

2020 City Manager Evaluation

Please rate the City Manager using the following scale:

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.

<p>1. Leadership / Supervision</p>
<p>Leadership</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 works well with his team to promote efficiency in all areas. During the past year, the City has been faced with many challenges, including an international pandemic and national race issues. Navigating through these challenges takes a first-class team, which the City Manager has assembled to lead the City of North Port. Though faced with many challenges, with no history to follow, the City Manager executed policies and emergency orders that helped the City and the entire community navigate these events while maintaining composure and a positive attitude and ensuring the trust of the Commission and the Community were always in the front of his mind. Ethics and integrity are of the utmost importance in his endeavors. Responsibility always rests at the top and the City Manager believes in accepting responsibility and sharing praise.</p>

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

2. Execution of Policy
<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
<p>COMMENTS:</p> <p>The City Commission is very active in providing policy and directives to the City Manager as evidenced by the monthly reports of the Charter Officers. During the past year, the City Manager and his staff have worked hard to be timelier in getting the large number of items completed in a more timely manner. The City Manager does an excellent job of being supportive of the actions of the Commission while trying to make sure that the Commission is well informed prior to making any policy decisions of the pros and cons of those actions.</p>

- 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
<p>COMMENTS:</p> <p>The relationship with the Community is a key part of this job. The City has had many challenges this past year, especially the last few months as described earlier. Working with the various groups in the Community has been essential and the City Manager is always willing to meet with every group. This past year, the City Manager has made multiple efforts to get the message of the City out in various formats to ensure the Community is aware, including Facebook Live events, radio show appearances and community group events.</p>

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

4. Administrative Duties
<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 • Ensures that reports are produced and handled in a way to convey the message that affairs of the City are transparent
<p>COMMENTS:</p> <p>The management of the personnel is one of the biggest jobs of any leader and I believe I have put together a great team to help us all serve our community. The City currently has an excellent working relationship with all three unions and the non-union employees. Agenda items coming before the Commission I believe have greatly improved over the past year with fewer mistakes and corrections.</p>

During the past year, the City Manager successfully transitioned the City to a new health insurance provider mid-year when the current provider and the largest group of doctors and SMH cancelled their relationship. The Commission was kept up to date during this entire process.

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

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
<p>COMMENTS:</p> <p>During this past year, the City was the leader in getting the interlocal agreement with the EDC of Sarasota County renegotiated. The City Manager worked through this directive from the Commission and successfully negotiated a contract that was approved by all of the other entities this past spring. Also during this past year, a developers agreement was approved by the City Commission that has been discussed since the annexation was done of the West Villages over 15 years ago. This document will help bring many services to our residents and improve our economic development.</p>

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

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
<p>COMMENTS:</p> <p>The relationship the City has with the surrounding governmental agencies is what has helped us work together during all of the recent major events. The City Manager has always worked on maintaining a great relationship with the leaders of the other organizations, which played a key role in the recent events as well as the EDC of Sarasota County interlocal agreement.</p>

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

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>The City's strategic planning process went much smoother this past year and was timelier. Having the same consultant on board helped drastically. Also, having the accomplishments of the previous plan and timeline prepared prior to the update, helped guide the process.</p>

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

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: The City Commission/City Manager relation is important to ensure that policies are drafted that capture the intent and direction of the Commission and are able to be carried out by the staff. The City has a very active Commission and the requests are voluminous at times. During the past year, the process and response have increased and will continue to do so. The directives given and policies created are routinely carried out. The City Manager meets with the Commissioners routinely and as requested based on each individual Commissioners desire. Meeting agendas have become more manageable resulting in less extremely long meetings.</p>

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

9. Financial Management / Budget
<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: The City Commission was faced with many fiscal challenges this past year, including the impact of past decisions and new facilities. The City Manager did a great job of bringing in as responsible of a budget as possible while minimizing the increase to fund all of the items that were long overdue. The upcoming budget has been prepared based on directives of the Commission and does not include a tax rate increase while still continuing to provide the Community with the high level of service they have become accustomed to receiving.</p>

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

OVERALL RATING

Score

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

(CITY COMMISSIONERS COMMENT)

[Empty box for City Commissioners Comment]

(EMPLOYEES COMMENT)

I want to thank the City Commission for allowing me to continue to serve our Community and lead such an amazing City and staff. This past year we have been faced with many challenges and I believe the entire team has done an amazing job in navigating through uncharted waters. It is truly an honor to be the City Manager of such a great community and I could not do this job without the support of the City Commission and the amazing team we have assembled that serve our Community on a daily basis. I look forward to another great year coming forward.

CITY MANAGER SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
--------------------	---------------

CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
--------------------	---------------