



2023 City Manager Annual Evaluation

Please rate the City Manager using the following scale:

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| 5 | Exceptional | Performance is consistently superior and significantly exceeds expectations. |
| 4 | Highly Effective | Performance frequently exceeds expectations. |
| 3 | Proficient | Performance consistently meets expectations. |
| 2 | Inconsistent | Performance meets some, but not all expectations. |
| 1 | Unsatisfactory | Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills. |
| N/A | Not Applicable | Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date. |

The nine (9) categories below are the areas being rated, not each bulleted item. These items assist each Commissioner as they evaluate each category. The items in each category are not meant to be all inclusive. At the end you should have nine (9) categories rated.

Please return your evaluation form to the City Manager.

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| <p>1. Leadership / Supervision</p> |
| <p><i>Leadership</i></p> <ul style="list-style-type: none"> • Inspires others to succeed • Actively promotes efficiency in operations • Demonstrates a high regard for personal ethics • Exhibits composure, appearance, and attitude appropriate for the executive position • Assumes responsibility for the outcomes of staff performance • Maintains a standard of respect for department head’s ability and encourage their initiative • Demonstrates knowledge / understanding of departmental operations • Challenges staff to perform at their highest level |
| <p>COMMENTS:</p> <p>The city manager continues to excel in leading the city with the day-to-day operations of the city.</p> <p>Since the City Manager is a charter officer, this seems to be a fitting opportunity to extend, one more time, my highest praises to him and his staff for all their efforts put forth during and after the hurricane, working as one team with one goal in mind – North Port’s recovery. The City Manager, every director, every manager, and every single employee is to be commended for their unwavering efforts during that very difficult time.</p> |

- 5-Exceptional **4-Highly Effective** 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

| 2. Execution of Policy |
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| <ul style="list-style-type: none">• Understands the laws and ordinances of the city and cause them to be fairly enforced• Offers workable alternatives to the Commission for changes in law or policy when an existing policy is no longer practical• Supports the actions of the Commission after a decision has been reached, both inside and outside the organization |
| COMMENTS: There have been many instances where commission directives and/or policies were not being followed. Unfortunately, there were instances when policies were dismissed without commission/citizen input. I hope you will pause before implementing new programs and focus on the logistics and enactment of necessary policies before implementation. You focus on “your team” or “SME” which is admirable, but you tend to forget the Commission and the citizens are part of that team too. |

- 5-Exceptional 4-Highly Effective 3-Proficient **2-Inconsistent** 1-Unsatisfactory
 N/A-Not Applicable

| 3. Community Relations |
|---|
| <ul style="list-style-type: none">• Works well with community members and properly handle their complaints• Demonstrates a willingness to meet with community members and discuss issues of concern; initiates follow-up as appropriate• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings |
| COMMENTS: You are highly effective at community outreach events when you are the guest speaker. |

- 5-Exceptional **4-Highly Effective** 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

| 4. Administrative Duties |
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| <ul style="list-style-type: none">• Effectively manages personnel issues including employee insurance, fringe benefits, promotion, pensions, and union negotiations• Provides regular information and reports to the Commission concerning matters of importance to the City |

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| <ul style="list-style-type: none">• Ensures that reports are produced and handled in a way to convey the message that affairs of the City are transparent |
| COMMENTS: There has been a huge improvement in providing information to the Commission and with the agenda preparations. However, in the past few months, I've noticed information is being communicated is after-the-fact. This is not effective communication. |

- 5-Exceptional 4-Highly Effective **3-Proficient** 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

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| 5. Economic Development |
| <ul style="list-style-type: none">• Develops strong relationships with developers while protecting the City's interest• Works to increase the City's tax base through economic development |
| COMMENTS: -- |

- 5-Exceptional **4-Highly Effective** 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

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| 6. Intergovernmental Relations |
| <ul style="list-style-type: none">• Cooperates with neighboring communities and community members while looking after the interests of North Port• Maintains open communications with other local government in the area, particularly as it may affect or relate to the City |
| COMMENTS: I'm confident the relationships you forged with the other governmental agencies, during the first year as our City Manager, helped you in the recovery efforts after Hurricane Ian. |

- 5-Exceptional 4-Highly Effective **3-Proficient** 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

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| 7. Strategic Planning |
| <ul style="list-style-type: none"> • Involves himself in the planning process to the correct degree • Review the processes and look for better ways to handle development activities • Demonstrates the ability to implement and achieve strategic objectives as set by Commission |
| <p>COMMENTS:</p> <p>Last year was the 1st year we embarked on the new Strategic Planning System, adding a new Pillar for disaster recovery late in the process. In my opinion, this strategic plan is extremely complex almost to the point of being unattainable. I am concerned with the staff time, resources, and ability to truly focus on the Commission’s strategic goal versus completing the data points and checking operational boxes.</p> |

5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

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| 8. City Commission Relations |
| <ul style="list-style-type: none"> • Works well with the City Commission to make sure there is adequate information available prior to meetings • Responds to requests for information or assistance by the Commission and/or individual members • Carries out directives of the Commission as a whole as opposed to those of any one member or minority • Sets meeting agendas that reflect the guidance of the Commission as a whole • Demonstrates willingness to meet with Commission members to deal with individual problems and issues |
| <p>COMMENTS:</p> <p>As with the past two annual reviews, this section remains the biggest challenge to complete. We have undeniably had challenges to overcome these past two years. I’ve stated in the past, you have two sets of playbooks one for me and one for the other commissioners, which is beyond my control.</p> <p>As I’ve pointed out in the past, you do not like to be challenged. I thought it was only me whom you didn’t like challenging you. However, over the past year, I focused on you interacting with citizens, outside professionals and others. For the most part you are quite savvy. However, when someone challenges you, you become irritated, your tone and attitude become hostile, demeaning, and intimidating – all of which are unprofessional. I can only pray you DO NOT exhibit these traits towards your staff, if or when they dare to challenge you. You choose the way you want to treat me, however, treating others unprofessionally and becoming adversarial towards them is not in North Port’s overall best interest nor should it be tolerated.</p> |

It is becoming apparent you have very little respect for the commission, as a body, and consider the Commission to be “cog in the wheel” in accomplishing the goals YOU want to pursue.

In your self-evaluation, you stated *how “you continue to foster a very positive and productive relationship with the majority of the board who supported myself and my team during a very challenging year”*. Knowing, with certainty, you don’t include me in the “majority of the board”, for the record, I have always supported staff and their important role to our citizens, not just over the past year or during the recovery from the Hurricane, but long before you became our City Manager. I will say it again, just because I do not align lockstep with your ideas or decisions does not equal a personal attack on you or your abilities as a City Manager. I truly wish, this is something you would recognize. Please review Section 1 of my 2022 and 2023 annual evaluations.

- 5-Exceptional
 4-Highly Effective
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 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

| 9. Financial Management / Budget |
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| <ul style="list-style-type: none"> Ensures the budget is prepared and executed in a productive manner Addresses the budget concerns raised by the Commission as a whole Administers the adopted and amended budget within the approved revenues and expenditures |
| <p>COMMENTS:</p> <p>I’m pleased to see the budget community conversations continued. Please do not be discouraged at the lack of citizen participation during these conversations. Those who take the time to attend became the focus and walked away with a better understanding of the process.</p> <p>In your self-evaluation you stated, “.. <i>did not use other revenue sources to balance our budget</i>”. This is factually false. Normally I would not put that into a review, however, it ties closely with budget conversations (publicly and during our 1-1) when your words said one thing, but the budget proposed was the opposite. When you do not tell the whole story, or when you speak too quickly and ultimately need to pivot, it does not create a transparent or honest environment.</p> |

- 5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

OVERALL RATING

Score 3.0

- 5-Exceptional 4-Highly Effective **3-Proficient** 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)

I recognize you have the skills and ability to be a very good city manager. However, I can only hope you will recognize when you are questioned or challenged it is not personal and when a vote is cast against an issue or idea it is not personal.

During the retreat and through my various classes I have taken on leadership, I have learned that being a leader is not to surround yourself with “yes” people, but to recognize the value each person and their perspective brings to the table.

I look forward to what the year brings us, as we continue to serve the citizens of North Port.

(EMPLOYEES COMMENT)

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CITY MANAGER SIGNATURE / DATE:

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| (INSERT SIGNATURE) | (INSERT DATE) |
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CITY COMMISSIONER SIGNATURE / DATE:

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|---|--|
| (INSERT SIGNATURE) <i>Commissioner Debbie McDowell</i> | (INSERT DATE) <i>September 11, 2023</i> |
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