

## 2022 City Manager Evaluation (First Six Months)

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><b>1. Leadership / Supervision</b></p>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Inspires others to succeed</li> <li>• Actively promotes efficiency in operations</li> <li>• Demonstrates a high regard for personal ethics</li> <li>• Exhibits composure, appearance, and attitude appropriate for the executive position</li> <li>• Assumes responsibility for the outcomes of staff performance</li> <li>• Maintains a standard of respect for department head's ability and encourage their initiative</li> <li>• Demonstrates knowledge / understanding of departmental operations</li> <li>• Challenges staff to perform at their highest level</li> </ul>
<p>COMMENTS: I work to lead by example and actively participate in professional development not only for myself, but for others in the organization. On April 1, 2022, I achieved ICMA Credentialed Manager Status and have participated as a panelist in two different leadership discussions, one for the ICMA and one for the FCCMA, both of which I am current member</p> <p>Restoring respect to the City Manager's chair by creating authentic relationships internally has been a priority. I have been visible and vocal with professionalism and active involvement with the community and other leaders. I have been available to residents, commissioners, local leaders, and internal staff, maintaining a consistent and calm demeanor with all stakeholders.</p>

Through regular meetings with all leadership staff (weekly, bi-weekly, monthly), I continue to grow my own subject matter expertise within the departments while empowering departmental leadership and staff. I convey trust in the subject matter expertise the departments have and allow them to lead in their respective areas (ex. Presentations, Workshops, etc.). I acknowledge ownership of the mistakes of myself and others and direct corrective action with staff to include training for customer service staff and executive coaching for the City Manager's Office leadership team.

Seeking efficiency and improvement in operations, we have made changes to procurement thresholds in Finance. Another accomplishment is the completion our first ever employee satisfaction survey and development of departmental action plans which will address employee pain points and improve their working experience.

**LEADERSHIP MEETINGS:**

- Weekly one-on-one meetings with Commissioners
- 23 meetings with group or individual leaders (ex. COG, regional city managers)
- Participating panelist in two industry professional development discussions:
  - ICMA
  - FCCMA

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

**2. Execution of Policy**

- 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: I have been working with commissioners to properly bring their vision to practice by preparing policies for consideration and implementing action following the commission meetings. Other efforts include code amendments necessary to improve the effectiveness and efficiency of our government (i.e. signature authority, ULDC ). During public speaking engagements and community meetings, I have consistently reinforced the decisions of the Commission (past and present), authority of the Commission, and offered suggestions on how to proceed in resolving issues. (ex. State of the City, community events).

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

<b>3. Community Relations</b>
<ul style="list-style-type: none"> <li>• Works well with community members and properly handle their complaints</li> <li>• Demonstrates a willingness to meet with community members and discuss issues of concern; initiates follow-up as appropriate</li> <li>• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
<p>COMMENTS: I have worked to improve the daily responses by myself, senior staff and other subject matter experts to inquiries and complaints, focusing on implementing an electronic system to acknowledge inquiries, consistently format responses, and ensure timely response to citizen concerns.</p> <p>Accessibility is important internally and externally, and I have had over 50 meetings with residents, community groups and other local stakeholders in-person, telephonically, and virtually to address their concerns and foster positive dialogue. Additionally, I have embraced opportunities for various speaking engagements for groups of all sizes to engage and unify the City's residents by tackling sensitive topics, providing factual information, and promoting North Port as a "Community of Unity" (ex. Meet &amp; Mingle event in Wellen Park, STC, and upcoming meetings in all districts; State of the City Address; North Port Rotary Club). Participation in the North Port Area Chamber of Commerce's current Leadership North Port class has also provided me a good opportunity to actively engage with stakeholders from multiple sectors in North Port.</p> <p>I am also working to improve City relationships with its non-profits through the creation of the NP<sup>2</sup> (North Port and Non Profits United) initiative which will help find common ground by servicing the same population with financial assistance during the budget process, increased service opportunities, restarting workplace giving campaign to aid local non-profits, and more consistent space rental practices.</p>

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

<b>4. Administrative Duties</b>
<ul style="list-style-type: none"> <li>• Effectively manages personnel issues including employee insurance, fringe benefits, promotion, pensions, and union negotiations</li> <li>• Provides regular information and reports to the Commission concerning matters of importance to the City</li> <li>• Ensures that reports are produced and handled in a way to convey the message that affairs of the City are transparent</li> </ul>
<p>COMMENTS: A key to retention of quality staff is competitive compensation and I have worked effectively with the departments to review compensation, fix gaps in position pay levels, and begin a compensation pay study to ensure our pay grades and levels are in alignment with the market and peer jurisdictions. When faced with termination issues, I have worked to find resolutions in the best interest of the City.</p> <p>Establishing regular meetings with each commissioner has been helpful in developing a productive dialogue. The meetings provide opportunities to communicate concerns, educate, and answer questions. While navigating extraordinary events, such as a recent systems network issue, I</p>

spoke to each commissioner frequently providing updates, including a special meeting for allowing signature authority.

I continue to work to remove items from the City Manager Report by seeing items through to completion and bringing the necessary items back to the Commission.

As part of the Strategic Planning Process, a transparency component for the metrics related to the pillar priorities is planned and to bring further transparency and information accessibility not only to residents, but to staff and commission as well.

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  2-Inconsistent  
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 N/A-Not Applicable

5. Economic Development
<ul style="list-style-type: none"> <li>• Develops strong relationships with developers while protecting the City's interest</li> <li>• Works to increase the City's tax base through economic development</li> </ul>
<p>COMMENTS: In the six months on the job, I have worked to develop a strong working relationship with staff at one of the fastest growing master planned communities in the nation, Wellen Park. In order to resolve issues, maintain momentum of the progress, and trouble shoot future development to ensure mutual success we have created a Project Manager style meeting format with the developer and our team</p> <p>I have developed a great relationship with Sarasota County Economic Development Corporation (SCEDC) and its board members by attending all monthly events, working individually on challenges to the interlocal agreement, and exploring a long-term future plan which will allow optimal growth for the City</p> <p>A continued philosophy of accessibility to stakeholders has resulted in multiple meetings with developers to hear and remove their pain points including developers focused on retail, mixed use, and affordable housing. These meetings have created meaningful dialogue to cultivate improved relationships and helpful feedback on City processes.</p>

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 N/A-Not Applicable

6. Intergovernmental Relations
<ul style="list-style-type: none"> <li>• Cooperates with neighboring communities and community members while looking after the interests of North Port</li> <li>• Maintains open communications with other local government in the area, particularly as it may affect or relate to the City</li> </ul>
<p>COMMENTS: Upon my arrival, I felt very welcomed by not only North Port, but the leaders of the surrounding governmental agencies. This has led me to develop successful relationships and problem</p>

solving with the Sarasota County Administrator, Charlotte County Administrator, Venice City Manager, Sarasota City Manager, and the Manager of the Town of Longboat Key. Beyond the monthly meetings of the Council of Governments, individual meetings with these and other local leaders have become more frequent and highly beneficial.

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

**7. Strategic Planning**

- 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

COMMENTS: I am pleased to have led the strategic planning process efforts resulting in retaining Strategic Government Resources (SGR), development of our new six planning pillars, and ranking of the pillar priorities. The internal development of electronic surveys for ranking of the priorities by internal and external stakeholders, was an important key to not only gather and analyze response data, but it made the survey easy to access and answer for staff and the public, garnering 386 public responses.

In the next phase of the strategic planning process, Leadership ICMA has been included to help develop metrics and stand up our online strategic planning transparency component. This is a two-pronged approach to developing other leaders and putting our transparent process out to the public.

A review of processes for managing Commissioner inquiries and requests led to the development of an internal tracking and management system to ensure timely response and completion. In conjunction with this effort, development of a Customer Care system began to create a city-wide system to intake, track, manage, and resolve citizen concerns and inquiries as tickets/work orders, which will improve efficiency and communication among the departments.

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

**8. City Commission Relations**

- 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

COMMENTS: Agenda briefings are conducted with each commissioner to provide an opportunity to ask in-depth questions in advance of Commission meetings.

Individual commissioner requests for information or concerns are prioritized and are tracked and managed to provide a timely response and ensure that they are fully resolved. I am always available to the commissioners to provide timely respond to concerns via email, phone calls, and in person, during working hours as well as nights and weekends.

Directives by the Commission as a body as consensus or actions are reviewed to ensure that that any action taken beyond the independent authority has been duly authorized by the collective body. Agendas are developed with commission direction in mind and items reflect the guidance of the Commission as a whole.

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 N/A-Not Applicable

#### 9. Financial Management / Budget

- 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

COMMENTS: I am currently developing my first budget in North Port, working weekly to ensure a cultural shift from an incremental budgeting philosophy to a more performance measurement / outcome-based format for better efficiency.

I am daily working through the adopted budget to solve for financial issues including salary adjustments, strategic planning needs, equipment needs a tough time of unexpected nationwide supply shortages, and strategic expenditures to entice and retain quality employees.

- 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

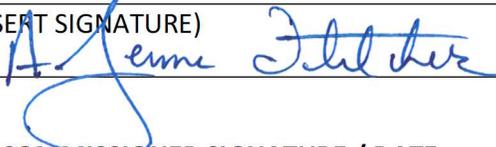
(CITY COMMISSIONERS COMMENT)

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(EMPLOYEES COMMENT)

<p>This has been a very challenging and exciting first six months! The overall relationship building has been a success with all stakeholders, I believe the community is energized with the City's actions and vision, our nonprofits feel engaged and joyful to help the City maximize common ground with helping those in need, we have filled some key senior leadership roles on our staff, we are thoughtfully ensuring a long term economic development pathway, we are improving the budget process, and we are developing a strategic planning process that will be measurable, online, and transparent. I am very proud of the first six months and I am completely confident that the next six will be even better! Thanks for your continued support and confidence in myself and my abilities.</p>
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**CITY MANAGER SIGNATURE / DATE:**

(INSERT SIGNATURE) 	(INSERT DATE) 3/14/2022
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**CITY COMMISSIONER SIGNATURE / DATE:**

(INSERT SIGNATURE)	(INSERT DATE)
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