

## EXHIBIT B

### CITY MANAGER EVALUATION FORM

#### CITY OF MARCO ISLAND CITY MANAGER PERFORMANCE EVALUATION - FY 2023/24

##### **RATING:**

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

##### **TOTAL COMPILED RATING:**

<b>Organizational Management</b> <b>Compiled Rating:</b> _____	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Provides that the organization does not violate the 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</b> (Indicate if additional pages are attached):					

<b>Fiscal Management</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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 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</b> (Indicate if additional pages are attached):					
<i>Mike has done an excellent job managing the budget and assuring that we manage within the constraints of the rollback rate.</i>					

<b>Intermediate and Long-Range Planning</b>	<b>RATING</b>				
	1	2	3	4	5
<b>Compiled Rating:</b> <u>  </u>					
1. Plans and organizes a process of program planning in anticipating the future of the City.	<input checked="" type="checkbox"/>				
2. Plans and organizes maximum utilization and maintenance of City owned equipment.	<input checked="" type="checkbox"/>				
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.	<input checked="" type="checkbox"/>				
4. Has a vision of the future for the city of Marco Island and shares that vision with the City Council and the public.	<input checked="" type="checkbox"/>				
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.	<input checked="" type="checkbox"/>				
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.	<input checked="" type="checkbox"/>				
7. Carries out intermediate and long-range planning concerns approved by the City Council.	<input checked="" type="checkbox"/>				
<b>COMMENTS/SUGGESTIONS</b> (Indicate if additional pages attached) <i>We need to do better in terms of applying for and accepting additional grants.</i>					
<b>Intergovernmental Relationships</b>	<b>RATING</b>				
	1	2	3	4	5
<b>Compiled Rating:</b> <u>  </u>					
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.	<input checked="" type="checkbox"/>				
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs	<input checked="" type="checkbox"/>				
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.	<input checked="" type="checkbox"/>				
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.	<input checked="" type="checkbox"/>				
5. Willingness to participate with other governmental entities in sharing resources or equipment.	<input checked="" type="checkbox"/>				
<b>COMMENTS/SUGGESTIONS</b> (Indicate if additional pages are attached):					

<b>Relationship with the Public</b> <b>Compiled Rating: _____</b>	<b>RATING</b>				
	1	2	3	4	5
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	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	X	
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.				X	
<b>COMMENTS/SUGGESTIONS</b> (Indicate if additional pages attached): <i>Business roundtable are excellent initiatives ; MIPD relationship with public is 60/50/50 -- safest community in FL.</i>					
<b>Management of Employees and Relationship</b> <b>Compiled Rating: _____</b>	<b>RATING</b>				
	1	2	3	4	5
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</b> (Indicate if additional pages are attached): <i>I think MIPD does not properly distinguish between top performers and subpar performers.</i>					

<b>Relationship with City Council</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
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 on 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	

**COMMENTS/SUGGESTIONS** (Indicate if additional pages are attached):

*Strong interactions and responsiveness to Council questions/concerns.*

<b>Professional Development</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
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	

**COMMENTS/SUGGESTIONS** (Indicate if additional pages are attached):

*Mike is well respected by his peers outside of the community and has been recognized for his efforts.*

<b>Personal Characteristics</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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	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		

**COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):**

**OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION**

(Indicate if additional pages are attached):

Excellent job by Manager and Chief in labor negotiations

Signature: 

Print Name: 

Date: 

## CITY MANAGER 2024 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:**

<b>Capital Projects – Weight 30%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Island-wide Traffic Congestion Study <ul style="list-style-type: none"><li>• Present final report to City Council</li><li>• Go to bid this fiscal year on Collier/Barfield intersection improvements</li></ul>			X		
2. North Marco Utility Acquisition and integration <ul style="list-style-type: none"><li>• Bring all documents to City Council for approval</li><li>• Completed closing of transition</li><li>• Collapse existing company</li><li>• Integrate NMU customers into City Utility system</li></ul>		X			
3. Winterberry Bridge Replacement Identify appropriate funding sources <ul style="list-style-type: none"><li>• Identify appropriate funding sources</li><li>• Design approved and project out to bid by first quarter, 2024</li><li>• City Council award construction contract by second quarter, 2024</li></ul>	X				
4. Canal Water Quality Projects <ul style="list-style-type: none"><li>• Aeration pilot project – design/cost estimate completed</li><li>• Canal Interconnects – Hydrodynamic study completed and presented to City Council</li><li>• Continue advancement of DEP 4e Alternative Restoration Plan</li></ul>			X		

Comments (Indicate is additional pages are attached):

Whole Winterberry project has been a bit of a roller coaster, but I think we have gotten to an acceptable space. Worked about 2ximbers project -- need to evaluate every alternative.

**Fiscal Management – Weight 20%**

**Compiled Rating:**

1. Present City Council with FY 2024-25 City budget applying the rollback Millage Rate for adoption

**RATING**

1	2	3	4	5
				X

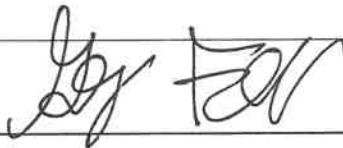
Comments (Indicate is additional pages are attached):

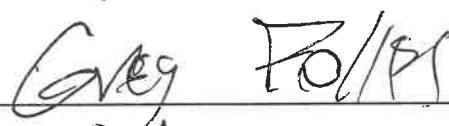
Mike has demonstrated consistent and strong leadership in this space (implement the will of Council). I give him a great deal of credit for our outstanding financial position.

<b>Land Use and permitting issues – Weight 25%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
2. Present completed Olde Marco zoning certificate inventory to City Council by February 1, 2024.				X	
3. Complete public process related to development of the Olde Marco Redevelopment Master Plan.				X	
4. Complete the unwinding of the Vacation Rental registration program with wrap-up accounting to City Council				X	
5. Successfully complete Growth Management Permitting “Community engagement” process and related internal process review.					X
Comments (Indicate is additional pages are attached):	<i>Good job with community engagement in permitting process!</i>				

<b>Internal / Organizational Issues – Weight 15%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
1. Complete “360 Evaluation” process				X	
2. Implement expanded supervisory training, including appropriate certification for Purchasing/Risk Management				X	
Comments (Indicate is additional pages are attached):					

<b>Other – Weight 10%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
1. Expand utilization of Veterans Community Park and the Unity bandshell			X		
2. Identify and support Island-wide beautification efforts. • Seek funding options for beach access beautification • Identify a process and funding for replacement of electrical box wraps			X		
Comments (Indicate if additional pages are attached):					

Signature: 

Print Name: 

Date: 