

To: Peter Lear, City Manager 2019 Annual Review
 From: Vice Mayor Debbie McDowell
 June, 2019

It's hard to believe another year has passed and it is time to for your annual review. As I stated last year, annual evaluations are important for you, our staff and our citizens. It is one of my responsibilities as a Commissioner, a responsibility I take seriously.

I have seen great improvements with you and your role as our City Manager. You have accomplished a lot this year. Your primary focus was putting the finishing touches on building your team. Now that the team is in place you are able to focus on running the day-to-day operations of the city more effectively. The culture shift over the past year is noticed by the staff, the citizens and the community. I'm confident, you have set the foundation on greater things to come. You already know my areas of concern and I'm confident with the foundation you have put into place, those concerns will be cleared up quickly.

I look forward to another year of continued progress, growth and your leadership as our City Manager.

Total Overall Score = 3.5

Supervision: Score = 3.8

- Inspires others to succeed. Score = 4.5
- Actively promotes efficiencies in operations. Score = n/a
- Demonstrates a high regard for personal ethics. Score = 5
- Exhibits composure, appearance, and attitude appropriate for the executive position. Score = 5
- Assumes responsibilities for the outcomes of staff performance. Score = 2
- Maintains a standard of respect for department head's ability and encourage their initiative. Score = 3.5
- Demonstrates knowledge / understanding of departmental operations. Score = 3
- Challenges staff to perform at their highest level. Score = n/a

COMMENTS: Your high regard for personal ethics is outstanding. I have seen you encourage staff and allow them to learn. In the past, I have pointed out instances where staff will say one thing only to change their standing at another time, without a reasonable explanation. This creates friction and a level of suspicion. This is one area, I am hopeful can be overcome with your leadership.

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Execution of Policy: Score = 3

COMMENT: Supporting actions of Commission include carrying out directives in a timely manner. While I've seen an uptick in this area, there is still room for improvement (see attached).

Community Relations: Score = 4.5

COMMENT: This area has seen the greatest improvement over last year.

Administrative Duties: Score = 2.5

- Effectively manages personnel issues including employee insurance, fringe benefits, promotion, pensions and union negotiations. Score = n/a
- Provides regular information and reports to the Commission concerning matters of importance to the City. Score = 2
- Ensures reports are produced and handled in a way to convey the message that affairs of the city are transparent. Score = 3

COMMENT: While some improvements have been made, especially within the past couple months, are still inconsistent. Sometimes, communication is on a regular basis and effective; other times, communication is haphazard. Commission directives are delayed or not fulfilled. Agenda items are often filled with errors, incomplete or inconsistently presented. I depend on these materials to be clear, honest and accurate.

Economic Development: Score = 4

COMMENT: With the change in personnel, I commend the efforts to promote the city and our accomplishments.

Intergovernmental Relations: Score = 4

Strategic Planning: Score = 3

City Commission Relations: Score = 2.8

- Works well with the City Commission to make sure there is adequate information available prior to meetings. Score = 4 (great improvement since last year)
- Responds to requests for information or assistance by the Commission and/or individual members. Score = 3.5
- Carries out directives of the Commission as a whole, as opposed to those of any one member or minority. Score = 1.5

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- Sets meeting agendas that reflect the guidance of the Commission as a whole. Score = 3
- Demonstrates willingness to meet with the Commission members to deal with individual problems and issues. Score = 3.5

COMMENT: I appreciate your open-door policy. However, follow-up is lacking which makes the meeting unproductive. I appreciate the agenda being available a week ahead of the meeting. I also like the memos updating us on the directives. However, just because a memo went out, doesn't mean the directive has been completed. There are many Commission directives have not been started and many are still incomplete (see attached).

Financial Management / Budget: Score = 4

An evaluation isn't complete without a list of goals and expectations for the coming year.

- Communication is paramount for everything. Communication from you and staff must be clear and accurate.
- Commission directives need to be closely managed and fulfilled in a timely manner. Too many directives have not been completed by the commission deadline or your self-imposed deadline.
- Solutions are important. Excuses should not be the norm.

Directives through April 30

27-Jun	Staff to bring back revised neighborhood maps in the Comp Plan for discussion (2-54 thru 2-82). In minutes it's item 11 on page3 (eta 1/22/19)
24-Oct	CM - to check on payment to fill pothole on Outreach Way from 7 years ago (staff working on getting this turned over to the city)
13-Feb	Traffic signal at HS - inhouse signal warrant analysis, place on agenda and email results (Page 3 Item #B #1) (email update - will hire consultant???) (eta 12/18) (RFP Dec, 2018) (email 3/11/19 - an RFP will be sent out - I requested an agenda item for commission discussion)
6-Mar	Charlotte County line and 41 - the civic organizations & welcome to NP sign
12-Jun	Implications of removing land from the sensitive lands program with the County
12-Jun	ROI on taxes going to County that NP pays into environmentally sensitive lands; copy of the referendum
13-Jun	CM to arrange for meeting with financial advisor regarding funding options for Price Blvd (minutes page 5 #14) (eta 12/2018)
26-Jun	CM to have Ms. Wong give design ideas for stormwater retention prior to permitting for city center green area using south circle as a possible option; history (recv'd history email 10/15/18)
26-Jun	CM to explore grant opportunities for stormwater options for city center green area
7/9 and 7/10	workshop on impact fees and taxes NP pays to SRQ Co (7/9 page 4 motion and 7/10 - page 8 #29) (eta 9/18) (eta 10/18)
10-Jul	impact fee, how they'll be used for 5 years and current use
10-Jul	Best way to finance Price Blvd (ETA 1/2019)
16-Jul	Budget: Agenda item to have certifications and Continuing Education classes (reimbursement if employee leaves) Protecting our investment (page 3, #3 under HR) (email 11/2 - ETA 1/2019)
17-Jul	Budget - Agenda item for code revisions for property standards (ETA 4/2019)
6-Sep	CDBG funds to be revisited with NP not going thru the county to get funding (minutes page 3 #10)
25-Sep	Memo to commission re: Talon Bay storage facility agreement to hook up to sewer once available; if required include timeline to annex (minutes page 9 #2 and #3)
25-Sep	Presentation by Mote Marine on Red Tide (minutes page 9 #1)
oct	a suggestion was made that Staff provide the Commission with a written process of flow between City departments (minutes page 3 #15)
23-Oct	Create a community fund for youth activities using \$5,000 in contingency funds; process to city promotion on social media and website
1-Nov	Resolution permit fees sheds under 200sq ft; review legislation & FL building code regarding sheds; okay to use DOH septic site plan or survey for shed placement; (eta 4/2019)
13-Nov	CM agenda item to allow advertising of non-city events on the website/social media which will include legal review and info from PIO
13-Nov	Ordinance to delay the fees for vacation of easement (citizen provides the evidence for CM review). Commission to have final say to waive or refund fees
6-Dec	SW - CM to keep commission appraised of delays for the recycling center RFP's (hauler and processor) or send progress update in 4 months (minutes page 2 #3)
6-Dec	install crosswalk at Heron Creek -- Creek Nine / Eagles Flight and Price Blvd

3-Jan	Senior Center parking lot construction timeline (minutes page 3 #7)
3-Jan	contact Visit SRQ re: NP destinations being included (minutes page 4 #1)
3-Jan	joint meeting with the Art Advisory board and Art Center and commission (minutes page 4 #3)
7-Jan	Staff review state assistance legislation on springs, and utilities expansion for WMS; speak with Jono Miller (email 2/11 grant opportunities)
7-Feb	Work with NPFOWL re: sandhill crane area signage; bring back plan to commission
7-Feb	Advisory board determine their length of meeting (report back to commission); possibility of changing meeting time to daytime; 3 month bring back a new comparison sheet
7-Feb	map of city owned properties
7-Feb	Legacy Trail meeting update on connection to NP
12-Feb	agenda item for NC-Lo types of business that require SE or NP; map of NC locations; research northern areas; involved Econ Dev manager; types of businesses refused and full details why
12-Feb	Charlotte County meeting CM to submit discussion items
26-Feb	Contractor licensing advisory board to be created using a code magistrate (eta June, 2019)
4-Mar	Tree ordiancance comparision of other platted communities; 25" DBH vs tree points on page 15 of power point - SRQ Co as a base; methodology of distinguishing a grand tree; canopy of 2019 and iTree; arial photos; palms as mitigation; footprint of RSF different mitigation costs; comparable information for illegal clearing penalties and fines; CA to check the limitations of exhorbiant penalties; utilize rear setback for trees; street trees in ROW
4-Mar	workshop - identifying lots owned by the city or privately held, the type of land use, vacant or occupied and property appraiser market value regarding both sides of the creek for tier 1 and tier 2 lots.
4-Mar	CM - copy of grant used to purchase tier 1 and tier 2 lots, restrictions and lot lines being vacated
4-Mar	increase public education on fertilizers
4-Mar	Copy of resolution 2018-30 (National Parks) to be sent to Federal elected officials; SWFMD; County with request to enact their resolution
5-Mar	MOU for Teen Court
6-Mar	6month status report on all CIP projects
6-Mar	Internet data points for 5G etc, map of lack of service areas (rcv'd 5/20/19); check for loophole on municipality being a technology utility or Co-op; for cellular and internet service-
6-Mar	"have a conversation of the things the city is leagally allowed to be assessed if they currently have exemptions" ie- churches and other non-profit property ownership
6-Mar	Look at infrastructure for access canals for public use
7-Mar	Fence ordinance to PZAB then commission with nuances addressed in a memo
7-Mar	non-conforming legalities of a sunseting provision of special exceptions in RSF
1-Apr	Bring back info on wells being located in the easement of properties
1-Apr	map of neighborhood signs and type of sign (pole, monument etc), in city ROW or private property
1-Apr	Memo on replacment of the Country Club Sign eta
1-Apr	Neighborhood revitalization program - achievements in plan; build a format & strategy

1-Apr	more info and suggestions on how neighborhoods are formed (boundary lines); update comp plan maps and names
1-Apr	R&D Methodology - one admin charge and absorb mowing services in R&D
1-Apr	Serve Florida and Good Guy program criteria; conducted on city property vs private property
1-Apr	Dumpster roll-off program logistics for implementation
9-Apr	Escheated lots where are they in the city (recv'd 5/20/19), were lots dedicated to city; can city purchase or are they donated; agreement;
23-Apr	R&D - updated ULDC and pattern book for AC 1 to require city center green on signal poles, lighting and signs
23-Apr	Investigation for Charter officers - make necessary corrections to the resolution and bring back to commission for review

