



## 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>We rely on the city attorney predominantly for bullet #1. However, all others are exceptional as the information is usually at your fingertips. It is impossible to know all the codes/policies and history as it is always evolving. What does concern me is arbitrary changes to policies (i.e. Personnel and Travel) without Commission approval. These items as well as title changes, changes to job descriptions and added positions were always approved via Commission. Seems much of the local authority passed onto administration between 2010 and today.</p>

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 ☐ 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 that most of the community finds you easy to talk to and trust. The follow up need's improvement. I believe that some recent software improvements, track it, will help with follow up.</p>

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 ☐ 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>Defining "regular information" that concern matters of importance may vary between individual commissioners. I believe knowing that a shooting took place or that there is a shut down on a major roadway is of grave importance for commission to know before the media. I believe that employee actions that may cause liability, or complaints should be communicated to the commission prior to learning about such online or in the paper. Others may feel backup and questions being answered is their matter of importance. For these reasons this question is actually not very fare.</p>

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<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:

I believe we need to invest more energy and monies in this department. I believe that a land acquisition specialist should be closely related to ECD and that we need to acquire lots in bulk so we can provide healthy and diversified commercial businesses to our residents.

☐ 5-Exceptional  
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☐ N/A-Not Applicable

#### 6. Intergovernmental Relations

- 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

##### COMMENTS:

Anyone who meets you finds you exceptional. However, I often wonder if close relations can conflict with your dedication to this city. I would just caution that as a City Manager it must be "City First" and that we need to start addressing the County's lack of attention. There is a clear disproportion of taxation received by the county with little services returned to the city for such. We need to become more aggressive in our parks funding being eliminated.

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#### 7. Strategic Planning

- 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

##### COMMENTS:

This one may not be your burden alone. There are many things that have taken too long to come back. For example, the P3 Ordinance and the Food truck ordinance took a year to get before the commission. Looking through the budget many projects and positions have either not been filled or are making an appearance in the 11<sup>th</sup> hour. I stress yet again this is a team effort and team burden. We need to find our weak links and fix them as nothing should take this long.

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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>Most likely unmatched in any local government. I believe each commissioner feels respected and can trust you. Trust is a integral part of the City Manager position.</p>

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<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>
<p>COMMENTS:</p> <p>What else did you expect!!!</p>

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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)

Everyone has room for improvement yet you're nearly perfect in many ways. Keep up the excellent work.

(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) 06/28/2019
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A large, stylized handwritten signature in black ink is written over the signature box and extends into the date box.