



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

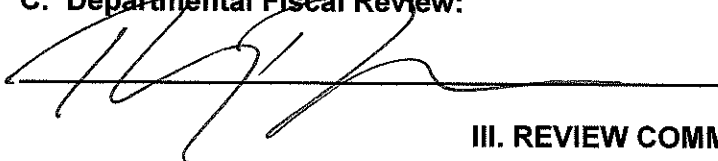
Fiscal Years	2025	2026	2027	2027	2029
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT					
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE					

Is Item Included in Current Budget? Yes \_\_\_ No X  
 Is this item using Federal Funds? Yes \_\_\_ No X  
 Is this item using State Funds? Yes \_\_\_ No X

**Budget Account No:**  
 Fund                      Dept                      Unit

**B. Recommended Sources of Funds/Summary of Fiscal Impact**

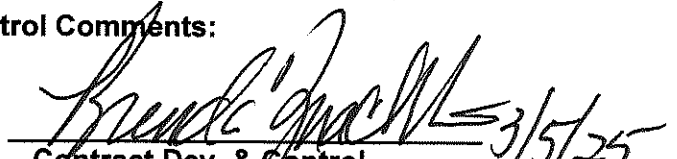
**C. Departmental Fiscal Review:**

  
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**III. REVIEW COMMENTS:**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

  
 OFMB *3/5/2025*  
*AIT 3/5*  
*ESW 3.5.25*

  
 Contract Dev. & Control *3/5/25*  
*26 3.5.25*

**B. Legal Sufficiency**

  
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 Assistant County Attorney

**C. Other Department Review**

\_\_\_\_\_  
 Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)



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# Performance Evaluation

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County Administrator

MARCH 11, 2025  
PALM BEACH COUNTY  
301 North Olive Avenue, West Palm Beach, FL 33401

This form shall be completed by each member of the Board to evaluate the County Administrator's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (consistently exceeds expectations and performs at a very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (consistently fails to meet minimum performance expectations)

**EVALUATION PERIOD:** \_\_\_\_\_ **TO:** \_\_\_\_\_

<b>1.</b>	<b>PROFESSIONAL SKILLS ETHICS AND STATUS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Has a capacity for and encourages innovation.					
<b>b.</b>	Anticipates problems and develops effective approaches for solving them.					
<b>c.</b>	Exhibits to try new ideas proposed by Board Members or staff.					
<b>d.</b>	Interacts with the Board in a direct and straight-forward manner.					
<b>e.</b>	Represents the County in a professional and ethical manner.					
<b>f.</b>	Creative, insightfulness, willingness to take calculated risks.					

<b>2.</b>	<b>RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Carries out directives of the Board as a whole rather than those of any one Board member.					
<b>b.</b>	Assists the Board on resolving problems at the Administrative level to avoid unnecessary Board action.					
<b>c.</b>	Assist the Board in establishing policy, while acknowledging the ultimate authority of the Board.					
<b>d.</b>	Responds to requests for information or assistance by the Board.					
<b>e.</b>	Exhibits an ability to submit complete and accurate information to the Board on major issues and projects.					
<b>f.</b>	Monitors the progress of matters of concern and keeps the Board informed of departures from schedule.					
<b>g.</b>	Interactions with Board Members are appropriate and professional at all times.					
<b>h.</b>	Anticipates the needs of the Board by providing timely feedback/suggestions, and provides the Board with historical precedents on various issues so they can to make the best decisions for the County					

<b>3.</b>	<b>POLICY EXECUTION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Implements Board actions in accordance with the intent of the Board.					
<b>b.</b>	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.					
<b>c.</b>	Enforces County policies.					
<b>d.</b>	Reviews Ordinances and Policy Procedures periodically to suggest improvements to enhance effectiveness and efficiency.					
<b>e.</b>	Clearly identifies issues, develops full range of possible alternatives, and considers potential impacts and consequences; (quantifying variables where reasonable).					

<b>4.</b>	<b>REPORTING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Provides the Board with reports concerning matters of importance to the County.					
<b>b.</b>	Reports are accurate, comprehensive and produced in a timely manner.					
<b>c.</b>	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.					
<b>d.</b>	Communicates closely with the Board, and other governmental entities on key issues concerning the County.					
<b>e.</b>	Provides the Board with sufficient and timely information on significant events. Provides information and education on issues as appropriate.					
<b>f.</b>	Effectively implements the Board's policies and procedures.					

<b>5.</b>	<b>CITIZEN RELATIONS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Responsive to questions and complaints from citizens.					
<b>b.</b>	Demonstrates a dedication to service to the community and its citizens.					
<b>c.</b>	Skillful with the news media, avoiding political positions and partisanship.					
<b>d.</b>	Ensures programs, services and projects provide results which matter to the county effectively and within budget.					
<b>e.</b>	Effectively allocates resources to meet the priorities of the community.					

<b>6.</b>	<b>STAFFING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Recruits and retains competent personnel for County positions.					
<b>b.</b>	Exhibits an awareness of staff weaknesses and works to improve their performance.					
<b>c.</b>	Remains informed and concerned with employee relations.					
<b>d.</b>	Exhibits an ability to understand the overall needs and priorities of the entire County government and community at large.					
<b>e.</b>	Maintains a proper perspective on their role and is sensitive to competing needs of the Board.					

<b>7.</b>	<b>SUPERVISION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Maintains a healthy and productive organizational culture.					
<b>b.</b>	Recognizes staff for best practices in the industry.					
<b>c.</b>	Sets and maintains clear KPIs for each department the County Administrator oversees, and assesses how effectively they are managed.					
<b>d.</b>	Displays even temperedness, dependability and consistency; candidly admits problems when they occur and pursues corrective actions.					

<b>8.</b>	<b>FISCAL MANAGEMENT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Prepares a balanced budget to provide services at a level directed by the Board.					
<b>b.</b>	Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.					
<b>c.</b>	Prepares budget in an intelligent and readable format.					
<b>d.</b>	Possesses awareness of the importance of financial planning and control.					
<b>e.</b>	Appropriately monitors and manages the fiscal activities of the organization.					
<b>f.</b>	Oversees preparation of annual budget, considers long-term consequences, searches for revenue sources; avoids over budgeting and continually tracks actual versus projected to ensure targets are met.					
<b>g.</b>	Manages the budget and ensure expenditures remain within approved limits.					

<b>9.</b>	<b>COMMUNITY</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Engages with community partners on local initiatives.					
<b>b.</b>	Avoids unnecessary controversy.					
<b>c.</b>	Respected as a community leader.					
<b>d.</b>	County services are being delivered efficiently and effectively to residents.					

Total All Points:          /250

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period? Please provide a specific issue(s) or project(s) which benefited from the Administrator's leadership?**

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**11. What performance areas, if any, would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve in these areas?**

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**12. Other comments?**

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**Type Commissioner's Name**

**Date:**

**Signature**



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# Performance Evaluation

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County Attorney

MARCH 11, 2025  
PALM BEACH COUNTY  
301 North Olive Avenue, West Palm Beach, FL 33401



This form shall be completed by each member of the Board to evaluate the County Attorney's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (consistently exceeds expectations and performs at a very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (consistently always fails to meet minimum performance expectations)

EVALUATION PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_

1.	PROFESSIONAL SKILLS AND STATUS	5	4	3	2	1
a.	Legal advice provided has proven to be accurate and technically correct.					
b.	Possesses an efficient and effective knowledge of the County's Code of Ordinances, Laws, Regulations, State Statutes, and Federal Laws.					
c.	Possesses an efficient and effective knowledge of case law and government regulations regarding local governments and issues facing the County.					
d.	Represents the County in a professional and ethical manner.					
e.	Creative, insightfulness, willingness to take calculated risks.					
f.	Motivated, high energy; strong desire to succeed; positive, diligent, impartial and objective.					

2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	5	4	3	2	1
a.	Interactions with Board Members are appropriate and professional at all times.					
b.	Responds in a timely manner to requests made by the Board.					
c.	Proactively anticipates and identifies potential legal consequences to proposed Board actions.					
d.	Maintains the Board's and County staff's confidence in the performance of duties.					
e.	Exhibits ability to submit complete and accurate information to the Board on major issues and projects.					

<b>3.</b>	<b>LEGAL REPRESENTATION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Aggressively represents the County's interests as directed by the Board.					
<b>b.</b>	Impartially and objectively performs duties and responsibilities.					
<b>c.</b>	Regularly provides the scope of legal expertise necessary to meet the County's needs on issues arising, either, through staff, or other available resources.					
<b>d.</b>	Maintains confidentiality with regards to all matters discussed with the Board and County Staff.					
<b>e.</b>	Adherence to legal ethics. Including avoiding conflicts of interest, prosecuting or defending cases impartially, and following due process.					

<b>5.</b>	<b>STAFFING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Recruits and retains competent personnel.					
<b>b.</b>	Informed and concerned about employee relations.					

<b>4.</b>	<b>REPORTING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Provides the Board with updates concerning matters of importance to the County.					
<b>b.</b>	Reports are accurate, comprehensive, and produced in a timely manner.					
<b>c.</b>	Exhibits an ability to submit complete and accurate information to the Board on major issues and projects. Monitors the progress of matters of concern and keeps the Board informed of departures from schedule.					

<b>6.</b>	<b>SUPERVISION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Even-tempered, dependable, consistent; candidly admits problems when they occur and pursues corrective action.					

<b>7.</b>	<b>FISCAL MANAGEMENT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Estimates of legal impact(s) are reasonable and accurate on a regular basis.					

**8. What strengths has the County Attorney demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period? Please provide specific issue(s) or project(s) which benefited from the County Attorney's leadership?**

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**9. What performance areas, if any, would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Attorney to improve in these areas?**

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**10. Other comments?**

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**Type Commissioner's Name**

**Date:**

**Signature**



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# Performance Evaluation

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County Internal Auditor

MARCH 11, 2025  
PALM BEACH COUNTY  
301 North Olive Avenue, West Palm Beach FL 33401

This form shall be completed by each member of the Board to evaluate the County Internal Auditor's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (consistently exceeds expectations and performs at a very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (consistently fails to meet minimum performance expectations)

EVALUATION PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_

1.	Team Management	5	4	3	2	1
a.	Exhibits an ability to understand the overall needs and priorities of County government and the community at large.					
b.	Maintains a proper perspective on their role and is sensitive to completing needs of the Board.					
c.	Works effectively and positively with County Staff					

2.	Management Reporting	5	4	3	2	1
a.	Exhibits an ability to submit complete and accurate information to the Board on major issues and projects.					
b.	Monitors the progress of matters of concern and keeps the Board informed of departures from schedule.					

3.	Administrative and Legislative Communication	5	4	3	2	1
a.	Interactions with Board Members are appropriate and professional at all times.					

4.	Analysis	5	4	3	2	1
a.	Clearly identifies issues; develops full range of possible alternatives, considers potential impacts or consequences; (quantifying variables where reasonable).					

<b>5.</b>	<b>Decision-Making/Judgment</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Final results of analytical process tested against judgment, experience or intuition.					
<b>b.</b>	Appropriate timing: avoids procrastination and avoids acting precipitously without adequate information.					

<b>6.</b>	<b>Emotional Intelligence</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Even-tempered, dependable, consistent.					
<b>b.</b>	Candidly admits problems when they occur and pursues corrective action.					

<b>7.</b>	<b>Results Orientation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Emphasis on solving problems; acceptance of responsibility; independently recognizes potential problems and seeks solutions.					
<b>b.</b>	Motivated, high energy; strong desire to succeed; positive, diligent, impartial and objective.					

<b>8.</b>	<b>Professionalism and Ethics</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Represents the County in a professional and ethical manner.					

<b>9.</b>	<b>Review of Internal Audit Committee Evaluation</b>					
<b>a.</b>	Review of Internal Audit Committee's Evaluation findings are consistent with your experience.					
<b>b.</b>	Internal Auditor aided in driving a continuous improvement Culture of Excellence to achieve a higher level of efficiency within the county.					

**10. What strengths has the County Internal Auditor demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period?**

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**11. What performance areas, if any, would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Internal Auditor to improve these areas?**

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**12. Other comments?**

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**Type Commissioner's Name**

**Date:**

**Signature**