

TOWN OF FORT MYERS BEACH  
PERFORMANCE EVALUATION OF TOWN MANAGER

NAME: \_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_

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.

Comments:

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**Rating:**

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

Comments:

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**Rating:**

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

Comments:

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**Rating:**

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

Comments:

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**Rating:**



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

Comments:

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**Rating:**

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

Comments:

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**Rating:**

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

Comments:

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**Rating:**

**Council Relations:** Assists Council members with ongoing issues. Is impartial, receptive, and responds to Council inquiries. Is candid and receptive to constructive criticism and advice.

Comments:

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**Rating:**

**Communications:** Reports are timely, comprehensive and understandable. Provides Council with information necessary to make sound decisions. Keeps Council informed.

Comments:

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**Rating:**

**Other Relations:** Interacts well with other government and public agencies, particularly those in Lee County. Is responsive to community input. Supports Town advisory committees.

Comments:

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**Rating:**

**Teamwork:** Encourages staff members to work together in a cooperative manner. Demonstrates the ability to work in a cooperative, respectful and impartial manner with all Council members and Town Attorney.

Comments:

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**Rating:**

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

Comments:

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**Rating:**

**Overall Performance:**

**Reviewer's Comments:**

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APPRAISER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TOWN MANAGER'S EVALUATION INPUT SHEET

NAME: \_\_\_\_\_ APPRAISAL PERIOD: \_\_\_\_\_

**PERFORMANCE COMMITMENTS:**

(Include individual, team & personal development goals.)

**RESULTS AGAINST COMMITMENTS:**

**MAJOR ACCOMPLISHMENTS:**

**PERFORMANCE COMMITMENTS FOR NEXT APPRAISAL PERIOD:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TOWN OF FORT MYERS BEACH  
TOWN MANAGER PERFORMANCE EVALUATION PROCESS

1. Town Manager and Town Council agree on performance evaluation period.
2. At the beginning of the performance evaluation period or at the start of employment, the Town Manager and Town Council jointly agree on performance commitments.
3. Set a meeting date for Town Council to evaluate the Town Manager's performance. (Suggestion: If the evaluation is to be completed annually, consider doing the evaluation at the second Town Council meeting in August.)
4. At least four weeks before the Town Manager evaluation meeting, request that the Town Manager complete the "Town Manager Evaluation Input" sheet and provide it to Town Council members.
5. At least two weeks before the Town Manager evaluation meeting, Town Council members must complete the "Performance Evaluation" sheet and forward it to the Town Clerk for inclusion in the meeting packet.
6. At the Town Manager evaluation meeting:
  - a. Town Council members provide verbal performance feedback to the Town Manager.
  - b. Town Council discusses and agrees on a Town Manager employment and compensation package.
  - c. Town Council and the Town Manager discuss and agree on performance commitments for the next performance evaluation period.