

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:

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

Intermediate and Long-Range Planning Compiled Rating: __	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 Compiled Rating: __	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 Compiled Rating: __	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 Compiled Rating: __	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 Compiled Rating: __	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 Compiled Rating: __	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?				✓	

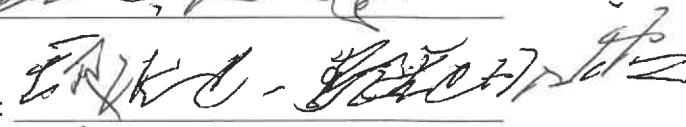
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):

Personal Characteristics Compiled Rating: <u> </u>	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: 

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:

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

Comments (Indicate is additional pages are attached):

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
		✓		

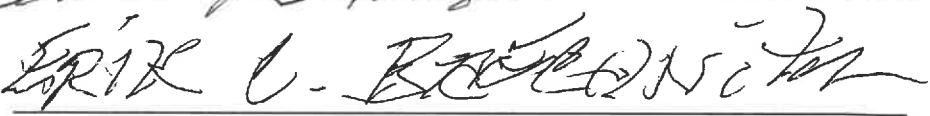
Comments (Indicate is additional pages are attached):

Land Use and permitting issues – Weight 25%	RATING				
	1	2	3	4	5
Compiled Rating:					
2. Present completed Olde Marco zoning certificate inventory to City Council by February 1, 2024.				✓	
3. Complete public process related to development of the Olde Marco Redevelopment Master Plan.				✓	
4. Complete the unwinding of the Vacation Rental registration program with wrap-up accounting to City Council					✓
5. Successfully complete Growth Management Permitting “Community engagement” process and related internal process review.				✓	

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

Other – Weight 10% Compiled Rating:	RATING				
	1	2	3	4	5
1. Expand utilization of Veterans Community Park and the Unity bandshell					✓
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					✓
Comments (Indicate if additional pages are attached):					

Signature: 

Print Name: 

Date: 