



2023 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.

1. Leadership / Supervision
<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>Jerome exhibits professional leadership by example. He sets his own standards high and holds others to that same level. He shows upmost integrity and extends respect and regard for his team.</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
COMMENTS: He is a leader who gets the job done.

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: Jerome acts in a professional and articulate manner when representing the city. He is always willing to engage the public and address their questions and concerns.

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

<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: Great communication skills and always strives for transparency.

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
COMMENTS: Highly skilled and motivated to help develop the city's economic growth.

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
COMMENTS: He always works to build consensus and cooperation with county and neighbor communities. He has promoted great communication with other local governments in area.

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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
COMMENTS: He is strong strategic planner and shows a successful ability to implement. He thinks both without and outside the box to find and develop better ways to achieve our strategic objectives.

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
COMMENTS: Shows willingness to listen to commission direction and assist, guide, and execute commission objectives.

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
COMMENTS: Strong financial and budgeting knowledge. Strong command of city financial matters.

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)

Jerome is a top-notch professional administrator and leader. He earns the respect and loyalty of his staff, commission, and citizenry by his words, actions, and performance.

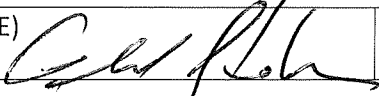
(EMPLOYEES COMMENT)

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CITY MANAGER SIGNATURE / DATE:

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

(INSERT SIGNATURE) Phil Stokes	 (INSERT DATE) 9/6/23
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