

EXHIBIT B

CITY MANAGER EVALUATION FORM

CITY OF MARCO ISLAND CITY MANAGER PERFORMANCE EVALUATION - FY 2023

RATING:

1. Unsatisfactory
2. Needs Strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

TOTAL COMPILED RATING:

Organizational Management					
Compiled Rating:	1	2	3	4	5
x1. Provides that the organization does not violate agreement or appropriate established board procedures.				X	
x2. Plans and organizes ongoing programs and services to the City Council.				X	
x3. Plans and organizes areas of concern brought to the attention of the City Manager by the City Council or responses to public requests.				X	
x4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the City.			X		
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): Timelines and prioritization schedules shared with Council were listed last year but that hasn't been done. Council should have a breakdown of this information from staff through the CM so we're fully aware of status.					

Fiscal Management Compiled Rating:	RATING				
	1	2	3	4	5
1. Includes the City Council in preparations of the annual budget.					x
2. Plans and prepares the annual budget with the input of the City Council with documentation and full explanation of the annual budget.					x
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					x
4. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.			x		
5. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.				x	
6. Plans and provides for necessary information for the City Council which requires bonding or borrowing of funds for long term projects.				x	
7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for City services.			x		
8. Plans and provides for future economic growth in relationship to projected revenues and expenditures.			x		
COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): Budget has been at rollback resulting in a reduction of property tax rates and citizen real dollar savings for the 8 th year in a row. Planning for future growth, infrastructure, staff, etc within rollback environment going forward is a challenge the CM will need to address.					

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.				x		
2. Plans and organizes maximum utilization and maintenance of City owned equipment.				x		
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.				x		
4. Has a vision of the future for the city of Marco Island and shares that vision with the City Council and the public.				x		
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.					x	
6. Maintains knowledge of new technologies, systems and methods that may enhance the City's economics.					x	
7. Carries out intermediate and long-range planning concerns approved by the City Council.					x	
COMMENTS/SUGGESTIONS (Indicate if additional pages attached) Addressing the growth of the city, as intended by its planners and founders, should not be a third-rail. CM and Council should work together to improve our city of the future rather than be afraid of it. – Reiterating these comments from last year. They have only become more relevant and important						
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.					x	
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances City programs					x	
3. Initiates communication with other governmental entities or outside parties, which the City may be involved with or become involved.					x	
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.					x	
5. Willingness to participate with other governmental entities in sharing resources or equipment.						x

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): CM is highly respected by his peers as has been previously noted.

Relationship with the Public

Compiled Rating:

RATING

1	2	3	4	5
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1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.

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

				x
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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.

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

		x		
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COMMENTS/SUGGESTIONS (Indicate if additional pages attached): Providing facts to the public in a timely fashion should become a greater priority to reduce misinformation.

Management of Employees and Relationship

Compiled Rating:

RATING

1	2	3	4	5
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1. Plans, organizes and maintains training of employees through in-house training or outside training.

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2. Maintains regular staff meetings.

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

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

			x	
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5. Equitably handles problem of grievances among subordinate employees.

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

			x	
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7. Provides for annual evaluation of all employees.

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

Relationship with City Council

Compiled Rating:

1. Maintains effective communication, both verbal and written with the City Council.
2. Maintains availability to the City Council.
3. Provides information needed for City Council action in a timely manner.
4. Establishes a system of reporting to the City Council the current plans and activities of the City.
5. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.
6. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.
7. Always prepared to answer questions of the City Council.

RATING

1	2	3	4	5
				x
				x
			x	
			x	
			x	
			x	
			x	

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): CM is always available for a meeting, phone call, or question.

Professional Development

Compiled Rating:

1. Is the City Manager viewed with respect as compared to others in Public Administration?
2. Does the City Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?
3. Does the City Manager deal effectively with other governmental managers?
4. Is the City Manager always interested in learning new techniques or envisioning new ways to conduct business?

RATING

1	2	3	4	5
				x
				x
				x
				x

COMMENTS/SUGGESTIONS (Indicate if additional pages are attached): The CM continues to be a positive, respected, and engaging example within his field.

Personal Characteristics

Compiled Rating:

RATING

1 2 3 4 5

1. Imagination: Does the City Manager show originality in approaching problems? Able to visualize the implications of various approaches?

x

2. Objectivity: Is the City Manager unemotional and unbiased? Take a rational viewpoint based on facts and qualified opinions?

x

3. Drive: Is the City Manager energetic, willing to spend whatever time is necessary to do a good job?

x

4. Decisiveness: Is the City Manager able to reach timely decisions and initiate action?

x

5. Attitude: Is the City Manager enthusiastic, cooperative and willing to adapt?

x

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

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

It's been a pleasure working with you these past 5 years!

Signature: _____

Print Name: Jared Grifoni

Date: 8/5/24

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%	RATING				
	1	2	3	4	5
Compiled Rating: 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 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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 	<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"> Identify appropriate funding sources Design approved and project out to bid by first quarter, 2024 City Council award construction contract by second quarter, 2024 	<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"> 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 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Comments (Indicate is additional pages are attached):
CM has been effective in moving these items forward and to completion.

Fiscal Management – Weight 20%	RATING				
Compiled Rating:	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):
8th year in a row for Council and 5th for the CM.

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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>
Comments (Indicate is additional pages are attached):					
<p>The rental program was a disaster for the City in every way imaginable from wasted tax dollars and wasted staff time (approximately \$750,000 throughout the process) to becoming embroiled in 4 lawsuits (at least one still pending and potential costs accruing). The CM had to navigate through an almost impossible situation created and fostered by a Council majority at the time that was not in tune with the legal reality. The CM put in good effort to stop the financial bleeding of tax dollars and bureaucratic bloat that was the result of the initial implementation of the rental program.</p>					

Internal / Organizational Issues – Weight 15%	RATING				
	1	2	3	4	5
Compiled Rating:					
1. Complete "360 Evaluation" process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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):					

Other – Weight 10% Compiled Rating:	RATING				
	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. <ul style="list-style-type: none">• 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments (Indicate is additional pages are attached): VCP utilization has increased but is very much a work in progress. The citizens want more events, more frequently. We've discussed Opera Nights and other options to bring different interests together at VCP in the years ahead. The City received funds from the TDC to supplement the beach access beautification project.					

Signature: _____

Print Name: _____

Date: _____