

**7. Professional and Leadership Skills**

- A. Represents the City in a professional manner 5
- B. Demonstrates a high degree of integrity 5
- C. Displays ability to handle crises 5
- D. Accepts constructive criticism 5
- E. Demonstrates courtesy, tact and skills in dealing with sensitive matters and dealing with others 5
- F. Maintains and overall personable and warm attitude 5
- G. Does the city manager have a management style that compliments the effective operations of our city 5
- H. Communicates clearly with Intergovernmental Agencies 5

Overall rating 5

**Comments:**

**8. Community Relations**

- A. Maintains positive relations with community groups and organizations 5
- B. Attends community functions 5
- C. Promotes City Commission directions through speaking engagements at civic, etc. meetings 5
- D. Properly handles complaints from citizens 5
- E. What is the general attitude of the community of the City Manager 5
- F. When complaints are not valid, does he/she properly explain why they are not valid to the citizen 5
- G. Does he/she properly avoid politics and partisanship 5
- H. Communicates clearly with the general public 5
- I. Provides Opportunities for communications from citizens 5

Overall rating 5

**Comments:**

**9. Management of Employees**

- A. Properly supervises subordinates 5
- B. Appears to be aware of the operations within the departments 5
- C. Recruits and retains quality personnel 5
- D. Fosters a commitment to provide a high level of service to the citizens 5
- E. Sets an atmosphere of fairness and equal treatment to employees 5
- F. Is accessible and remains visible to employees 5
- G. Encourages the development of employees 5

Overall rating 5

**Comments:**

**10. Program Development and Follow Through**

- A. Does he/she use initiative to develop new programs to meet the problems facing city government 5
- B. Does he/she understand city ordinances and state laws pertaining to municipal operations 5
- C. Does he/she cause them to be vigorously enforced 5
- D. Does he/she review procedures and programs from time to time to improve effectiveness and efficiency 5
- E. Does he/she promptly make changes in programs or procedures when it proves impractical or when changes would enhance city operations or public service 5

Overall rating 5

**Comments:**

**11. Other**

- A. During the current year what can the city manager take the greatest pride in?
  
- B. What do you feel are his/her strongest points and his/her finest accomplishments this year?
  
- C. What areas do you feel most needs improvement? Why?
  
- D. Do you have any constructive, positive ideas how the city manager can improve these areas?
  
- E. Do you have suggestions of how this performance appraisal procedure or form can be improved to better measure the performance of the City Manager?

Performance Evaluation

Pete Gardner, City Manager

- 5 1. Communication
- 5 2. Relations with City Commission
- 5 3. Budgeting and Fiscal Management
- 5 4. Asset Management
- 5 5. Planning and Organization
- 5 6. Decision Making
- 5 7. Professional and Leadership Skills
- 5 8. Community Relations
- 5 9. Management of Employees
- 5 10. Program Development and Follow Through

Overall Rating 5

  
\_\_\_\_\_  
(Signature of Commissioner)

9-3-14  
\_\_\_\_\_  
(Date)

Performance Evaluation Summary Sheet

Pete Gardner, City Manager

Commissioner Terry Pittman \_\_\_\_\_  
Vice-Mayor Suzy Wilson \_\_\_\_\_  
Commissioner Bobbi Hosegood \_\_\_\_\_  
Mayor J.R. Sullivan \_\_\_\_\_  
Commissioner Cory Coler \_\_\_\_\_  
Overall Rating by Commissioners \_\_\_\_\_

Rating Scale:

- 1 - Unsatisfactory;
- 2 - Needs Improvement;
- 3 - Good
- 4 - Very Good;
- 5 - Outstanding

City Manager  
Performance Evaluation  
2013/2014

**1. Communications**

- |  |          |
|--|----------|
| A. Maintains constructive relations with the press       | <u>5</u> |
| B. Communicates clearly with Department Heads            | <u>5</u> |
| C. Communicates clearly with Employees                   | <u>5</u> |
| D. Communicates clearly with Other City Charter Officers | <u>5</u> |
| E. Demonstrates effective listening                      | <u>5</u> |
| F. Demonstrates Oral and written communication skills    | <u>5</u> |

Overall rating 5

**Comments:**

**2. Relationship with City Commission**

- A. Openly communicates with City Commissioners 5
- B. Promptly and properly responds to requests 5
- C. Keeps City Commissioners informed of current Issues and remains accessible 5
- D. Provides recommendations and support in carrying Out City Commission decisions 5
- E. Provides timely agendas 5

Overall rating 5

**Comments:**

**3. Budgeting and Fiscal Management**

- A. Provides capital improvement plans or other plans that anticipates the needs of the community 5
- B. Presents a timely annual budget which is well documented 5
- C. Presents a timely annual budget which is well organized 5
- D. Presents a timely annual budget which represents the goals of the Commission 5
- E. Provides timely and clear financial reporting to include Year-end reporting 5
- F. Manages the City's operations within the budget 5
- G. Makes recommendations related to the fiscal needs of the City 5

Overall rating 5

**Comments:**

**4. Asset Management**

- A. Oversees appearance and condition of City-owned facilities, equipment and vehicles 5
- B. Reviews equipment and property for the purpose of future development/replacement 6
- C. Does he/she review city equipment and property for the purpose of future planning and for replacement ✓
- D. Has he/she developed new ideas for reorganizing or redirecting city equipment for more efficient and effective operations 5
- E. Has he/she worked to update technology in order to save work time and/or money 5
- F. Does he/she properly manage city property and facilities 5

Overall rating 5

**Comments:**

**5. Planning and Organization**

- A. Works with the City Commission in developing the City's long and short term goals and objectives 5
- B. Makes efforts to carry out the goals, policies and programs of the City Commission 5
- C. Demonstrates the ability to anticipate the needs of the City and recommends options to appropriately respond to those needs 5

Overall rating 5

**Comments:**

**6. Decision Making**

A. Makes decisions in a timely manner that are well thought out and in the Best interest of the City 5

B. Accepts responsibility for outcomes 5

C. Handles difficult situations in a professional and Proactive manner 4

Overall rating 5

**Comments:**

**7. Professional and Leadership Skills**

- A. Represents the City in a professional manner 5
- B. Demonstrates a high degree of integrity 5
- C. Displays ability to handle crises 5
- D. Accepts constructive criticism 5
- E. Demonstrates courtesy, tact and skills in dealing with sensitive matters and dealing with others 5
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- G. Does the city manager have a management style that compliments the effective operations of our city 5
- H. Communicates clearly with Intergovernmental Agencies 5

Overall rating 5

**Comments:**

**8. Community Relations**

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- H. Communicates clearly with the general public 5
- I. Provides Opportunities for communications from citizens 5

Overall rating 5

**Comments:**

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- B. Appears to be aware of the operations within the departments 4
- C. Recruits and retains quality personnel 5
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- F. Is accessible and remains visible to employees 5
- G. Encourages the development of employees 5

Overall rating 5

**Comments:**

**10. Program Development and Follow Through**

- A. Does he/she use initiative to develop new programs to meet the problems facing city government 5
- B. Does he/she understand city ordinances and state laws pertaining to municipal operations 5
- C. Does he/she cause them to be vigorously enforced 4
- D. Does he/she review procedures and programs from time to time to improve effectiveness and efficiency 5
- E. Does he/she promptly make changes in programs or procedures when it proves impractical or when changes would enhance city operations or public service 5

Overall rating 5

**Comments:**

**11. Other**

A. During the current year what can the city manager take the greatest pride in?

*Completion of long-standing projects.*

B. What do you feel are his/her strongest points and his/her finest accomplishments this year?

*Managing through budgetary limits and coming together to find acceptable outcomes for the city.*

C. What areas do you feel most needs improvement? Why?

D. Do you have any constructive, positive ideas how the city manager can improve these areas?

E. Do you have suggestions of how this performance appraisal procedure or form can be improved to better measure the performance of the City Manager?

*No.*

Performance Evaluation

Pete Gardner, City Manager

- 5 1. Communication
- 5 2. Relations with City Commission
- 5 3. Budgeting and Fiscal Management
- 5 4. Asset Management
- 5 5. Planning and Organization
- 5 6. Decision Making
- 5 7. Professional and Leadership Skills
- 5 8. Community Relations
- 5 9. Management of Employees
- 5 10. Program Development and Follow Through

Overall Rating 5

  
\_\_\_\_\_  
(Signature of Commissioner)

9/2/2014  
\_\_\_\_\_  
(Date)

Performance Evaluation Summary Sheet

Pete Gardner, City Manager

Commissioner Terry Pittman \_\_\_\_\_

Vice-Mayor Suzy Wilson \_\_\_\_\_

Commissioner Bobbi Hosegood \_\_\_\_\_

Mayor J.R. Sullivan \_\_\_\_\_

Commissioner Cory Coler \_\_\_\_\_

Overall Rating by Commissioners \_\_\_\_\_

Rating Scale:

- 1 - Unsatisfactory;
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- 3 - Good
- 4 - Very Good;
- 5 - Outstanding

City Manager  
Performance Evaluation  
2013/2014

**1. Communications**

- |  |          |
|--|----------|
| A. Maintains constructive relations with the press       | <u>5</u> |
| B. Communicates clearly with Department Heads            | <u>5</u> |
| C. Communicates clearly with Employees                   | <u>5</u> |
| D. Communicates clearly with Other City Charter Officers | <u>5</u> |
| E. Demonstrates effective listening                      | <u>5</u> |
| F. Demonstrates Oral and written communication skills    | <u>5</u> |

Overall rating  $\frac{30}{5}$

**Comments:**

**2. Relationship with City Commission**

- A. Openly communicates with City Commissioners 5
- B. Promptly and properly responds to requests 5
- C. Keeps City Commissioners informed of current Issues and remains accessible 5
- D. Provides recommendations and support in carrying Out City Commission decisions 5
- E. Provides timely agendas 5

Overall rating  $\frac{25}{5}$

**Comments:**