

**City of Pensacola**  
**Performance Evaluation**

**Council Executive**

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council, the Council President and the Council Executive concerning the performance of the Council Executive in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. The Council Executive prepares a memorandum to the City Council including his/her self-evaluation
2. The Council Executive will provide evaluation forms for completion at Council Member discretion
3. Completed forms will be forwarded to a member of Council Staff where the results will be tabulated and provided to the Council President
4. For each category, scores will be compiled and averaged for a composite score for that category
5. The Council President will prepare an evaluation for review with the Council Executive and presentation to the City Council along with any proposed salary increase if/when appropriate

INSTRUCTIONS

Review the employees work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

## PERFORMANCE EVALUATION

Council Executive

Date: 10/10/17

### RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement (2) - Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

Meets Job (3) - Standard The employee's work performance consistently meets the standards of the position

Exceeds Job (4) - Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance

Outstanding (5) - The employee's work performance is consistently excellent when compared to the standards of the job

Not Observed (NO) The employee's work performance was not observed during this evaluation period.

### I. Performance Evaluation and Achievements

#### 1. Staff Oversight

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Overseeing and coordinating work of the Office of City Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Ensures staff payroll is completed and approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- C. Ensures PTO is efficiently, and effectively coordinated
- D. Supervising and evaluating Office of City Council employees

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: C. EXEC DOES PROVIDE COUNCIL INFO REGARDING STAFF AVAILABILITY INCLUDING ABSENCE DUE TO MEDICAL, EMERGENCIES, OR HOLIDAYS

Score \_\_\_\_\_

**2. Meeting Attendance**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Attends all meetings of the City Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Attends meetings of other Council Boards, Commissions and Authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Provides information to Boards, Commissions and Authorities when requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Score \_\_\_\_\_

**3. Agenda Preparation**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Coordinating agenda preparation, overseeing coordination of presentations and assembling supporting documents for City Council Agenda Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- |  | <u>1</u>                 | <u>2</u>                 | <u>3</u>                 | <u>4</u>                 | <u>5</u>                            | <u>NO</u>                |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| B. Assists Council Members in assembling information and preparation of agenda items             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Works with the City Clerks Office, Administration and other departments in agenda preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Score \_\_\_\_\_

- | <b>4. <u>Collaboration on Initiatives</u></b>                                   | <u>1</u>                 | <u>2</u>                 | <u>3</u>                 | <u>4</u>                 | <u>5</u>                            | <u>NO</u>                |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| A. Collaborating with members of City Council in the development of initiatives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Provide research assistance in gathering information for Council initiatives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Score \_\_\_\_\_

- | <b>5. <u>Council Assistance</u></b>   | <u>1</u>                 | <u>2</u>                 | <u>3</u>                 | <u>4</u>                 | <u>5</u>                            | <u>NO</u>                |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| A. Conducts studies and collection of information on City Council operational and administrative matters, analyzing data, drawing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

conclusions, and preparing reports and presentations

- B. Remains current with Local, State, and Federal legislation that may affect the City and submits reports to the Council containing results of analysis and proposed actions
- C. Schedules meetings with Council Members, City Staff, the Mayor, and citizens
- D. Assists citizens by conferring with those who request service information or who make complaints. Investigates such contacts, taking action or referring them to the appropriate party
- E. Briefs the Council President on items relevant to upcoming Council meetings, as well as providing information and guidance where appropriate
- F. Provides reports to the City Council Members on matters of importance to the City
- G. Provides input, guidance and assistance to Council Members where requested and appropriate
- H. Maintains confidentiality of Council Member matters and maintains adherence to the Sunshine Law

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

6. <u>Budget Oversight</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Develops, maintains and monitors Office of the City Council budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Assists City Council in review and approval of the City Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Schedules yearly Budget Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: ASSISTANCE W/ UNDERSTANDING BUDGET IS READILY ACCESSIBLE VIA C. EXEC.  
\_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

Achievements relative to goals and objectives for this evaluation period:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards, as well as overall job performance, the following rating is provided:

Unsatisfactory

Improvement Needed

Meets Job Standards

Exceeds Job Standards

Outstanding

Comments: MR KRATZER HAS ESTABLISHED  
A HIGH BAR OF "PERFORMANCE EXCELLENCE"  
FOLLOWING A HISTORY OF VOLATILITY.  
OUR COUNCIL, ADMINISTRATION, & COMMUNITY  
ARE FORTUNATE TO  
HAVE D. KRATZER.

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period:

---

---

---

---

---


---

---

Employee Comment: I look forward to  
continued service & TEAMWORK on  
behalf of our citizens.

  
\_\_\_\_\_  
Council Executive

10/10/17  
Date

  
\_\_\_\_\_  
Council President

10/10/17  
Date