

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

Acting City Manager's Name: John A. Peters, III

Council Member/Commissioner's Name: Julio David Sosa

Evaluation Period: March 14, 2021 to June 14, 2021

Evaluation Date: June 29, 2021

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

- First regularly scheduled meeting in October:
 - Manager presents the Annual Report to the Council/Commission
 - Chairman distributes the City/County Manager's performance evaluation form
- Second regularly scheduled meeting in October:
 - Deadline for completion of the performance evaluation form
 - Commissioners are encouraged to meet with the manager to individually discuss their evaluation
- First regularly scheduled meeting in November:
 - The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise	Overall Rating: <u>4</u> of 5
<p>a. Is knowledgeable of current developments affecting the management field and affecting local governments.</p> <p>b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.</p> <p>c. Anticipates problems and develops effective approaches for solving them.</p> <p>d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.</p> <p>e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.</p>	
Comments:	Mr. Peters brings over 40 years of municipal experience to Deltona. He has been involved in many facets of local government. One area of expertise is in Storm water and waste water management. The skill sets in these areas are going to be vital in improving Deltona's aging water/wastewater infrastructure.

2. Council/Commission Relations	Overall Rating: <u>2</u> of 5
<p>a. Carries out directives of the Board as a whole rather than those of any one Board member.</p> <p>b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.</p> <p>c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.</p> <p>d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.</p> <p>e. Is willing to try new ideas proposed by Board members.</p>	
Comments:	During this evaluation period Mr. Peters was asked several times, in one on one conversations, does code enforcement use Driver And Vehicle Information Database (DAVID) and why. The DAVID database contains the driver's identification number, address, telephone number, Social Security number, medical and disability information. Mr. Peters did acknowledge that code enforcement uses this database and would look into the use of DAVID. Approximately a month later there was still no reason given regarding the use of DAVID and its scope, so I addressed it at our code enforcement town hall. Mr. Peters and code enforcement officials were in attendance and did acknowledged the use of DAVID to write parking tickets. Several days later Mr. Peters informed me that the city uses a scaled down version of DAVID that only accesses the owners name and address. On June7, 2021

City of Deltona, FLORIDA

	Mr. Peters stated that he could not continue as Acting City Manager dues to the interference by the city commission. Mr. Peters asserted one other commission (on a different issue) and I inquiring about the DAVID system was the interference. As an elected official it is my duty to investigate and question any tools used by the city that may infringe on the liberties of my constituents.
--	--

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

3. Citizen and Public Relations	Overall Rating: <u>4</u> of 5
<p>a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.</p> <p>b. Is willing to meet with members of the community and is responsive to their concerns.</p> <p>c. Demonstrates a dedication to service to the community and its citizens.</p> <p>d. Expresses information orally in a clear and concise manner when making public presentations.</p> <p>e. Is skillful with the news media, proactively providing information that is important to the public.</p>	
Comments:	Mr. Peters has on multiple occasions met with myself and residents to discuss issues and concerns. He has been able to resolve some issues; however, there are still a couple of issues outstanding, that I hope to be resolved in the near future. Mr. Peters does make himself available to talk to residents.

4. Policy Execution	Overall Rating: <u>4</u> of 5
<p>a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.</p> <p>b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.</p> <p>c. Implements Board actions in accordance with the intent of the Board.</p> <p>d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.</p> <p>e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.</p>	
Comments:	Mr. Peters has a good working knowledge of Deltona's ordinances and policies.

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

5. Intergovernmental Relations	Overall Rating: <u>4</u> of 5
<p>a. Promotes a positive working relationship with other governmental entities.</p> <p>b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.</p> <p>c. Positively and effectively represents the organization and its interests when working with other governmental agencies.</p> <p>d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.</p> <p>e. Is willing to share resources or information with other governmental agencies as appropriate.</p>	
Comments:	Mr. Peters has directed staff to assist non-profits to facilitate food distribution drives at Dewey O. Boster.

6. Staffing and Management	Overall Rating: <u>4</u> of 5
<p>a. Recruits and retains competent personnel for City positions.</p> <p>b. Is aware of staff weaknesses and works to improve their performance.</p> <p>c. Promotes training and development opportunities for employees at all levels of the organization.</p> <p>d. Stays accurately informed and concerned about employee relations.</p> <p>e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.</p>	
Comments:	I am not aware of any new permanent staff members hired by Mr. Peters. Mr. Peters did complete the salary survey for city staff and recommended salary increases for staff that were not at the minimum for his/hers pay scale. Additionally, recommended that staff that had been employed by the city for an extended amount of time be increase to the midpoint of his/hers salary grade.

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

7. Fiscal Management	Overall Rating: <u>2</u> of 5
<ul style="list-style-type: none">a. Prepares a balanced budget to provide services at a level directed by the Board.b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.c. Prepares the budget in an intelligent but readable format.d. Submits the proposed budget in a timely manner that allows for an appropriate review period.e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	
Comments:	In Mr. Peters previous performance evaluation I commented that I would like to see him work with department heads to bring a budget to the commission using the Roll back rate. At our Agenda review meeting following the performance appraisal process, Mr. Peters insured me that he would have a budget at or below the roll back rate. On June 14 th , 2021 at our first budget workshop Mr. Peters budget came in 7.85 mills instead of the estimated roll back rate of 7.1812 mills.

8. Planning and Organizational Development	Overall Rating: <u>4</u> of 5
<ul style="list-style-type: none">a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.d. Has a capacity for and encourages innovation.e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	
Comments:	Mr. Peters and staff have done a good job retaining Herb Marlow for Deltona's Vision Statement and Strategic Plan. There have been 4 public meetings to get input from residents for his/hers vision of Deltona. Additionally, Mr. Peters help facilitate 7 Town Hall style meetings with Code Enforcement as the main topic.

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

9. Leadership and Decision-Making	Overall Rating: <u>4</u> of 5
<p>a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.</p> <p>b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.</p> <p>c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.</p> <p>d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.</p> <p>e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.</p>	
Comments:	Mr. Peters has acknowledged staffs efforts after presentations at meetings as well as one on one conversation.

10. Individual Characteristics	Overall Rating: <u>4</u> of 5
<p>a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.</p> <p>b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.</p> <p>c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.</p> <p>d. Has the capacity to listen to others and to recognize their interests.</p> <p>e. Avoids political positions, partisanship, and unnecessary controversy.</p>	
Comments:	Mr. Peters has always arrived in a timely manner when meeting with residents and myself. He has been punctual to our agenda review meetings, commission meetings and workshops. He has conducted himself in a personable and professional manner. Mr. Peters is willing to stay after regular commission meetings and talk to commissioners and residents.

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:
1. Professional Skills and Expertise	<u>4</u> of 5
2. Council/Commission Relations	<u>2</u> of 5
3. Citizen and Public Relations	<u>4</u> of 5
4. Policy Execution	<u>4</u> of 5
5. Intergovernmental Relations	<u>4</u> of 5
6. Staffing and Management	<u>4</u> of 5
7. Fiscal Management	<u>2</u> of 5
8. Planning and Organizational Development	<u>4</u> of 5
9. Leadership and Decision-Making	<u>4</u> of 5
10. Individual Characteristics	<u>4</u> of 5

Total Score: 36 of 50

Divide by 10 (total number of metrics)

Total Average Rating: 3.6 of 5

Evaluator's Signature: Julio David Sosa

Date: 6/29/2021

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

Additional Narrative Evaluation:

1. In your opinion, what are the manager's top successes or achievements during the evaluation period?

Response: In the first 180 days of Mr. Peters role of Acting City Manager, he has managed to regain some of the trust of residents and staff. There is still a lot of work that needs to be accomplished to regain the residents trust in the Acting City Manager as well as the City Commission.

2. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)

Response: Mr. Peters experience in public works and storm water innovations is an asset with Deltona's aging infrastructure. The city has to take a good look at the potential replacement of our water departments infrastructure. Mr. Peters strongest asset is the availability to communicate in person, email, phone and text.

3. What performance areas would you identify as needing improvement? Why?

Response: I would like to see Mr. Peters work with the department heads to present a budget using the roll back rate without taken money from Deltona's unencumbered reserves or cuts to public safety.

City of Deltona, FLORIDA

Acting City Manager Performance Evaluation

4. What constructive, positive ideas can you offer the manager to enhance performance?

Response:	Mr. Peters has done a good job providing dash board overviews to the city commission. These dashboards include some of the following information: current projects (status), Code Enforcement issues / status. I would like to see this information added to the city's website in an easy to find location.
------------------	--

5. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Response:	I would like to see Mr. Peters continue to help build a rapport with the community through transparency, open communication, ease to public records. Public records need to be automated and easily accessible by the public in a timely / cost effective manner. Additionally, we need a complete review of all ordinances in the cities municode. The dynamics of Deltona has changed over the years. We need to review all ordinances and potentially deleted or modify some of the ordinances. I also want to insure that the city is in full compliance of ADA Title I and Title II policies and procedures. It was the commission's direction to retain an outside consultant to review the cities policies and procedures to insure that the city is in compliance.
------------------	--