

EXHIBIT B

CITY MANAGER EVALUATION FORM

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

RATING:

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

TOTAL COMPILED RATING:

Organizational Management Compiled Rating: ____	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):					

Intermediate and Long-Range Planning	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 vision 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)					
Intergovernmental Relationships	RATING				
Compiled Rating: ____	1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.					
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs					
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.					
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.					
5. Willingness to participate with other governmental entities in sharing resources or equipment.					
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):					

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.					
COMMENTS/SUGGESTIONS (Indicate if additional pages attached): 					
Management of Employees and Relationship	RATING				
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.					
4. Ability to appropriately motivate and discipline employees for peak performance.					
5. Equitably handles problem of grievances among subordinate employees.					
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					
7. Provides for annual evaluation of all employees.					
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): 					

Relationship with City Council	RATING				
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):					
Professional Development	RATING				
Compiled Rating: __	1	2	3	4	5
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?					
3. Does the City Manager deal effectively with other governmental managers?					
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?					
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):					

Personal Characteristics	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):					

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

Signature: _____

Print Name: _____

Date: _____