





#### Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

#### **Commission Instructions:**

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

		Performance Descriptors and Rating Scale
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

# Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

#### **Charter Officer Instructions and Next Steps:**

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her Accomplishments List or Report to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss selfevaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.



Fiscal Year: FY21	Ev	aluator:	DIA			
Charter Officer: Omichule baindy	Tit	le: CA	1 Clark			
coal(s) If needed use additional goals sheet (page 1)	age 5):		(			
*Overall Support of City Commission Goals and Obj City's philosophy (vision, mission, values); actively pursu how these relate to the Charter Officers' job and depart *Charter to attach Accomplishments Report for Evalua	ues an und tment.	lerstandin d	g of organiz	ational goa	Is and obje	ctives and
Describe Goal(s): Superfor Service 4=	the p	ablic, c	0171351	in, cr	l city	Stoff.
Commission Member: Check performance rating	1 🗆	2	3□	4	5 🛛	N/A□
Commission Member Comments:						
Commission Member Comments: OFFICET has chieve raise of 15% in base Sch	es t	ull I		ũnđ	OEYEN	72 5
Charter Officer: Check self-evaluation rating	1	2	3□	4	5	N/A
Competencies:					anational as	
<ol> <li>Business Acumen. Understands the business, finar responsibility; realizes implications of key financial diagnose business strengths and weaknesses.</li> </ol>			-			
Commission Member: Check competency rating	1	2	3	4	5 🔀	N/A
Commission Member Comments: Terrific Steward OF	resourc	es				
Charter Officer: Check self-evaluation rating	1□	2	3□	4	5	N/A□
Charter Officer Comments:						
					HR Form 0	1172019,Rev2



2. Communication and Building Relationships. constructive feedback, promotes frank and ope internal and external, promotes collaboration a the City.	n discussions	s on issues.	Cultivates	a network	of relation	shins hoth
Commission Member: Check competency rating	1	2	3	4	52	N/A
Commission Member Comments: OFFICE IS - placswrl	te W	ork l	JAK			
Charter Officer: Check self-evaluation rating	1	2□	3	4	5	N/A□
<ol> <li>Fiscal Management. Prepares a balanced budge</li> </ol>						
ensuring actions and decisions reflect an approp	riate level of	responsibil	-	- Chines		
Commission Member Comments:			3	4	5	<b>N/A</b> □
harter Officer: Check self-evaluation rating	10	2	3□			N/4 🗖
Charter Officer Comments:			3	4	5	N/A



	2	3	_ 4	5 🛛	<b>N/A</b> □
10					
1					
1					
	2	3	4	5	N/A
			ize employ	ee perform	nance, foste
goals of the	e departme	ent.			
10	2	3	4	5区	N/A
					1.0,1.2
1	2	3	4	5	N/A
		Date:			
		goals of the departme	goals of the department.	agoals of the department.	1 2 3 4 5

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

HR Form 01172019,Rev2020



#### Additional Goals Sheet

*Overall Support of City Commission Goals and Obj City's philosophy (vision, mission, values); actively pursu how these relate to the Charter Officers' job and depart *Charter to attach Accomplishments Report for Evalua Goal 2 - Describe Goal(s):	ues an unc tment. I <b>tion Perio</b>	lerstanding od	; of organiz	ational goa	ils and objec	ctives and
Commission Member: Check performance rating Commission Member Comments:	1 🗆	2□	3□	4	5	N/A
Charter Officer: Check self-evaluation rating	1□	2	3□	4	5 🗆	N/A□
Charter Officer Comments: <u>Goal 3 - Describe Goal(s):</u>	1 🗆	2	30	4	5	
Commission Member: Check performance rating	1	2	3	4	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1□	2□	3□	4	5 🗆	N/A
Charter Officer Comments:						



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#### **Commission Instructions:**

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

	and had been shown to some	Performance Descriptors and Rating Scale
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
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Fiscal Year: 2021-2022		aluator: mmissio	ner Desn	non Dune	can-Wall	ker
Charter Officer: Omichele Gainey	Ti	tle: City	Clerk			
Goal(s) If needed use additional goals sheet (	page 5):					
*Overall Support of City Commission Goals and O City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and depa *Charter to attach Accomplishments Report for Evalue Describe Goal(s):	rsues an und artment.	derstanding				
Commission Member: Check performance rating	1	2	3 🗆	4	5⊠	<b>N/A</b> □
Commission Member Comments: Ms. Gainey has consistently provided superior profes						
Her ability to be nimble and manage change through unprecedented COVID-19 pandemic was instruments demonstrated critical thinking, problem solving skills office and the Commission and have made her effect	al in keepin and creativ	g the City a vity and lea	and the Cor adership ha	mmission C ave been in	perational	
Charter Officer: Check self-evaluation rating	10	2□	3□	4	5	N/A
<ul> <li>Competencies:</li> <li>Business Acumen. Understands the business, fin responsibility; realizes implications of key financia</li> </ul>						
diagnose business strengths and weaknesses.			20	140	= 52	
Commission Member: Check competency rating Commission Member Comments:	1	2	3	4	5⊠	N/A
Ms. Gainey has a sound understanding of City policie	• •		-			
consistently identified what works well and what ne provided to the community at-large and has engaged	eded impro	vement in	her office,	the Commi	ssion and i	nas n services
consistently identified what works well and what ne provided to the community at-large and has engaged issues.	eded impro	vement in	her office,	the Commi	ssion and i	nas n services solve
she has the ability to communicate the aforemention consistently identified what works well and what ne provided to the community at-large and has engaged issues. Charter Officer: Check self-evaluation rating Charter Officer Comments:	eded impro d her team i	vement in in developi	her office, ing strategi	the Commi es and solu	ssion and i tions to re	nas n services



Commission Member Comments: Ms. Gainey has demonstrated a great capacity for e			1	-	1	
strives for a cohesive environment in her office and demeanor and seeks to work collaboratively with he arise.	•	-	•	•		
					_	
Charter Officer: Check self-evaluation rating Charter Officer Comments:	1	2	3	4	5	N/A

Commission Member: Check competency rating	1	2	3	4⊠	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:			-	-		



practices to appropriate leaders or authorities.	stionable wo	ork standarc			ty's code of ports suspic	
Commission Member: Check competency rating	1	2	3	4	5⊠	N/A
Commission Member Comments: Ms. Gainey operates conducts herself respectfully ar rules, policy and procedure and holds her team to th office that make her work environment one that her	ie same stan	dard. She h	as cultivat	ed an envir		ereing to
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						
5. Leading and Supervision. Effectively established high standards in meeting the vision, mission and the vision of the vision o	d goals of th	e departme	ent.		Constant of	
Commission Member: Check rating Commission Member Comments:	1	2	3	4	5⊠	N/A
development by acquiring additional professional ce		THE HEIGHT				lovee
experience. Her expertise in City operations, ability	to manage t	epartments hrough chai	in an effor nge, genuir	t to improv e concern f	e their emp for her staff	oloyee work
experience. Her expertise in City operations, ability Commission and the community make her a strong l Charter Officer: Check self-evaluation rating	to manage t	epartments hrough chai	in an effor nge, genuir	t to improv e concern f	e their emp for her staff	oloyee work
performance to the extent of securing relocating sta experience. Her expertise in City operations, ability Commission and the community make her a strong l Charter Officer: Check self-evaluation rating Charter Officer Comments:	to manage t eader and su	epartments hrough chai ipervisor th	in an effor nge, genuir at people f	t to improv ne concern ind easy to	e their emp for her staff work with.	bloyee work f, the
experience. Her expertise in City operations, ability Commission and the community make her a strong l Charter Officer: Check self-evaluation rating Charter Officer Comments:	to manage the eader and su	epartments hrough chai ipervisor th	in an effor nge, genuir at people f	t to improv ne concern f ind easy to	e their emp for her staff work with.	N/A
experience. Her expertise in City operations, ability Commission and the community make her a strong l Charter Officer: Check self-evaluation rating	to manage t eader and su 1	epartments hrough chai upervisor th	in an effor nge, genuir at people f	t to improv ne concern f ind easy to	e their emp for her staff work with.	bloyee work f, the
experience. Her expertise in City operations, ability Commission and the community make her a strong l Charter Officer: Check self-evaluation rating Charter Officer Comments:	to manage the eader and su	epartments hrough chai ipervisor th 2	in an effor nge, genuir at people f 3 3 3 0 3 0 3 0 2 0 2 0 2 0 2 0 2 0 2 0	t to improv ne concern f ind easy to	e their emp for her staff work with.	N/A



#### Additional Goals Sheet

*Overall Support of City Commission Goals and Obj City's philosophy (vision, mission, values); actively pursu how these relate to the Charter Officers' job and depart *Charter to attach Accomplishments Report for Evalua Goal 2 - Describe Goal(s):	ies an unde ment.	erstanding o				
Commission Member: Check performance rating	1 🗆	2	3	4	5	N/A
Commission Member Comments:					<u></u>	
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:	/					
Goal 3 - Describe Goal(s):						

Commission Member: Check performance rating	1 🗆	2	3	4	5	N/A
Commission Member Comments:			-			
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						



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Fiscal Year: 2022	Ev	aluator:	Adrain	Hayes-Sa	ntos	
Charter Officer: Gainey	Ti	tle: City	Clerk			
<b>Goal(s) If needed use additional goals sheet (</b> * <b>Overall Support of City Commission Goals and O</b> City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and depa * <b>Charter to attach Accomplishments Report for Evalu</b> Describe Goal(s):	<b>bjectives.</b> D sues an un artment.	derstanding				
Commission Member: Check performance rating	1 🗆	2□	<b>₽</b> □	4⊠	5	
Commission Member: Check performance rating		2	3	40	<b>)</b>	N/A
Charter Officer: Check self-evaluation rating Charter Officer Comments:	1	2	3	4	5	N/A 🗆
<ul> <li>Competencies:</li> <li>Business Acumen. Understands the business, fin responsibility; realizes implications of key financia</li> </ul>						
diagnose business strengths and weaknesses.				1.8		
Commission Member: Check competency rating Commission Member Comments:	1	2	3	4⊠	5	<u> </u> N/A□
Charter Officer: Check self-evaluation rating	1	2□	3	4	5	N/A
Charter Officer Comments:						



Commission Member: Check competency rating	1	2	3	4⊠	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
<ol> <li>Fiscal Management. Prepares a balanced budge ensuring actions and decisions reflect an approp</li> </ol>						
ensuring actions and decisions reflect an approp Commission Member: Check competency rating						
ensuring actions and decisions reflect an approp Commission Member: Check competency rating	riate level of	f responsibi	lity for fina	ncial plann	ing and acc	ountability
	riate level of	f responsibi	lity for fina	ncial plann	ing and acc	ountability



ommission Member: Check competency rating	1	2	3	4	5⊠	N/A
ommission Member Comments:						
harter Officer: Check self-evaluation rating	1	2□	3	4	5	N/A
harter Officer Comments:						
Leading and Supervision. Effectively established				ize employ	ee perforn	nance, foste
high standards in meeting the vision, mission an ommission Member: Check rating		e departme	ant.	4⊠	5	N/A
				40		
ommission Member Comments:				40		
ommission Member Comments:	<u>^</u>			40		
	10					
harter Officer: Check self-evaluation rating	1	2	3	4	5	
harter Officer: Check self-evaluation rating	10					N/A□
harter Officer: Check self-evaluation rating	10					
harter Officer: Check self-evaluation rating	1					
harter Officer: Check self-evaluation rating	1					
harter Officer: Check self-evaluation rating	1					
harter Officer: Check self-evaluation rating	1					
harter Officer: Check self-evaluation rating harter Officer Comments:		2	3	4	5	
harter Officer: Check self-evaluation rating harter Officer Comments:		2	3 	4	5	N/A
Commission Member Comments:		2	Date:		5	N/A □



#### Additional Goals Sheet

*Overall Support of City Commission Goals and Ob City's philosophy (vision, mission, values); actively purs how these relate to the Charter Officers' job and depar *Charter to attach Accomplishments Report for Evalu Goal 2 - Describe Goal(s):	sues an und rtment.	lerstanding				
Commission Member: Check performance rating	1 🗆	2	3	4	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						

Goal 3 - Describe Goal(s):						
Commission Member: Check performance rating	1 🗆	2□	3□	4	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1	2	3 🗆	4	5	N/A
Charter Officer Comments:						



Fiscal Year: 7.022 (EV 20. 21) E	valuator: Poe
CCCC (FY 20-21)	itle: Clerk
	UTENE
Goal(s) If needed use additional goals sheet (page 5):	
*Overall Support of City Commission Goals and Objectives.	
City's philosophy (vision, mission, values); actively pursues an un	derstanding of organizational goals and objectives and
how these relate to the Charter Officers' job and department.	
*Charter to attach Accomplishments Report for Evaluation Peri	00
Describe Goal(s):	bould lic he poords
Harling Maria Court and huddi	m tralaudea , wasaadas
, Meening Menia Januar, auctuar	g receiver cy opgices,
· Policy Rescuren energyight	-
· Jecords memazener,	
Describe Goal(s): · Centinued improvement to access · Meeting meno guent, including · Policy Rescarch oversignt · Decads managenert · Double engagement	
Commission Member: Check performance rating	2 3 4 5 N/A
Commission Member Comments:	
Us. Gainey centimes to pro	fessionalize the clark's
office with technology improv	venents, better stabling
cross training, porte probossia	al deverypment are
Commission Member Comments: MS. Gainey centinues to pre office with technology impress cross training, perfection probossia improved coordinection with	the other about Ebrans.
Charter Officer: Check self-evaluation rating 1	2 3 4 5 N/A
Charter Officer Comments:	
Competencies:	
<ol> <li>Business Acumen. Understands the business, financial statures responsibility; realizes implications of key financial indicator diagnose business strengths and weaknesses.</li> </ol>	s, and uses economic and industry data to accurately
Commission Member: Check competency rating	2 3 4 5 N/A
Commission Member Comments:	
Us. Gaines is aware of the	e liscal impact ver
operations have on the rest	of the organization
Us Gaines is aware of the operations have on the rest and works to be both after	cient and add value
Whenever possible	
Charter Officer: Check self-evaluation rating 1	2 3 4 5 N/A
Charter Officer Comments:	
3	

5.



internal and external, promotes collaboration and the City. Commission Member: Check competency rating	1	2	3	4		
Commission Member Comments:			3	4	5日	
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internet is offer and		incure	, cee	in al	Str	
Ms. Guines is open an ber vices in provate a collaborative in her in connece. by - builder	ne i	s pro	fess	ill	miller	4
collapscia inter un men u	1 rei	Cher Cher				
	).	T.				
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
• Fiscal Management. Prepares a balanced budget t ensuring actions and decisions reflect an appropriate						
ensuring actions and decisions reflect an appropriat						
ensuring actions and decisions reflect an appropriat	te level o	of responsibilit	y for fina	ncial planni	ng and acc	ountability
ensuring actions and decisions reflect an appropriat <b>Commission Member: Check competency rating</b> Commission Member Comments: M.S. Gainer Combines	te level o	of responsibilit	y for fina 30 Ser	ncial planni 4 لحو ح	ng and acco	N/A□
ensuring actions and decisions reflect an appropriate commission Member: Check competency rating commission Member Comments: Ms. Gainey Continues efficiently,		2 2 Mcme	y for fina	ncial planni	ng and acc	N/A



Commission Member: Check competency rating	1	2	3	4	5	N/A
Commission Member Comments:						
Us. Sciney	herce	(1 w	iff,	flee	high	est
degree of integrity.					-	
deque of integrity.						
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						
5. Leading and Supervision. Effectively establishe	-		261	ize employ	ee perform	ance, foste
high standards in meeting the vision, mission and	d goals of the	e departme	nt.			
Commission Member: Check rating	1	2	3	4	54	N/A
Commission Member Comments:			102	1.0	,	
the Contraction of a contraction	7			<u></u>	ich	aD
Vis bankey has and	an	aug	sku	eling	, 10,	- V
cross-training here	toff.	man	agiv	y 4	he p	dha
10000 che appier the		h h	ansi	ha	r ar	
aller and the the	indi		us 1	10 0	min	is no
Ms. Ecciney has down cross-training her st research ablice the velocessing the staffic	- y ne		5			
and ter Officer. Check Self-evaluation rating	1	2	3	4	5	
Charter Officer Comments:						
			Deter			
narter Officer Signature:	)		Date:		10.01	



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Fiscal Year:	Eva	luator:	5-1-	>		
Charter Officer:	Title	e: ( c	mmg	ioner		
oal(s) If needed use additional goals sheet (p	age 5):		11111			
*Overall Support of City Commission Goals and Ob City's philosophy (vision, mission, values); actively purs how these relate to the Charter Officers' job and depar *Charter to attach Accomplishments Report for Evalu Describe Goal(s):	sues an unde rtment.					
Commission Member: Check performance rating	1 🗆	2□	3□	4	ET	 N/A□
Commission Member: Check performance rating		2	3	4	194	
Charter Officer: Check self-evaluation rating	1	2	3 🗆	4	5	N/A
<ul> <li>Competencies:</li> <li>Business Acumen. Understands the business, fina responsibility; realizes implications of key financial</li> </ul>						
diagnose business strengths and weaknesses.	10	2	3	4	525	N/A
Commission Member Comments: - Particul anaroness of new tech a state.				1	1	
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:						1.460

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the City.	10	20	3		10/2	NI/A C
Commission Member: Check competency rating Commission Member Comments:	1	2	3	4	50%	N/A
commission Member comments.						
Charter Officer: Check self-evaluation rating	1□	2□	3	4	5	N/A
Charter Officer Comments:				1		
8 1 0						
<ol> <li>Fiscal Management. Prepares a balanced budge ensuring actions and decisions reflect an appropriate appropriate the second secon</li></ol>						
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commission Member: Check competency rating	1	2	3	4	5/23	N/A□
ommission Member Comments:						
harter Officer: Check self-evaluation rating	10	2	3	4	5	N/A
harter Officer Comments:						
5. Leading and Supervision. Effectively establishes	s strategies	to develop	and maxim	ize employ	ee perform	ance, foste
high standards in meeting the vision, mission and					/	
high standards in meeting the vision, mission and Commission Member: Check rating				4	sp	N/A
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	I goals of the	e departme	ent.	4	SP	- 1,

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

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#### Additional Goals Sheet

*Overall Support of City Commission Goals and O City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and depa *Charter to attach Accomplishments Report for Evalu Goal 2 - Describe Goal(s):	sues an uno artment.	derstanding				
Commission Mombon Check performance rating	4 🗖	a 🗖	2	40	e 🗖	
Commission Member: Check performance rating Commission Member Comments:	1 🗆	2	3 🗆	4	5	N/A
<b>Charter Officer: Check self-evaluation rating</b> Charter Officer Comments:	1	2	3	4	5	N/A 🗆
Goal 3 - Describe Goal(s):			_			
Commission Member: Check performance rating	1 🗆	2	3	4	5	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1	2	3	4	5	N/A
Charter Officer Comments:					-	



#### Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

#### **Commission Instructions:**

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

All Connections	Performance Descriptors and Rating Scale
Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.
	Exemplary Meets Expectations Needs Improvement Did Not Meet

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

#### Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her Accomplishments List or Report to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss selfevaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.

Ward ( Earney



Fiscal Year: 2021	Evaluator: Wtho						
Charter Officer: 6 ARNEY	Ti	Title: WEAL					
oal(s) If needed use additional goals sheet (	page 5):						
*Overall Support of City Commission Goals and O City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and depa *Charter to attach Accomplishments Report for Evalu	rsues an un artment.	derstandin					
Describe Goal(s):							
					1		
Commission Member: Check performance rating Commission Member Comments:	1 🗆	20	3	4	5		
	10	2	3	4	5	N/A	
Charter Officer Comments: Competencies: 1. Business Acumen. Understands the business, fina	ancial statu	is of the or	ganization a	and core op	erational a	rea of	
Charter Officer Comments: Competencies: 1. Business Acumen. Understands the business, finaresponsibility; realizes implications of key financia	ancial statu	is of the or	ganization a	and core op	erational a	rea of	
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Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving 2. constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City. **Commission Member: Check competency rating** 1 20 3 40 50 N/A Commission Member Comments: Is have Seen a consistently important Commonicator & Les - The Cherter Factor in the a Xicottimelly Challeysey **Charter Officer: Check self-evaluation rating** 10 20 30 40 5 N/A **Charter Officer Comments:** 3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability. **Commission Member: Check competency rating** 10 20 30 40 58 N/AC **Commission Member Comments: Charter Officer: Check self-evaluation rating** 10 2 3 4 5 N/AD **Charter Officer Comments:** 



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