



City of Marco Island

City Manager Performance Evaluation

Council Member Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions

This form shall be completed by each member of the City Council to evaluate the City Manager's performance during the evaluation period. Each Council Member shall sign at the end of the form and forward it to Human Resources.

Council Members are encouraged to meet individually with the City Manager to discuss their evaluation. Completed evaluations will be compiled for Council review and discussion.

Rating Scale: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

1. Does the City Manager possess sufficient professional skills and expertise to be successful in this organization? Please explain.

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

2. Does the City Manager maintain a productive and effective relationship with the City Council as well as individual members?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

3. Does the City Manager work well with citizens and properly address their concerns? Also, does the City Manager maintain a collegial relationship with the media?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

4. Does the City Manager understand the ordinances, policies, and procedures of the organization and cause them to be fairly enforced?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

5. Does the City Manager maintain cordial and effective relationships with other local, regional, state, and federal government agencies?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

6. Does the City Manager effectively recruit, develop, and retain competent personnel?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

7. Does the City Manager ensure that the annual budget meets the operational needs of the organization within the policy direction set by Council? Is the City Manager an effective steward for the City's fiscal resources?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

8. Does the City Manager effectively plan for the future needs and direction of the organization? In addition, does the City Manager promote and maintain a healthy organizational culture?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

9. Does the City Manager create a working environment conducive to others' success? Is the City Manager an effective consensus builder?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

10. What are the City Manager’s top successes or achievements during the evaluation period and have they been met? And what performance areas would you identify as needing improvement?

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Response:

11. What strengths has the City Manager demonstrated that have been most helpful to you as a Council Member during the evaluation period and how are they rated?

Response:

12. What constructive, positive ideas can you offer the City Manager to enhance performance?

Response:

13 . What other comments do you have for the City Manager (priorities, expectations, goals, or objectives for the next rating period)?

Response:

City of Marco Island Strategic Goals Evaluation

(Please provide both ratings and comments for each goal area.)

Goal 1 – Identify New Sources of Revenue

(Impact fees, regional coordination, parking revenue, comparative revenue analysis)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Goal 2 – Infrastructure Bond Referendum

(Capital project prioritization, cost estimates, financing strategies, referendum process)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Goal 3 – Level of Service (LOS) Studies

(Transportation LOS, best practices, ordinance updates)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Goal 4 – Parks and Old Marco Master Plans

(Parks Master Plan, Old Marco Master Plan, Council direction on capital priorities)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Goal 5 – City-Wide Grant Policy

(Grant policy development, staff training, external funding readiness)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Goal 6 – Advanced Wastewater Treatment Facility

(Feasibility studies, project delivery decisions, engineering, funding strategy, design and permitting)

Rating: Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Comments:

SMART Goals for Next Evaluation Period

(To be jointly established by City Council and the City Manager. Goals are structured to be Specific, Measurable, Achievable, Relevant, and Time-Bound.)

Goal Area	Objective	Measurement (Success Indicators)	Timeline	Council Comments
1. Revenue Diversification & Financial Sustainability	Advance at least two new or enhanced revenue mechanisms (impact fees, parking revenue, or regional funding coordination).	<ul style="list-style-type: none"> • Revenue recommendations presented to City Council • Council action on at least one initiative • Comparative revenue analysis completed 	Recommendations within 9 months; at least one initiative adopted/implemented within 12 months	
2. Capital Planning & Infrastructure Funding	Finalize capital project prioritization and advance funding strategies tied to bond referendum or alternative financing.	<ul style="list-style-type: none"> • Priority projects finalized • Cost estimates completed • Financing strategy presented with implementation timeline 	Capital & financing plan within 6 months; measurable project advancement within 12 months	
3. Advanced Wastewater Treatment Facility	Move project from planning into implementation.	<ul style="list-style-type: none"> • Engineering procurement completed • Funding strategy finalized • Design/permitting milestones achieved 	Engineering & funding strategy within 6–9 months; design/permitting progress within 12 months	
4. Organizational Excellence & Workforce Development	Strengthen internal operations through staff development, performance management, and succession planning.	<ul style="list-style-type: none"> • At least one staff development initiative launched • Succession framework established • Improved retention/engagement indicators (where applicable) 	Program launched within 6 months; outcomes reviewed within 12 months	
5. Grant Readiness & External Funding	Operationalize City-wide Grant Policy and actively pursue external funding.	<ul style="list-style-type: none"> • Grant policy implemented • Minimum of two grant applications submitted • Outcomes reported to City Council 	Policy within 3 months; grant submissions within 12 months	
6. Communication, Transparency & Council Alignment	Enhance communication through consistent reporting and proactive engagement.	<ul style="list-style-type: none"> • Quarterly strategic updates provided • Timely reporting on major initiatives • Improved alignment on priorities 	First update within 3 months; ongoing throughout evaluation period	

Overall Performance Rating

- Unsatisfactory
 Needs Improvement
 Meets Expectations
 Exceeds Expectations

Overall Comments:

City Manager Comments:

Evaluator's Signature: _____

City Manager's Signature: _____

Date: _____