



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.

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: Mr. Lear works well with his team. There is room for more knowledge of departmental operations, which will assist in challenging staff to a greater performance level... it will come in time. Mr. Lear demonstrates a high regard for personal ethics and will always encourage others by sharing praise and successes with them.</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: Because Mr. Lear is still early into this position, he is still in a learning curve with all the laws, policies, procedures and ordinances of the City. There were a couple of incidents throughout the year that occurred which I felt did not uphold the processes of the City, causing me concern and stumbling my trust level. There was frank dialog and steps taken to heal the concerns between the two of us.</p>

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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: Mr. Lear is very effective in this area. His door is open to any citizen for any discussion. He will listen and be respectful with his responses and any considerations that would be connected to the discussion. He is respectful in social settings.</p>

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 ☐ 2-Inconsistent
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☐ 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: Though salaries and negotiations were settled last year and moral increased drastically, this year brought a new set of challenges... more staff. Last year, Mr. Lear performed almost single handedly... and, proved to be good at juggling that, though with more staff, there is an issue with communication throughout the hierarchy, which erodes every function of staff. Those issues start at the top and go down. Mr. Lear just attended a conference that was focused on communication and I'm hoping to see an improvement in that area this coming year. Reports and messages to commission have improved and display transparency, and I find no issue in that area.</p>

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☐ 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: I believe combined with strong staff members Economic Development is on a strong trajectory. There is a new change in the placement of this department, which can be extremely effective for internal and external customers. Keeping the new team focused on working as a single unit, in total collaboration, with a single message, is going to be the greatest challenge of this new structure for him. If this can be accomplished... this team will be extremely effective, and the City will reap the rewards. The tax base of the City is always of utmost concern and consideration of any growth to the City by every City employee.</p>

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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: This is an area that Mr. Lear excels in because of his relationships with other governmental leaders. He encourages that same effective relationship with every department in the City, with other municipalities. It is a benefit for our City.</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: I have seen an improvement with Mr. Lear in this area over last year. His skills of planning and implementation are being refined with his experience level. Time management is a huge part of this area, and he appears to be navigating his time in order to work, step by step, through the processes, in order to implement the objectives. Reviewing for better ways of handling activities has room for improvement... again, that falls to time management and communication.</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: I believe there has been an improvement in this area, though bringing back a pre-meeting process, that had been dropped, had to be re-instated/requested by the commission. Mr. Lear is always willing to discuss anything and give his time to any of the commissioners. He is willing to address anything that a commissioner is tackled with from the community, also. He allows meetings with staff. He is willing to work the agenda to fulfill a request for an item by a commissioner, too. Carrying out directives of the 'whole' of the commission is an ever-evolving process and continues to be an area of growth and development. There has been developmental growth of the commission and charter officers because of a class arranged by the City Manager.</p>

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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
<p>COMMENTS: I will mark Mr. Lear high in this area, though, I believe there is room to be bolder in making the commission aware of concerns with various budget decisions that they might be considering. He has more financial experience and could vocalize more oversight of potential pros or cons to various decisions.</p>

☒ 5-Exceptional ☐ 4-Highly Effective ☐ 3-Proficient ☐ 2-Inconsistent ☐ 1-Unsatisfactory
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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 3.9. With a larger staff and changes to the hierarchy there became a large issue of communication. Mr. Lear has no problem in taking responsibility for deficiencies, and will always rise to learn and correct, in order to rectify and overcome. His leadership within his position is ever growing and he is appreciated.

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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:

<i>Till Lake</i>	6/29/19
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