evaluation Form

Date:	
Employee:	
Title:	
Hire Date:	
Period of:	
<p>The following is a numerical scoring system to objectively evaluate employees work performance, scoring is as follows:</p> <p>Rating Codes: 5 = unsatisfactory, 4 = marginal, 3 = satisfactory, 2 = above satisfactory, 1 = outstanding</p> <p>An average of the total score will provide the basis for your overall evaluation. Annual salary increase will be commensurate with overall score and performance.</p>	
	<p>A. Job Knowledge – refers to the knowledge (e.g. technical, procedural, policy or other) the Director should have to perform well and handle even unusual and complex aspects of the job.</p>
	<p>B. Technical Proficiency – pertains to the Director's degree of proficiency in the various technical aspects of the job, budgeting, financial reports and grants; whether employee stays abreast of changes and developments in the field.</p>
	<p>C. Quantity of Work – concerns the volume of work which is accomplished by the Director and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.</p>
	<p>D. Quality of Work – pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, timeliness, carefulness, workmanship and craftsmanship.</p>
	<p>E. Work Habits – refers to the Directors observations of rules, regulations, procedures, methods and instructions; the Directors organization of work and use of working time, and the employees observance of working hours.</p>
	<p>F. Attitude – refers to the degree of interest and motivation shown towards the job; the willingness to accept responsibility, carry it out and be held accountable for the results; the Directors openness toward constructive criticism and eagerness to improve; the Directors general relationships with other people.</p>
	<p>G. Attendance – pertains to the employee's leave record and employee's conscientiousness in following proper reporting procedures; concerned with such items as excessive sick leave, absences without leave, etc.</p>
	<p>H. Initiative – refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self-reliance and the ability to stimulate others to think and work.</p>

	I. Interpersonal Skills – pertains to the employee's willingness to develop a positive working relationship with fellow employees and City Department Heads and staff; to work and act as liaison to other Municipalities/Agencies. Ability to build consensus and work with NSP Partners and Chamber of Commerce; to be cooperative, helpful and polite to the public; to project a positive image of the CRA and City through the Director's manner towards others.
	J. Planning and Organization – refers to the Director's effectiveness in organizing work and planning future objectives ;implementing large scale projects; in accurately forecasting workloads and resources; in recognizing and reacting to difficulties; in establishing priorities for tasks to be accomplished, working with Core Area Businesses, aware of the 'pulse' of the City.
	K. Directing and Controlling – concerns effective delegation to others; the coordination of group efforts toward a goal or objective; the achievement of objectives on schedule; the efficient use of available resources to perform a task effectively; the ability to recognize issues of concern and take appropriate action.
	L. Self-Expression – refers to the ability to write understandable, factual, precise and complete reports; to express oneself clearly and effectively, both orally and in writing; and to organize and present material well.
	M. Supervisory Relations – refers to the enforcement of fair, timely and effective discipline; consideration of employee feelings; promotion of employee involvement in solving of work problems and implementation of change; manage effectively and provide satisfactory results, actions which inspire employee confidence and enthusiasm and promote good morale.
	N. Judgment – refers to the ability to think logically; to evaluate available choices and to make carefully thought-out practical decisions; pertains to maturity exhibited by the employee in performing all phases of the job.
	O. Creativity – refers to the characteristics such as originality, alertness, initiative and imagination as exhibited in employee's work; concerns employee's efforts to develop and suggest improvements, ideas, etc.
	P. Dependability – refers to employee reliability and attention to work, even with little or no supervision; Director's completion of assigned tasks properly and in a timely fashion tends to be indicative of this factor.
	Q. Ability to Learn – refers to the employee's ability to understand and follow instructions and directions; Director's openness to new methods and procedures; acceptance of training and instruction.
	Total Score
	Overall Performance Score

Additional Comments

Annual increase of approved based on a performance score of
Current Salary \$ New salary \$