

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: City Manager has demonstrated growth within the area of the department's operational knowledge over this past year. He wants everyone to succeed and shares praise and encourages the entire staff. He can handle the tough topics, head on, when confronted. He has a very high personal ethics standard and can admit to mistakes while working to be sure they never happen, again. The area of opportunity in this topic is within the efficiency of operations, which includes policies and procedures.</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: City Manager does his best to follow all policies that are in place, as well as, leading his staff to do, also. He is excellent in supporting whatever the commission directs. Personally, I believe an area of opportunity is to offer alternatives/suggestions more often, such as updating current policies for more efficiency or enhancing a project that is on the table.</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: With all the national and world tribulations, within this year, the City Manager has done an excellent job of leading, not just his staff, but set goals and examples for the community, at large. Even with ever-changing and time-consuming developments, the City Manager took time to educate the public through a variety of outlets, including 3 live on-line meetings/videos.</p>

- 5-Exceptional
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 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: The City Manager's administrative qualities have improved over this year. Communication has improved, though, opportunity to continue improvement exists. City Manager</p>

leads his staff into positive directions and isn't afraid to correct improper actions within staff. He isn't afraid to rearrange departments and staff to provide a better flow to the departmental charts, in order to achieve a stronger team. An opportunity to create more accountability, for greater effectiveness, within staff exists, in my opinion.

- 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: This past year has proven to be the largest gain in economic development, in the history of the City. City Manager is always open to consider ideas to grow the economy of the City. He understands the importance of economic development and the connection of it, to produce a more effective and balanced budget. An opportunity within this field is to view opportunities for economic development within the city departments, especially, Parks & Recreation.</p>

- 5-Exceptional
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 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: City Manager has built great relationships with surrounding communities, their leaders, even those in State and National levels... and multiple organizations within all the areas. He is approachable, open and honest in all of his interations.</p>

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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: Strategic planning is the overall guide for the City’s growth and future. City Manager is pliable and willing to work toward improving and updating the plans, to go to the next step, of the City’s future. There are a few opportunities within this subject, with one being the 6 mon/mid-year update to the commission, regarding the yearly Strategic Plan. Another would be, policies and procedures which are a means to create a flow of success in the Strategic Planning. Bringing suggestions and recommendations to these processes could aid in a better system, which would allow for a greater advantage, to successfully fulfill the Strategic Plan.</p>

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 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: City Manager is very professional in his interactions with the commission as a whole, as well as, with individual commissioners. He treats everyone equally and fairly. Improvement with the rolling agenda has occurred this year, though opportunity to continue improvement, exists. Personally, I believe more interjections/suggestions/knowledge, within meetings could aid in the timeliness of decision making.</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

COMMENTS: City Manager's previous experience gives him the perfect background and abilities to know how to project, adjust and produce a balanced budget, to meet the needs of the City in a fiscal manner.

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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 4.33. Any areas of opportunities were addressed in the categories. I appreciate the leadership of Mr. Lear. His call to a high level of ethics and standard of morals, makes him a pleasure to work/serve with... as together, we all form a TEAM... for the development of this City.

(EMPLOYEES COMMENT)

[Empty box for employee comment]

CITY MANAGER SIGNATURE / DATE:

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

<i>Jill Luke</i>	(INSERT DATE)
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