

## 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:**

<b>Organizational Management</b> <b>Compiled Rating:</b> _____	<b>RATING</b>				
	1	2	3	4	5
1. Provides that the organization does not violate the agreement or appropriate established board procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Plans and organizes ongoing programs and services to the City Council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Council or responses to public requests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b> 4. When it comes to innovative technology, Manager McNees has done an excellent job with the allotted budget available for this area. Regardless of budgeting availability or constraints, I would like to see him continue to present the most innovative technologies to City Council.					

<b>Fiscal Management</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
1. Includes the City Council in preparations of the annual budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Plans and prepares the annual budget with the input of the City Council with documentation and full explanation of the annual budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Administers the adopted budget within the framework of the approved revenues and expenditures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Plans and provides necessary information for the City Council which requires bonding or borrowing of funds for long term projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8. Plans and provides for future economic growth in relationship to projected revenues and expenditures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b> I cannot say enough about the outstanding job that Manager McNees and staff did with balancing the budget this year. This was truly a great accomplishment. They should be the model for which our federal government follows!					

<b>Intermediate and Long-Range Planning</b> <b>Compiled Rating: _____</b>		<b>RATING</b>				
		1	2	3	4	5
1. Plans and organizes a process of program planning in anticipating the future of the City.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Plans and organizes maximum utilization and maintenance of City owned equipment.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Has a vision of the future for the city of Marco Island and shares that vision with the City Council and the public.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7. Carries out intermediate and long-range planning concerns approved by the City Council.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages attached)</b>						
<b>Intergovernmental Relationships</b> <b>Compiled Rating: _____</b>		<b>RATING</b>				
		1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Willingness to participate with other governmental entities in sharing resources or equipment.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b> One of our Manager's strong points is his ability to interact with government officials and other organizations. The relationships he has built with the TDC and the funds he secured for our community is an excellent example of his ability to cultivate relationships and work with other governmental entities.						

<b>Relationship with the Public</b> <b>Compiled Rating: _____</b>	<b>RATING</b>				
	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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Establishes and maintains an image of the City of Marco Island to the community that represents service, enthusiasm and professionalism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the City.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages attached):</b>					
<b>Management of Employees and Relationship</b> <b>Compiled Rating: _____</b>	<b>RATING</b>				
	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Maintains regular staff meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Maintains contact and professional interaction with subordinates at all levels of the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Ability to appropriately motivate and discipline employees for peak performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Equitably handles problem of grievances among subordinate employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7. Provides for annual evaluation of all employees.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>COMMENTS/SUGGESTIONS (Indicate if additional pages are attached):</b>					

<b>Relationship with City Council</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the City Council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Maintains availability to the City Council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Provides information needed for City Council action in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Establishes a system of reporting to the City Council on the current plans and activities of the City.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7. Always prepared to answer questions of the City Council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

Our Manager does an excellent job communicating with City Council and making himself available to do so day or night.

<b>Professional Development</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
1. Is the City Manager viewed with respect as compared to others in Public Administration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Does the City Manager deal effectively with other governmental managers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

Manager McNees is a student of self-improvement through books, seminars, etc., and he does a very good job of sharing these lessons learned with his department heads and City staff.

<b>Personal Characteristics</b> <b>Compiled Rating:</b> <u>  </u>	<b>RATING</b>				
	1	2	3	4	5
1. Imagination: Does the City Manager show originality in approaching problems? Able to visualize the implications of various approaches?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Objectivity: Is the City Manager unemotional and unbiased? Take a rational viewpoint based on facts and qualified opinions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

  
  
  
  
  

**OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION**

**(Indicate if additional pages are attached):**

Of course there is room for improvement in all of us. With that said, Manager McNees balances the budget, keeps the City safe, and overall does an excellent job. Big thanks to him, our Assistant Manager, department heads, and staff!

Signature: Darrin Palumbo

Print Name: DARRIN PALUMBO

Date: August 8, 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:**

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

Comments (Indicate is additional pages are attached):

<b>Fiscal Management – Weight 20%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
1. Present City Council with FY 2024-25 City budget applying the rollback Millage Rate for adoption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Comments (Indicate is additional pages are attached):					
Our Manager and staff hit a home run when it comes to budgeting. Nothing more needs to be said.					

<b>Land Use and permitting issues – Weight 25%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
2. Present completed Olde Marco zoning certificate inventory to City Council by February 1, 2024.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Complete public process related to development of the Olde Marco Redevelopment Master Plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Complete the unwinding of the Vacation Rental registration program with wrap-up accounting to City Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Successfully complete Growth Management Permitting “Community engagement” process and related internal process review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments (Indicate is additional pages are attached):	Manager McNees and staff were asked to update permitting and zoning processes. The feedback I have received from the general public is that the implemented changes have been very effective and have made the processes much easier.				

<b>Internal / Organizational Issues – Weight 15%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
1. Complete “360 Evaluation” process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Implement expanded supervisory training, including appropriate certification for Purchasing/Risk Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Comments (Indicate is additional pages are attached):					

<b>Other – Weight 10%</b> <b>Compiled Rating:</b>	<b>RATING</b>				
	1	2	3	4	5
1. Expand utilization of Veterans Community Park and the Unity bandshell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Indicate if additional pages are attached):					
Excellent job with the amount of events at Veteran's Park. However, the park is in need of maintenance and shade structures. These are budget issues and should be a priority of both the Manager and City Council.					

Signature:



Print Name:

DARRIN PALUMBO

Date:

August 8, 2024