EXHIBIT B CITY MANAGER EVALUATION FORM

CITY OF MARCO ISLAND CITY MANAGER PERFOMANCE EVALUATION - FY 2024/25

RATING:

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

TOTAL COMPILED RATING:

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

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

itermediate and Long-Range Hamming		RATING					
Compiled Rating:	1	2	3	4	5		
1. Plans and organizes a process of program planning in anticipating the future of the City.							
2. Plans and organizes maximum utilization and maintenance of City owned equipment.							
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.							
4. Has a vison of the future for the city of Marco Island and shares that vision with the City Council and the public.							
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.							
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.							
7. Carries out intermediate and long-range planning concerns approved by the City Council.							
COMMENTS/SUGGESTIONS (Indicate if additional pages attached)							
	RAT	ΓIN	G				
COMMENTS/SUGGESTIONS (Indicate if additional pages attached)	RA1	ı	1 1	4	5		
COMMENTS/SUGGESTIONS (Indicate if additional pages attached) Intergovernmental Relationships		ı		4	5		
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Relationship with the Public	RATING				
Compiled Rating:	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.					
2. Establishes and maintains an image of the City of Marco Island to the					
community that represents service, enthusiasm and professionalism.					
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.					
4. Promote and provide information to public inquiries regarding activities,					
services or potential employment development with the City.					
Management of Employees and Relationship	RAT	ING			
Compiled Rating:	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains regular staff meetings.					
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					
levels of the organization.					
4. Ability to appropriately motivate and discipline employees for peak performance.					
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Relationship with City Council	RAT	TING			
Compiled Rating:	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the City Council.					
2. Maintains availability to the City Council.					
3. Provides information needed for City Council action in a timely manner.					
4. Establishes a system of reporting to the City Council on the current plans and activities of the City.					
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.					
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.					
7. Always prepared to answer questions of the City Council.					
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):					
	RAT	ΓING			
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): Professional Development Compiled Rating:	RAT	TING 2	3	4	5
Professional Development		1	3	4	5
Professional Development Compiled Rating: 1. Is the City Manager viewed with respect as compared to others in Public Administration? 2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?		1	3	4	5
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Personal Characteristics	RAT	RATING			
Compiled 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?					
2. Objectivity: Is the City Manager unemotional and unbiased? Take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?					
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?					
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?					
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):					<u> </u>
OTHER COMMENTS THAT MAY BE RELEVANT TO THIS (Indicate if additional pages are attached):	S EVA	ALUA	TIO	N	
Signature:					
Print Name:					
Date:					