



## 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>
<p>COMMENTS:</p> <p>The City Manager works well with his team to promote efficiency in all areas. Ethics and integrity are of the utmost importance in his endeavors. Responsibility always rests at the top and the City Manager believes in accepting responsibility and sharing praise.</p>

☒ 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>Since accepting the role of City Manager, learning the many laws and policies, including the ever changing ones, is a constant work in progress. I believe I have done a good job in learning them. I support the actions of the Commission and strive to work towards the goals of the Commission without trying to sway one way or the other.</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>
<p>COMMENTS:</p> <p>I believe I work well with the community. Many members have felt the ability to address concerns directly and indirectly with my office and we always appreciate the communities input and attempt to address any concerns as quickly as possible. I believe I conduct myself in a professional manner at all times.</p>

☐ 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>
<p>COMMENTS:</p> <p>The management of the personnel is one of the biggest job of any leader and I believe I have put together a great team to help us all serve our community. We have successfully negotiated 3 union contracts and a pay plan that has drastically improved moral as well as hiring many new leaders in several departments.</p>

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 ☐ 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>
<p>COMMENTS:</p> <p>I recently hired a new Economic Development Manager and we are working hard to promote the City as well as striving to create a great relationship with the rest of the partners in the area of economic development.</p>

☐ 5-Exceptional  
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 ☐ 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>
<p>COMMENTS:</p> <p>I have developed a great working relationship with the neighboring communities and their leaders while working for the best interests of North Port. Information is freely shared between entities.</p>

☒ 5-Exceptional  
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 ☐ 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>
<p>COMMENTS:</p> <p>I have arranged for a strategic planning as well as a session with the Commission to learn how to work together as a group and their individual traits. We have worked as a team to develop an implementation plan and timeline for the items in the Commission's strategic plan.</p>

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<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>
<p>COMMENTS:</p> <p>I believe I have worked well with all Commissioners to develop a working relationship to ensure you all have the ability to request and receive information prior to the meetings. I have not impeded the availability to staff so that all Commissioners can ask questions to learn processes and policies with all departments. The Commission directives are all carried out, even if some take longer than preferred. I have always had a willingness to meet with Commissioners individually to address any concerns.</p>

☒ 5-Exceptional  
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☐ 3-Proficient  
☐ 2-Inconsistent  
☐ 1-Unsatisfactory

☐ N/A-Not Applicable

9. Financial Management / Budget
<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: I believe I have prepared and overseen the City's budget and budget process, including making improvements to ensure the City is in a good fiscal position. Concerns are addressed timely both individually and as a group. The budget is monitored and only amended when needed to either appropriate funding or gain Commission buy in on new policy matters, such as the body cameras.

☒ 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)

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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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