

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: ____	RATING				
	1	2	3	4	5
1. Provides that the organization does not violate the agreement or appropriate established board procedures.					5
2. Plans and organizes ongoing programs and services to the City Council.			3		
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	
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.				4	
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): I'm not sure what programs and services are planned and organized for the city council, but it would be nice to see a City of Marco Island float in the Christmas Parade.					

Fiscal Management Compiled Rating: ____	RATING				
	1	2	3	4	5
1. Includes the City Council in preparations of the annual budget.					5
2. Plans and prepares the annual budget with the input of the City Council with documentation and full explanation of the annual budget.					5
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					5
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.				4	
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.				4	
6. Plans and provides necessary information for the City Council which requires bonding or borrowing of funds for long term projects.					5
7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.				4	
8. Plans and provides for future economic growth in relationship to projected revenues and expenditures.			3		
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): <p>“Plans and provides for future economic growth in relation to projected revenues and expenditures” Economic growth requires some strategic planning on the council’s part which I haven’t seen per se, but I think it’s a task that the council should prioritize. Losing a growing economy is a death knell for a city and a big ship to turn around that can take years. It’s not Mike’s fault that I gave him a 3 on this but he and the council should make this a priority moving forward to ensure prosperity and livability in the future. We are approaching a generational change, and need to recognize the changing face of Marco Island, while planning to keep it the special, unique place it’s been to millions of people over the years.</p>					

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.				4	
2. Plans and organizes maximum utilization and maintenance of City owned equipment.				4	
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.				4	
4. Has a vision of the future for the city of Marco Island and shares that vision with the City Council and the public.		2			
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.			3		
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.				4	
7. Carries out intermediate and long-range planning concerns approved by the City Council.				4	
COMMENTS/SUGGESTIONS (Indicate if additional pages attached) There is a great need for the council to conduct strategic planning, visioning and official communication with the residents. The council should be focused on planning the future utilizing Mike's vast connections and experience across the state, his extensive history managing Florida cities and his deep knowledge of Florida. I'd like to see this happen in 2024-25					
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.				4	
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs			3		
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.				4	
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.				4	
5. Willingness to participate with other governmental entities in sharing resources or equipment.					5

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): Mike is president of the City Managers Association. As such he has resources that we should be tapping into to a larger extent. I'd like to see a monthly report of best practices across the state that we can consider and/ or learn from when addressing our local issues.

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.

				5
--	--	--	--	---

2. Establishes and maintains an image of the City of Marco Island to the community that represents service, enthusiasm and professionalism.

				5
--	--	--	--	---

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.

				5
--	--	--	--	---

4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.

				5
--	--	--	--	---

COMMENTS/SUGGESTIONS (Indicate if additional pages attached): Mike does a good job being available personally to the public and ensuring that all city employees are too. City employees are regularly invited to speak at local organizations and put a friendly face on the city. The employees I know all demonstrate service, enthusiasm and professionalism. If there are ever reports to the contrary, Mike acts quickly to resolve them.

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.

				5
--	--	--	--	---

2. Maintains regular staff meetings.

				5
--	--	--	--	---

3. Maintains contact and professional interaction with subordinates at all levels of the organization.

			4	
--	--	--	---	--

4. Ability to appropriately motivate and discipline employees for peak performance.

		3		
--	--	---	--	--

5. Equitably handles problem of grievances among subordinate employees.

			4	
--	--	--	---	--

6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.

				5
--	--	--	--	---

7. Provides for annual evaluation of all employees.

				5
--	--	--	--	---

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): I can only comment on what I have personally seen, not what employees might experience with Mike as a supervisor. I have always found this section to be somewhat unfair for council members to comment on. Numbers 3, 4 and 5 I really have no way of knowing personally from my perspective but would certainly hope so.

Relationship with City Council Compiled Rating: __	RATING				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the City Council.				4	
2. Maintains availability to the City Council.					5
3. Provides information needed for City Council action in a timely manner.					5
4. Establishes a system of reporting to the City Council on the current plans and activities of the City.		2			
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.		2			
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.				4	
7. Always prepared to answer questions of the City Council.					5
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): The reason for a lower score in this section is because the information from the city comes from all departments in different formats and through different channels. I would recommend a streamlined delivery to the council and to the public. I've recommended a newsletter in the past and I think it would help compile information in a comprehensive easy to digest manner, simplifying and at the same time enhancing the messaging.					
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?					5
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?					5
3. Does the City Manager deal effectively with other governmental managers?					5
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?					5

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): Mike understands the value of being involved and active in professional development, and I believe he does so with ease and professionalism.

Personal Characteristics

Compiled Rating: ____

RATING

1	2	3	4	5
			4	
				5
				5
			4	
			4	

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):

Mike can be creative and open to suggestions and often is. Unfortunately, the public and the council can be harsh critics which can stifle the very creativity we need for open discussions to solve our challenges. I can't fault him for not being more creative, but I would like to see it. He is very rational, decisive and has a good attitude when I interact with him.

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

Signature: *Becky Irwin*

Print Name: Becky Irwin

Date: August 13, 2024

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					5
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					5
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					5
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			3		

Comments (Indicate is additional pages are attached):

Water quality is an enormous ongoing project. I appreciate what has been done and understand the need to keep moving forward with big thinking and big action.

Fiscal Management – Weight 20%	RATING				
	1	2	3	4	5
Compiled Rating:					
1. Present City Council with FY 2024-25 City budget applying the rollback Millage Rate for adoption					5

Comments (Indicate is additional pages are attached):

It was a herculean task to consider all the “wants” and keep them within the available funds. I’m very proud of Mike and the staff for making this happen. I understand that it’s not easy and not everyone is happy but it shows a commitment to our populace that we are good stewards of their tax dollars.

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.					5
3. Complete public process related to development of the Olde Marco Redevelopment Master Plan.					5
4. Complete the unwinding of the Vacation Rental registration program with wrap-up accounting to City Council					5
5. Successfully complete Growth Management Permitting "Community engagement" process and related internal process review.				4	
Comments (Indicate is additional pages are attached):					

Internal / Organizational Issues – Weight 15%	RATING				
	1	2	3	4	5
Compiled Rating:					
1. Complete "360 Evaluation" process				4	
2. Implement expanded supervisory training, including appropriate certification for Purchasing/Risk Management				4	
Comments (Indicate is 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				4	
2. Identify and support Island-wide beautification efforts. <ul style="list-style-type: none">• Seek funding options for beach access beautification• Identify a process and funding for replacement of electrical box wraps			3		
Comments (Indicate is additional pages are attached): Good start with the veterans' park programming and the beautification efforts. There is still massive opportunity in both areas to make a significant impact on the island. I would like to see them continue to be goals and see bigger leaps next year especially under beautification in expanding the 10,000 trees program outreach in the community and replacing the hundreds of trees that have died in the past several years. As for expanding programming in the Unity Bandshell, continue to collaborate with producers, promoters and arts organizations to fill the calendar with high quality offerings of all kinds for the community.					

Signature: _____

Print Name: _____

Date: _____