



**City of Belle Isle**

**City Manager Performance Evaluation**

**Evaluation period: January-December 2024**

**Stan Smith**

**Governing Body Member's Name**

Each governing body member should complete this evaluation form, sign it in the space below, and return it to the City of Belle Isle City Clerk. The deadline for submitting this performance evaluation is March 4, 2025.

**Evaluations will be summarized for the Mayor and included on the agenda for discussion at the City Council meeting on March 18, 2025.**

**Stan Smith**

**Governing Body Member's Signature**

**March 4, 2025**

**Date Submitted**

**Mayor's Signature**

**Date Reviewed**

## INSTRUCTIONS

This evaluation form contains eight evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the cover page date, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

### Process

1. The City Clerk will provide Evaluation forms to the Mayor and all Council Members
2. Each Council Member completes the forms, signs them, and returns one copy to the Mayor and City Clerk.
3. The Clerk tabulates the results of the Evaluation forms.
4. The City Manager may prepare a memorandum to the Council, including self-evaluation, using the Self-Evaluation Form.
5. A composite of the Council evaluation forms and the City Manager's self-evaluation are distributed to the Council, Mayor, and City Manager prior to the evaluation meeting.
6. The Council meets with the City Manager in a scheduled meeting to jointly review the evaluation.
7. The Mayor will establish the operating ground rules for the session, including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
8. The evaluation process shall occur annually, as close to the anniversary of the hiring date of the City Manager, except that the Council may request an evaluation at any time.

**CITY OF BELLE ISLE  
EVALUATION OF CITY MANAGER**



Rate the following categories using the chart above.

**1. Relating with Governing Body - Providing Information**

- |   |   |
|---|---|
| a. Keep the City Commission informed in an appropriate and timely manner about matters critical to the Commission's policymaking role and relevant legislation and developments in the area of public policy affecting the City | 3 |
| b. Anticipate and follow up promptly on Commission requests for information or action without having to be reminded.  | 3 |
| c. Carries our directives of the body as a whole as opposed to those of any one member or minority group.   | 2 |
| d. Consider all available alternatives before making recommendations to the Commission. And plans in anticipation of future needs and concerns  | 3 |
| e. Sets meeting agendas that reflect the guidance of the governing body and Avoids unnecessary involvement in administrative actions.   | 3 |
| f. Responds well to requests, advice, and constructive criticism  | 3 |

Add the values from above and enter the subtotal 17 + 6 = 2.83 score for this category

**Comments on Relating to the Governing Body**

Needs to seek more guidance and direction from the council as a whole

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**2. Organizational Relations: Fiscal Management**

- a. Develop and administer a process of budget preparation and review which meets the requirements of the City Charter, and expectations of the Council in its decision-making role. 3
  
- b. Control operational and capital costs through adequate budgetary controls, cost-saving measures, opportunities for budget reductions, and the judicious/economical utilization of manpower, material, and manpower, material, and equipment. 2
  
- c. Provide the Commission with timely and sufficient reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 3

Add the values from above and enter the subtotal 8 + 3 = 2.66 score for this category

**Comments on Fiscal Management**

Generally does a good job but needs to adhere to the spending guidelines or seek approval from the council before exceeding the established limits.

**3. Personnel Management**

- a. Effectuate sound personnel selection and placement policies. 3
  
- b. Motivate all levels of personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness, and sensitivity to the public. 2
  
- c. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance. 3

Add the values from above and enter the subtotal 8 + 3 = 2.66 score for this category

**Comments on Personnel Management**

Rick has improved in this area the past year. This is an area where continued improvement should always be sought and attained.

#### 4. Managing the Organization

- a. Execute/Implement the policies adopted by the Commission in a timely and appropriate fashion. 3
- b. Supports the actions of the governing body after a decision has been Reached, both inside and outside the organization 4
- c. Understands, supports, and enforces local government laws, policies, and ordinances. 2
- d. Review ordinance and policy procedures periodically to suggest improvements to their effectiveness 3
- e. Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical. 3

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category

#### Comments on Managing the Organization

Rick should work on ensuring all Belle Isle citizens are treated equally and enforce all the Belle Isle ordinances equally with all citizens.

#### 5. Relations with the Public

- a. Responsive to requests, disputes, or complaints involving citizens in an effective, equitable, and timely manner. 3
- b. Meets with and listens to members of the community to discuss their concerns and strives to understand their interests 3
- c. Gives an appropriate effort to maintain residents' satisfaction with City services. 4

Add the values from above and enter the subtotal 10 + 3 = 3.33 score for this category

#### Comments on Relations with the Public

Rick does a good job of representing the city at our special events and works to ensure they are successful and enjoyed by our citizens. Additionally he is sensitive to the concerns of our citizens and prioritizes efforts to meet their needs.

**6. Relations with Other Governments**

- a. Deal effectively with other governmental agencies in representing the City of Belle Isle. 3
  
- b. Develop and administer an effective program of grantsmanship. 2

Add the values from above and enter the subtotal 5 + 2 = 2.5 score for this category

**Comments on Relations with Other Governments**

As our City Manager, Rick should be writing and submitting a minimum of 2 grant proposals a month to ensure we maximize our ability to be considered for and receive all available grant funds.

**List any goals, achievements, and objectives.**

Goal - Continuously write and submit grant proposals to all levels of government, government entities and private corporations.

Achievement - Leadership - By maximizing the skills of Director Price, the city has never looked better. Keep up the good work.

**Commission Member Observations - Narrative Evaluation**

- A. Two things that the manager does now that this Commission member would most like him/her to continue, discontinue, or modify.

Write and submit more grants  
Continue to repair and improve the city infrastructure.

- B. What would you identify as the manager's strength(s), expressed in terms of the principles results achieved during the rating period?

Knowledge of and experience at the position allows Rick to work on moving the city forward.

- C. What are your priorities, expectations, and objectives for the new rating period that you expect the City Manager to initiate or accomplish?

Meet with the citizens to explain the need to increase revenues.  
Present viable options to the City Council for a larger municipal complex.  
Bring more items to the City Council for consideration and possible adoption to improve our city.

- D. What constructive suggestions or assistance can you offer the City Manager to enhance performance?

Be the leader in every sense of the word.  
Be more prepared at Council meetings about the financial impact of Council decisions.

**7. Managerial and Administrative Performance**

1	2	3	4	5	
		3			Accessible and maintains good rapport with elected officials, staff, and the public.
		3			Demonstrates a capacity for innovation and creativity
		3			Anticipates and analyzes problems to develop practical approaches for solving them
		3			Willing to try new ideas proposed by the governing body and/or staff
		3			Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category.

**Comments on Managerial and Administrative Performance**

Rick has performed as expected this past year. However, the bar will be raised going forward to meet and exceed the expectations of the City Council, employees and our citizens.

**8. Personal Qualities**

1	2	3	4	5	
		3			Diligent and thorough in the discharge of duties. "self-starter."
		3			Exercises good judgment
		3			Open/forthright and make tough decisions.
		3			Displays enthusiasm and cooperation and will adapt.
		3			Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal 15 + 5 = 3 score for this category.

**Comments on Personal Qualities**

Rick is competent and knowledgeable. He has the experience and skill set to guide Belle Isle into the future.

2.87 **Overall Rating**  
(Consider all items above)

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**Additional Comments**

[Empty comment box]

**Evaluation Completed by:** Stan Smith

**Date:** 03/04/2025

**City of Belle Isle**

**City Manager Performance Evaluation**

**Evaluation period: January -December 2024**

**Salary Adjustment**

**Stan Smith**

Governing Body Member's Name

Based on your appraisal of the City Manager's performance over the previous twelve (12) months, do you recommend a salary increase?  yes  no

If yes, what information would you like to have to determine the appropriate increase?

The total CPI increase for 2024.

If no, please comment.

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## City of Belle Isle City Manager Position Description

**General Description:** The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations of the City and is appointed by and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies, or offices of the City.

### Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion but does not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager's direction and supervision, are faithfully executed.
- Prepares and submits the annual budget and capital program to the City Council.
- Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices, and agencies that are subject to the City Manager's direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention, and promotion of City employees, which policies shall include a grievance procedure.
- Serves as the purchasing agent for the City as established by the charter.
- Performs other job related functions as needed or directed by City Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. listed herein are intended to be consistent with the Charter and Ordinances of the City of Belle Isle and the laws of the State of Florida, and this document may not be construed to supersede, overrule, or convey any authority that is inconsistent with such Charter provisions, ordinances, or laws)

### Minimum Requirements:

- Bachelor's Degree or higher from an accredited College/University with a major in Business or Public Administration or related field, plus five years' experience in progressively responsible management position in local government or an equivalent combination of education and experience.
- ICMA-Credentialed Manager (current/active).
- Must obtain a valid Florida Driver's License within 90 days of employment.
- Knowledge, Abilities, and Skills:
- Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.
- Knowledge of local governmental operations.
- Knowledge of research techniques and source availability of required or requested information.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with , government officials, private organizations, and the general public, and effectively utilize resources.
- Ability to make effective decisions.
- Ability to maintain records, files, and reports in accordance with established methods and procedures.
- Ability to read, interpret, and analyze instructions and/or data effectively.
- Ability to work independently with minimal supervision.
- Ability to formulate, submit and administer budgets.
- Ability to function in a sophisticated computer environment.

**Environmental Conditions:**

Works in an office environment

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**City of Belle Isle**

**City Manager Performance Evaluation**

**Evaluation period: January -December 2024**

**City Manager Self-Evaluation**

Directions: Your responses to these questions must be completed and attached to your performance and development self-evaluation. Additional pages may be added as necessary.

1. How have you accomplished your goals and/or work assignments in your first year of employment?

2. What other job-related accomplishments have you had that were not part of the goals set during your first year?

3. What obstacles or setbacks did you encounter during the year?

4. What do you see as your major goal(s) for this next evaluation period?  
What can the City Council do to help you accomplish these goals?

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5. What suggestions do you have for improving the effectiveness between you, the Council, and Mayor?

6. Do you have specific training needs that the Council can facilitate, and how will those needs help you meet your goals?

7. Are there any other issues or comments you wish to share?