

MAYOR CHRIS HANKS



## 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.

<b>1. Leadership / Supervision</b>
<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>
COMMENTS:

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

<b>2. Execution of Policy</b>
<ul style="list-style-type: none"> <li>• Understands the laws and ordinances of the city and cause them to be fairly enforced</li> <li>• Offers workable alternatives to the Commission for changes in law or policy when an existing policy is no longer practical</li> <li>• Supports the actions of the Commission after a decision has been reached, both inside and outside the organization</li> </ul>
<p>COMMENTS:</p> <p>I would encourage you to be more forthcoming and confident when dealing with the commission on the dais. There are times when I have felt a lack of confidence and strength concerning the commission and having that strong, confident, directed instruction from the CM chair on the dais would really help in the decision making process. Be proactive when you feel we are moving a bit off topic and confidently, and respectfully let us know the intent to bring us back on track. As the chair of the board, though I direct the meeting I am not an expert in the fields you are so having that support when chairing a meeting is very helpful.</p>

☐ 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>
COMMENTS:

☐ 5-Exceptional  
 ☒ 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>
COMMENTS:

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

<b>5. Economic Development</b>
<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>
COMMENTS:

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

<b>6. Intergovernmental Relations</b>
<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>
COMMENTS:

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

<b>7. Strategic Planning</b>
<ul style="list-style-type: none"> <li>• Involves himself in the planning process to the correct degree</li> <li>• Review the processes and look for better ways to handle development activities</li> <li>• Demonstrates the ability to implement and achieve strategic objectives as set by Commission</li> </ul>
COMMENTS:

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

<b>8. City Commission Relations</b>
<ul style="list-style-type: none"> <li>• Works well with the City Commission to make sure there is adequate information available prior to meetings</li> <li>• Responds to requests for information or assistance by the Commission and/or individual members</li> <li>• Carries out directives of the Commission as a whole as opposed to those of any one member or minority</li> <li>• Sets meeting agendas that reflect the guidance of the Commission as a whole</li> <li>• Demonstrates willingness to meet with Commission members to deal with individual problems and issues</li> </ul>
COMMENTS:

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

<b>9. Financial Management / Budget</b>
<ul style="list-style-type: none"><li>• Ensures the budget is prepared and executed in a productive manner</li><li>• Addresses the budget concerns raised by the Commission as a whole</li><li>• Administers the adopted and amended budget within the approved revenues and expenditures</li></ul>
COMMENTS:

☒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)**

Overall I believe you are a great asset to the city and the Commission. I have seen your growth in confidence over the last year and it shows in your ability to lead. I have yet to meet a staff member that doesn't have something good to say about you and that doesn't respect your leadership. Thank you for all the hard work you have put in to learn your position over the last couple of years and I look forward to an even longer relationship between you and the City of North Port.

**(EMPLOYEES COMMENT)**

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**CITY MANAGER SIGNATURE / DATE:**

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

(INSERT SIGNATURE)	(INSERT DATE)
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