

TOWN MANAGER'S EVALUATION INPUT SHEET

NAME: Terry Stewart

APPRAISAL PERIOD: February 1, 2010 to no later than September 1, 2010

PERFORMANCE COMMITMENTS:

1. Facilitate the Development of Town Strategies
2. Budget Management/Development
 - a. Manage 2009/10 Budget and Review Status Quarterly
 - b. Develop 2010/11 Budget
 - c. Complete Audit
2. Manage and Direct Staff, and Implement Appropriate Human Resource Activities
3. Implement Project Management for Activities Such As:
North Estero Blvd, Beach Management, Mound House, Estero Blvd Refurbishment, Water Utility Replacement, Storm Water Management and Others As Identified
4. Manage Town Council Agendas
5. Establish Appropriate Relationships, Develop and Implement Satisfaction Surveys With Customers Such As:
Town Council, Town Attorney, Other Governmental Bodies, Community Groups, Advisory Committees and Islanders

RESULTS AGAINST COMMITMENTS:

MAJOR ACCOMPLISHMENTS:

PERFORMANCE COMMITMENTS FOR NEXT APPRAISAL PERIOD:

NAME: _____

DATE: _____

TOWN OF FORT MYERS BEACH
PERFORMANCE EVALUATION OF TOWN MANAGER

NAME: Terry Stewart

EVALUATION PERIOD: February 1, 2010 to no later than September 1, 2010

Rating Definitions:

- 1 – Infrequently Achieves Expected Results / Unsatisfactory Performance Expectations
- 2 – Sometimes Achieves Expected Results / Below Performance Expectations
- 3 – Frequently Achieves Expected Results / Meets Performance Expectations
- 4 – Regularly Achieves Expected Results / Above Performance Expectations
- 5 – Always Achieves Expected Results / Far Exceeds Performance Expectations

Quality of Results: The extent to which work meets standards of quality.

Rating:

Weight: 40%

Quantity of Results: The amount of work compared to job requirements.

Rating:

Weight: 30%

Personal/Job Skills: Demonstration of the knowledge and skill requirements of the job.

Characteristics to be considered include:

Knowledge: Understanding of municipal issues such as: water utility, storm water, community development, public works, code enforcement, parks and recreation, environment, emergency management and transportation.

Leadership: Work ethic; Serves as role model to staff; Ability to implement Town Council direction.

Supervision: Provides effective leadership and supervision to staff. Evaluates the performance of staff and assists them in improving their performance.

Operations: Operates effectively, efficiently and proactively; Accomplishes projects and programs in a timely, responsive and professional manner. Uses Project Management.

Budget: Presents a proposal for a balanced budget within established time frame. The budget is realistic and administered effectively and efficiently.

Agenda: Prepares an orderly, workable agenda. The agenda allows Council to focus on policy-making issues.

Execution of Policy: Understands and respects State, Federal, Local laws and policies. Continually reviews and makes changes as necessary.

Rating:

Weight: 15%

