



2022 City Manager Annual 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><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: The City Manager fulfills this to a tee. I would say this is his strongest attribute to this point. His demeanor encourages others to be the best they can be, as well as his support in verbal and material means. He has raised the bar of professionalism within the city, as a whole, not just city hall. His expectation of performance is one that is led by example. He gets the staff what they need to produce the best work possible, which includes the proper staffing. He has brought to the city a budget style that produces measurables to more than just the financials, but to the directions and goals of the city.</p>

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- 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: The City Manager follows codes when he is fully aware of the direction of the code. There has been a time or two where a misdirection was started, but when he was fully aware of the code, he correctly followed and administered it. This is because he is new within the position and with time, he will know each of the codes so that those missteps will not be made. Once a decision is made, he is extremely supportive of it inside and outside the organization. He does his best to aid the commission with ideas and solutions to any topic. With more time in the organization, he will be able to be even more effective with suggestions, as he will know the policies and codes better himself. Even with being new here, his experience in public service has allowed him to bring great organizational and structural ideas for policy and administration to the city which is helping the city to be stronger, more efficient, and a leader in the region.</p>

- 5-Exceptional
 4-Highly Effective
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 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: The City Manager takes every opportunity to engage with the community in a professional and informative manner and he is received very well in these group settings. He is to be commended for his initiative and drive to participate in a variety of functions, whether they are via the city or another organization. He submits an article to the local newspaper which provides inclusiveness to another sector of our community that might not be part of gatherings. He is forming a funnel which flows community issues from him down to staff, instead of sorting issues underneath and escalating up to him. And, yes, he does have some enemies, as we all do, though he has shown not to combat them, but to stay professional. The goal of creating a Community of Unity is relevant and necessary in the days and times we live in. I commend him with this creation.</p>

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- 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: This is another very effective area for the City Manager. He believes in transparency and will share important matters with commission and staff. The transparency route that will be implemented following the new budget style will demonstrate how important transparency is to him. He wants everyone within the city to be able to see what is going on, in real time, within their city government. He cares about treating the staff with respect and fair compensation for the work they do. The moral of the employees has changed 180 degrees from the point of his arrival, and it is because of the administrative atmosphere he has produced.</p>

- 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: The City Manager has placed a high priority on the economic stability of the city, as it desperately needed. He brings to the table a wealth of knowledge and experience. He knows the value of development and he builds proper relationships with the developers. This is vital to perception of our city from the outside. He gets excited over every mention of potential ideas and is willing to sit down and speak with those teams... I've taken a few to him and he always responds with positivity, a 'we can' attitude, and 'what can we do to help' outlook.</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: The City Manager knows the importance of collaboration with other jurisdictions and municipalities. He approaches each with an open mind and reads the room and responds to understand where strengths and weaknesses lie. That is what a leader does to build relationship and collaboration. He steps up to help others with their projects when he can add to it, such as the Sarasota County EDC. An example of the importance of relationship building would be the successfully joint meeting he arranged with the Charlotte County Commission by going through their administrator because of the relationship he had built with him. It was the first joint meeting with this municipality in as long as anyone could remember, and it was a very effective meeting.</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: The handling and change in the budget system was masterful! It has brought the city to a new height of existence. The effects of what this system will bring is going to be so effective and measurable once put fully in place. It puts the focus where it needs to be and aligns the duties of the city government into their proper positions, through the pillars. The strategic plan set up this year's budget and brought about the best budget cycle that I've ever seen within the city. I commend the City Manager for this and know that this will set the city up to be effective and connected with its plans for the future. It keeps the focus in line instead of random projects without structure and plans.</p>

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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: Our city is a Commission/City Manager style of government, and this the first City Manager position the City Manager has filled... Of course, there will be some learning curves encountered. It's not just getting to learn the various nuances of each individual, but it is getting used to the different levels of positions. One is elected to represent, the other is hired to lead and produce. There are not bosses, but there is a team that needs to work together for the betterment of the community as a whole. It takes time and experience to master all the facets of this structure. There have been some tweaks to the structure of the city processes, to better reflect the form of government we have, but when changes occur, there can be resistance to the change and missteps and or misunderstanding can occur. There have been some of those growing pains over the past year in this category. That is not a bad thing, necessarily, it is a sign of growth and an opportunity to understand and improve. Trust is a valuable part of our work, and that is an individual's inner chore. I have no doubt that trust will build over time in all areas and manners as we grow together... A partnership of Unity.</p>

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 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 execution of this year's budget was outstanding! The amount of information that I received as a commissioner was perfect. And, if I had questions in between, they were addressed right away. This year was the least number of hiccups that I've seen since being on the commission and the staff appeared to be very relaxed and appreciative of their part in this process. Yes, there was an abundance of funding this year, which makes budgeting a lighter process, but there were so many holes that needed to be filled, so many projects left behind to be implemented, and an unknown economic future ahead that had to be prepped for. Timing of everything was perfect and this year kicked us into the place we needed to be to set us on course for a bright future for our community. And I give the credit to City Manager for the process he brought to us.</p>

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 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)

The overall score is 4.66. This year has gone by so fast and I'm appreciative for the role the City Manager has played in the success of our City and the level it has risen to. We are far more aware of our potential and we feel we can obtain it. We feel proud knowing who we are and where we are going. That is vital to the future of the city and effectiveness for the community and the lives of our

citizens. It has been an honor and a pleasure to serve with Mr. Fletcher in his first experience at this level of a position. I can leave my tenure as a commissioner knowing that the city is in the right hands, with a leader that is lifting up his team to be the best that they can be... because it is the right thing to do for our community, who trusts us to do the right thing for them. Thank you, sir. Many blessing for the future.

(EMPLOYEES COMMENT)

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CITY MANAGER SIGNATURE / DATE:

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

<i>Jill Luke</i>	9/8/2022
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