

## EXHIBIT B

### CITY MANAGER EVALUATION FORM

**CITY OF MARCO ISLAND**  
**CITY MANAGER PERFORMANCE EVALUATION - FY 2023**

**RATING:**

1. Unsatisfactory
2. Needs Strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

**TOTAL COMPILED RATING:**

Organizational Management Compiled Rating: 13__	RATING				
	1	2	3	4	5
1. Provides that the organization does not violate agreement or appropriate established board procedures.					x
2. Plans and organizes ongoing programs and services to the City Council.		x			
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Council or responses to public requests.			x		
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.			x		
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

Fiscal Management Compiled Rating: 35__	RATING				
	1	2	3	4	5
1. Includes the City Council in preparations of the annual budget.					x
2. Plans and prepares the annual budget with the input of the City Council with documentation and full explanation of the annual budget.					x
3. Administers the adopted budget within the framework of the approved revenues and expenditures.				x	
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.				x	
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.					x
6. Plans and provides for necessary information for the City Council which requires bonding or borrowing of funds for long term projects.					x
7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.				x	
8. Plans and provides for future economic growth in relationship to projected revenues and expenditures.			x		
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

<b>Intermediate and Long-Range Planning</b>	<b>RATING</b>				
<b>Compiled Rating: 24__</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Plans and organizes a process of program planning in anticipating the future of the City.			x		
2. Plans and organizes maximum utilization and maintenance of City owned equipment.				x	
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.			x		
4. Has a vision of the future for the city of Marco Island and shares that vision with the City Council and the public.		x			
5. Keeps the City Council aware of new or impending legislation, potential grants and developments in the public policy, which may have an impact on the city.		x			
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.			x		
7. Carries out intermediate and long-range planning concerns approved by the City Council.			x		
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages attached)</b> Has allowed many preventable obstacles to get in the way of planning for planting trees on the island and for long range plan for cleaning the waterways.					
<b>Intergovernmental Relationships</b>	<b>RATING</b>				
<b>Compiled Rating: 18__</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.			x		
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs			x		
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.				x	
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.			x		
5. Willingness to participate with other governmental entities in sharing resources or equipment.					x
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b> I noted in last review that this could be greatly enhanced and would benefit the city. I would like to see this implemented at each council meeting: A proactive report on how other communities address issues that we discuss and face in ours.					

<b>Relationship with the Public</b> <b>Compiled Rating: 20__</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					x
2. Establishes and maintains an image of the City of Marco Island to the community that represents service, enthusiasm and professionalism.					x
3. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.					x
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.					x
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages attached):</b>    					
<b>Management of Employees and Relationship</b> <b>Compiled Rating: 30__</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Plans, organizes and maintains training of employees through in-house training or outside training.					x
2. Maintains regular staff meetings.					x
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					x
4. Ability to appropriately motivate and discipline employees for peak performance.			x		
5. Equitably handles problem of grievances among subordinate employees.				x	
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					x
7. Provides for annual evaluation of all employees.			x		
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>    					

<b>Relationship with City Council</b>	<b>RATING</b>				
<b>Compiled Rating: 30__</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Maintains effective communication, both verbal and written with the City Council.				x	
2. Maintains availability to the City Council.					x
3. Provides information needed for City Council action in a timely manner.					x
4. Establishes a system of reporting to the City Council the current plans and activities of the City.			x		
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.				x	
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.				x	
7. Always prepared to answer questions of the City Council.					x
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

  

<b>Professional Development</b>	<b>RATING</b>				
<b>Compiled Rating: 15__</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Is the City Manager viewed with respect as compared to others in Public Administration?					x
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?				x	
3. Does the City Manager deal effectively with other governmental managers?				x	
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?		x			
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

<b>Personal Characteristics</b> <b>Compiled Rating: 20__</b>	RATING				
	1	2	3	4	5
1. Imagination: Does the City Manager show originality in approaching problems? Able to visualize the implications of various approaches?			x		
2. Objectivity: Is the City Manager unemotional and unbiased? Take a rational viewpoint based on facts and qualified opinions?				x	
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?				x	
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?					x
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?				x	
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

**OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION**  
**(Indicate if additional pages are attached):**

Signature: Becky Irwin

Print Name: Becky Irwin

Date: 8/14/23

## CITY MANAGER 2023 AREAS OF FOCUS - EVALUATION FORM

### RATING:

1. Unsatisfactory: Performance is well below requirements and must be immediately corrected
2. Needs Strengthening: Performance is inconsistent or does not generally meet requirements.
3. Satisfactory Performance: Performance is acceptable and meets job requirements.
4. Good Performance: Performance surpasses job requirements.
5. Outstanding Performance: Behavior or performance exhibits outstanding effort which clearly and significantly is above the norm. Performance has substantially enhanced City efficiency and effectiveness.

### TOTAL COMPILED RATING:

Fiscal Management – Weight 30% Compiled Rating: 9	RATING				
	1	2	3	4	5
1. Work with council to enact balanced FY 2022/2023 budget following adopted Council Budget Policy.				x	
2. Scheduled progress of major capital projects on-time and on-budget, including specifically Fire Station 50, Veterans Community Park, and the transition to the new City Hall Annex building.					x
Comments (Indicate is additional pages are attached):					
Major capital projects listed are a great achievement for the city.					

<b>Water Quality – Weight 30%</b> <b>Compiled Rating: 7</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Advance the consideration of strategies for water quality improvements as recommended in the consultant’s report. Present capital projects and other initiatives for Council approval in furtherance of that objective. <ul style="list-style-type: none"> <li>• Develop aeration project and projects removing contaminants from canal floors</li> <li>• Prioritize locations for pilot projects and identify opportunities for grant funding</li> <li>• Initiate a hydraulic study to identify optimum areas for interconnective culverts on dead end canals to increase water flow</li> <li>• Conduct additional water testing on Marco River and Gulf of Mexico</li> <li>• Initiate DEP “4d” process</li> </ul>				x	
2. Work with Council to define measurable and practical objectives for the Water Quality Program as data is available.			x		
Comments (Indicate is additional pages are attached):					
There has been some movement in the right direction, but citizens should have seen some actual aeration and cleaning pilots testing by this time. The waterways committee burned out from this. Manager should direct staff to move forward with pilot projects from those who submitted reasonable bids, and not waste any more time.					

<b>Leadership / HR – Weight 15%</b> <b>Compiled Rating: 7</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Ensure the City of Marco Island is an attractive and competitive employer in the Southwest Florida market. <ul style="list-style-type: none"> <li>• Expand Supervisory training</li> </ul>				x	
2. Ensure that each direct report has the appropriate skills, experience, and culture fit to contribute to continuous improvement in delivery of city services. <ul style="list-style-type: none"> <li>• Implement mentorship program as identified by Employee Focus Group</li> <li>• Identify plan to differentiate and increase pay for high performers</li> </ul>			x		
Comments (Indicate is additional pages are attached):					
Difficult to be competitive without competitive salaries.					



<b>Community Engagement – Weight 25%</b> <b>Compiled Rating: 5</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Effectively implement transient rental registration program	x				
2. Enhance MyMarco mobile app to improve utilization and communication with residents. <ul style="list-style-type: none"><li>• Develop metrics for monthly uses and individual users</li></ul>				x	
Comments (Indicate is additional pages are attached):					
I haven't seen metrics for the My Marco app. Rental registration program is a total disaster.					

Signature: *Becky Irwin*

\_\_\_\_\_

Print Name: Becky Irwin

\_\_\_\_\_

Date: 8/14/23

\_\_\_\_\_