

EMPLOYMENT AGREEMENT

THIS AGREEMENT effective on the 13th day of May, 2002, by and between the City of Florence, State of Colorado, a municipal corporation ("City"), and Tom Piltingsrud ("Manager").

A. The City has agreed to employ the Manager as the city manager for the City of Florence, Colorado, and

B. The City and the Manager wish to enter into a written employment contract for the period from May 13, 2002, to May 12, 2003, on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties agree as follows:

SECTION 1: DUTIES

1.1 The City agrees to employ Manager to perform the functions and duties specified in the appropriate sections of the Florence Municipal Code; Title 31, Article 4, Part 2, C.R.S., as amended; and the job description attached to this agreement as Exhibit "A"; and to perform other legally permissible and proper duties and functions as the City shall from time-to-time assign to him, beginning May 13, 2002. The City Manager is to supervise in a competent and efficient manner the administrative affairs of the City, subject to the policies of the City Council. The City of Florence Policy Manual shall not apply to the Manager, except as specifically provided in this agreement. This agreement is the sole and entire contract between the City and the Manager, and the terms of the Manager's employment shall be governed by this agreement.

SECTION 2: TERM

2.1 Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Manager at any time, subject only to the provisions of Section 3 of this agreement and the Manager's statutory rights regarding termination set forth in Sec. 31-4-210, C.R.S., as amended.

2.2 This agreement shall commence effective May 13, 2002, and shall expire on May 12, 2003 at 11:59 p.m., unless renewed by agreement of the parties at the end of the term.

2.3 The City may terminate this agreement prior to the expiration of the agreement by the giving of not less than thirty (30) days advance written notice of such termination to the Manager. The Manager may terminate this agreement prior to the expiration of the agreement, by the giving of not less than thirty (30) days advance, written notice to the City. Manager may terminate the agreement pursuant to this paragraph with or without cause.

SECTION 3: TERMINATION AND SEVERANCE PAY

3.1 If employment is terminated by City before the expiration of the term of this agreement, then the City agrees to pay the Manager through the date of termination, plus a lump sum severance payment equal to one month's pay and all accrued vacation time through the date of termination. Any severance pay due the Manager pursuant to this provision shall be paid on the effective date of termination. City and Manager agree Manager shall not be entitled to severance pay if he terminates this contract.

3.2 Any termination of this agreement by the City must be by the majority vote of the full city council and requires four votes for termination.

3.3 Nothing contained in this agreement or the Policy Manual of the City shall be construed as limiting the right of the City to discharge or terminate the Manager or the right of the Manager to resign his position.

3.4 If Manager is placed on administrative leave with or without pay, Manager shall not be entitled to severance pay if he is ultimately found by a Court to have committed wrongdoing.

SECTION 4: SALARY

4.1 The City agrees to pay the Manager the sum of \$46,500.00 per year for his services rendered pursuant to this agreement, payable at the same intervals and in the same manner as employees of the City. The monthly compensation to be paid to the Manager shall not be increased or decreased during the term of this agreement except as provided in paragraph 4.2. Under no circumstances shall the Manager be entitled to any compensatory time for hours worked in the performance of his duties pursuant to this agreement.

4.2 On or about November 4, 2002, City shall review manager's job performance with him and consider increasing his salary if City believes his performance warrants an increase.

SECTION 5: PERFORMANCE EVALUATION

5.1 Other than the performance evaluation conducted pursuant to paragraph 4.2, the Manager shall be evaluated annually, prior to the end of the term of this contract and any extensions thereof, or at any other times the City deems necessary or appropriate. The Manager agrees to cooperate with the evaluation process and to provide the City with any documentation or information which it may request in connection with the evaluation. The purpose of the evaluations shall be to determine that the Manager's performance of his duties during the period preceding the evaluation was satisfactory to the City and in compliance with the provisions of this agreement.

5.2 Upon completion of the evaluation process, the Manager will be given a copy of the evaluation report in the general form set forth in Exhibit "B" attached to this agreement, or in such other form as may from time-to-time be adopted by the City.

5.3 If the evaluation report indicates that the Manager has not performed his duties satisfactorily during the period preceding the evaluation or has failed to comply with the provisions of this agreement, the Manager shall be so notified and may be placed on probationary status, at the sole election of the City. If placed on probationary status, the continued employment of the Manager may be made subject to such further conditions or corrective action plans as the City may wish to impose to insure satisfactory performance of the Manager's duties and future compliance with the requirements of this agreement.

SECTION 6: HOURS OF WORK

6.1 The Manager shall devote such time to the performance of his duties to the City as is necessary to properly discharge those duties. In all cases of absence from the office of the Manager, the Manager shall advise the City of the time, and the intended duration of, the intended absence. The required notice shall be in writing delivered to the City Clerk as far in advance of the anticipated absence as is reasonably possible under the circumstances. The Clerk shall provide the Mayor with a copy of all such notices. The notice shall also advise the City of a location and telephone number at which the Manager can be contacted during such periods of absence, or in the event of an emergency or other circumstance requiring the Manager's participation.

6.2 The Manager acknowledges that as an Administrative Employee who regularly directs the work of two or more employees in the management of the City, he is not entitled to, nor will he receive, overtime compensation.

6.3 The Manager agrees that his position as City Manager is his primary employment and specifically agrees that he will not engage in any conduct that would compromise or interfere with his ability to manage the affairs of the City in an efficient and professional manner. The Manager may engage in secondary employment provided that:

- a. the secondary employment is not in a managerial capacity with another governmental or quasi-governmental entity; and
- b. that in assuming said secondary employment, the Manager does not place himself in a position of immediate conflict, or appearance of conflict, with his duties as City Manager or the interests of the City; and
- c. that any business entity under the ownership or control of the Manager may not contract with the City for goods and services during the term of this agreement, and for a period of one (1) year following the expiration or termination of this agreement.

SECTION 7: AUTOMOBILE

7.1 The Manager shall be reimbursed for the use of his personal automobile for City business at the rate of \$.365 per mile. The Manager shall furnish the City with written mileage logs of all miles traveled in his personal car for which he seeks reimbursement, indicating in the log the date of the travel, the total mileage, and the purpose of the trip. The Manager shall, within ten (10) days of the date of this agreement, provide the City with proof of insurance on his personal vehicle, with coverage of not less than \$100,000/300,000, and shall keep such insurance in full force and effect at all times during his employment with the City.

SECTION 8: CELLULAR TELEPHONE AND PAGER EXPENSES

8.1 The City shall reimburse the City Manager for the monthly access fees or service charges incurred by the City Manager for his cellular telephone and pager service, and all actual costs over and above the monthly charges which are incurred by the City Manager in connection with the business of the City and the discharge of the City Manager's duties under this contract. The City Manager shall provide the City with a detailed accounting of all such charges, including copies of all billing records, on a monthly basis.

SECTION 9: RESIDENCE REQUIREMENT

9.1 The City Manager is a key employee of the City with duties which require him to be in close proximity to his place of employment, and the Manager agrees that he shall locate his residence to a location within 30 minutes drive time of the city limits of Florence, Colorado, and that he shall maintain a residence within 30 minutes drive time of the city limits of Florence, Colorado at all times during his employment with the City.

SECTION 10: DUES AND SUBSCRIPTIONS

10.1 The City will pay the professional dues and subscriptions of the Manager which are necessary for the continuation of the Manager's full participation in those national, regional, state and local associations and organizations necessary or desirable for his continued professional participation, growth and advancement, and which are reasonably related to his employment by the City. The determination of which dues and subscriptions are appropriate for payment pursuant to this section shall be within the sole discretion of the City and the cost of such dues and subscriptions shall be included in the City budget.

SECTION 11: PROFESSIONAL DEVELOPMENT

11.1 The City will pay for those seminars, conferences, workshops or related activities in which the Manager participates which the City has determined to be necessary for the continued

professional development of the Manager, and which have been determined to be of benefit to the City. The Manager shall provide the City with prior written notice of such seminars, conferences, workshops or related activities in which he wishes to participate, including the cost of attendance and participation. The determination of which such activities shall be paid for by the City shall be within the sole discretion of the City and the cost of such activities shall be included in the City budget.

SECTION 12: GENERAL EXPENSES

12.1 The City may, from time-to-time, authorize a sum, or sums, of money which may be expended by the Manager for certain non-personal, job related expenses to be incurred by the Manager, without further prior approval. All sums expended by the Manager pursuant to such authorization shall be fully documented by the Manager, including statements of the amount and nature of the expense, the dates incurred, and the business purposes for which the expenses were incurred. A written report of such expenses shall be submitted by the Manager on or before the tenth day of the month following any month in which such expenses have been incurred, accompanied by receipts, vouchers, statements, or personal affidavits supporting all such expenditures. Reimbursement of such expenses shall be made upon approval of the expense report submitted by the Manager. All other expenses to be incurred by the Manager shall be subject to prior approval by the City, unless authorized by applicable provisions of the City Code.

SECTION 13: LEAVE IN GENERAL

13.1 During the term of this contract, and any extensions thereof, the Manager is entitled to a total of 80 hours of vacation. Vacation time shall be taken by Manager during the term of the contract. If the vacation time is not taken during the year, it shall be lost, unless there are extenuating circumstances whereby the City Council would allow part or all of it to be carried over to the following year. If the Manager has accrued unused vacation time as of the date of termination or expiration of the agreement, he shall be paid for such accrued and unused vacation time as part of the severance package provided in Section 3 above. All unused vacation time accrued by the Manager pursuant to this provision shall be paid at the salary rate provided by this agreement and any extensions.

13.2 The Manager shall accrue sick leave in the same manner as all other employees of the City and in accordance with the provisions of the City Personnel Policy Manual.

SECTION 14: CIVIC CLUB MEMBERSHIPS

14.1 The Manager shall submit to the City the names of all civic clubs and organizations of which he wishes to become a member, and which he deems to be beneficial to the City, together with a statement of the cost of such memberships. The City shall approve those memberships which the City, in its sole discretion, determines to be of benefit to the City, and the City shall pay the cost of membership for the Manager in all civic clubs and organizations so approved. The Manager shall

actively participate in all civic clubs and organizations which are approved and paid by the City.

SECTION 15: HEALTH INSURANCE

15.1 Manager shall be eligible to participate in the City's health insurance program ninety days from the beginning of the term hereunder.

SECTION 16: RETIREMENT BENEFITS

16.1 Other than provided in this section, the City shall not provide the Manager with any retirement or pension benefits during his employment with the City. The Manger shall be entitled to participate in the Public Employees' Benefits Services Corporation program which is available to all city employees on the same basis as all other employees. Moreover, should the City participate in any deferred compensation program during the term of this contract, the Manager may participate in same as any other eligible employee.

SECTION 17: OTHER TERMS AND CONDITIONS

17.1 The City shall fix any such other terms and conditions of employment as it may determine from time-to-time, relating to the performance of the Manager, including the terms of any probationary status, providing that such terms and conditions are not inconsistent with, or in conflict with, the provisions of this agreement, the ordinances of the City, or any state or federal law, administrative rule, or regulation.

SECTION 18: GENERAL PROVISIONS

18.1 The text of this agreement, together with any applicable statutes, and ordinances and resolutions duly adopted by the City, shall constitute the entire agreement between the parties. No addition, modification or amendment to this agreement shall be effective unless in writing, signed by both parties, and making specific reference to this agreement.

18.2 If any provision of this agreement or application thereof is held to be invalid, such invalidity shall not affect the other provisions or applications of the agreement which can be given effect without the invalid provision or application, and to this end the provisions of this agreement are declared to be severable.

18.3 Neither party may assign this agreement or any right, obligation or duty arising out of, or associated with, the agreement.

18.4 This agreement has been drawn and executed in accordance with the laws of the State of Colorado, and its terms and provisions shall be construed in accordance with the laws of the State of Colorado.

WITNESS OUR HANDS AND SEALS, the day and year first written above.

CITY OF FLORENCE, COLORADO

By:




Mayor



Manager

ATTEST:



City Clerk

ADDENDUM

This addendum to the Employment Agreement dated May 13, 2002, between City and Manager, shall modify said Agreement effective January 1, 2003, as follows:

1. City agrees to pay and Manager agrees to accept the sum of \$52,000.00 per year for his services, thereby modifying paragraph 4.1 accordingly.
2. City also agrees to provide and Manager agrees to accept an extra 40 hours vacation for a total of 120 hours for the term of the contract, thereby modifying paragraph 13.1 accordingly.
3. All other terms and conditions of the Agreement remain unaltered.

Agreed to this 6th day of January, 2003, effective January 1, 2003.

CITY OF FLORENCE

By:


Mayor



City Manager

ADDENDUM

This addendum to the Employment Agreement dated May 13, 2002, between City and Manager shall extend said Agreement upon the same terms and conditions until May 12, 2004.

Agreed to this 2nd day of June, 2003

City of Florence

By 
Mayor


City Manager

ADDENDUM

This addendum to the Employment Agreement dated May 13, 2002, between the City and Manager, shall modify said Agreement effective May 13, 2004, as follows:

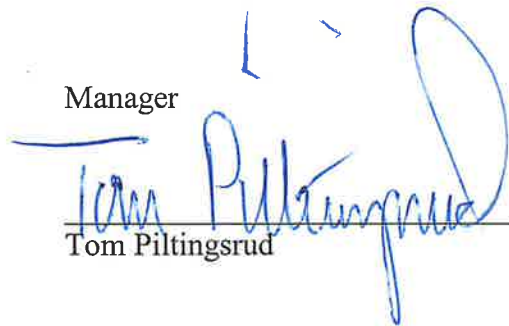
1. City agrees to a 4% increase to his current salary of \$52,000.00 effective May 13, 2004 in accordance with paragraph 4.2 of the Employment Agreement.
2. City agrees to allow Manager 120 hours of vacation for the contract year and approves the carryover of 56 vacation hours from previous contract year thereby modifying paragraph 13.1 accordingly.
3. All other terms and conditions of the Agreement remain unaltered.

AGREED to this 17th day of May, 2004

City of Florence


Mayor

Manager


Tom Piltingsrud

THIRD ADDENDUM

This addendum to the Employment Agreement dated May 13, 2002, between City and Manager, shall modify said Agreement effective May 13, 2005, as follows:

1. City agrees to increase Manager's present salary one percent plus any additional percentage amount to which all other employees of City are entitled for the period May 13, 2005 up to and including May 12, 2007. Council and Manager may negotiate any additional amount at his annual review for employment year May 13, 2005 through May 12, 2006.
2. Manager may carry over to the following year any unused vacation time beginning May 13, 2005.
3. Manager shall be reimbursed for his business mileage at the allowable IRS standard reimbursement rate in effect at the time of reimbursement.
4. City and Manager agree to a two-year contract extension to end May 12, 2007, unless further extended by agreement of the parties.
5. All other terms and conditions of the Agreement remain unaltered except as previously altered by addenda.

Agreed to this 16th day of May, 2005.

City of Florence

By: _____

City Manager

FOURTH ADDENDUM

This Addendum to the Employment Agreement dated May 13, 2002, between the City of Florence and the City Manager shall modify said Agreement effective May 13, 2006, as follows:

1. City agrees to reimburse Manager for his health insurance at the rate of \$100 per quarter.
2. Manager may continue to carry over to the following year any unused vacation time beginning May 13, 2005.
3. City agrees to pay for an additional night's lodging and meals for Manager at the annual Colorado Municipal League conference.
4. City grants Manager an additional week of vacation, for a total of four weeks per year.
5. City shall provide Manager a written evaluation of his job performance, which shall not include a numerical evaluation, in the month of November during the term of this contract and any extensions thereof.
6. All other terms and conditions of the Agreement remain unaltered except as previously altered by this and other addenda.

Agreed to this 15th day of May, 2006.

City of Florence

By: Andy Cox
Mayor

Thomas Pittenger
City Manager

City Council meeting
June 18, 2007

City Manager Piltingsrud stated that he spoke with Angie Nichols who does the striping for the City and, anytime that she is striping the streets, she is not at her job in the cemetery. She has other duties as meter reader, meter maintenance and helps Public Works as needed. She does not have a lot of free time and everyday that she is not there, she has to work harder to keep the cemetery mowed and watered. Angie noted that there are some intersections where there are no sidewalks.

City Manager Piltingsrud suggested that Angie come to the public works committee on July 2nd to discuss crosswalks versus stop bars if Council is going to pursue this. She can present some pros and cons and some cost figures, not only for paint but also for overtime. She will have to have help for flaggers, cone workers etc.

City Manager Piltingsrud reported that we do have a full task force for the Small Town Initiatives that includes Larry and Burl Baker, Lorrie and Morrie Aves, Joe Caruso and Tammy Stone. There will be an ad hoc committee meeting scheduled in the near future to come up with a course of action. If there are any other persons who would like to be on this task force, the more the merrier.

11. Bills allowed – Councilman Villagrana moved to pay the bills as presented. Seconded by Councilman Hinkle. Roll call vote – 6 ayes, 1 absent – McFaul.

At the request of the City Attorney, Mayor Cox and Finance Officer Sunny Barnes, Councilman Bradley moved to go into executive session to discuss personnel, financial audit, Mi2 shooting range agreement, liquor code violations and a real estate issue with the Drapers. Seconded by Councilman Villagrana. Roll call vote – 6 ayes, 1 absent – McFaul.

The executive session began at 8:17 p.m. and was electronically recorded. All members of Council in attendance at the regular meeting were present along with the City Attorney, City Manager, City Clerk and Finance Officer.

The executive session ended at 9:12 p.m.

Mayor reconvened the meeting to regular session and the following action was taken.

Councilman Bradley moved to authorize the City Attorney to enter into an agreement with George and Leona Draper regarding the 6 acres adjacent to the south reservoirs to include a deed restriction on the six acres for no build, no grazing. Seconded by Councilman Gribben. Roll call vote – 6 ayes, 1 absent – McFaul.

Mayor Cox moved to accept the change to the shooting range agreement with Mi2 International in regards to Section 8(L) which takes out the statutory reference. Seconded by Councilman Villagrana. Roll call vote – 5 ayes, 1 nay - Bradley 1 absent – McFaul.

Mayor Cox moved that, based on his evaluation, to extend the contract with City Manager Piltingsrud for one year, allow 4 weeks annual paid vacation with carry over of hours if not used, and review budget as soon as Finance Officer catches up on the financials to determine if there will be an additional raise. Seconded by Councilman Villagrana. Roll call vote – 6 ayes, - 1 absent – McFaul.

City Council meeting
December 17, 2007

Councilman MCFaul Florence Senior Center

The Upper Arkansas Water Conservancy District is looking for potential board members as a result of the inclusion of the RE-1 and RE-2 in to the district. City Manager Piltingsrud has asked for Council endorsement for his letter of application for one of those board positions.

Mayor Hall stated that there are several local entities which are waiting on City Council for city funds. Mayor Hall requested workshop on January 7th at 6:30 p.m. to discuss the request for funds and award those funds at the City Council meeting at 7:00 p.m.

Councilman Villagrana requested that Council appoint an alternate person to represent the City on the Regional Water Committee. It is important to have that third person available if the regulars cannot attend. Mayor Hall stated that he would take that under advisement and be prepared to make that appointment at the January 7th meeting.

Councilman Hinkle requested that Mayor Hall consider appointing someone to represent the City on the Pathfinder Park Steering Committee. The City needs to be represented in the water line discussions. Mayor Hall appointed Councilman Villagrana to represent the City.

Mayor Hall stated that the following committee meeting times have been set on a regular basis:

Finance Committee - 2nd Monday of each month at 1:00 p.m.

General Government – 1st Monday of each month at 1:00 p.m.

Police Committee- 1st Monday of each month at 2:00 p.m.

Water Committee – 1st Monday of each month at 3:00 p.m.

Marketing Committee – 1st Monday of each month at 4:00 p.m.

So far he has not heard when Public Works or Parks Committee will meet. Legal committee will meet on an as needed basis.

The City Council orientation was re-scheduled for January 3rd from 6:00 – 9:00 p.m.

City Manager Piltingsrud stated that Commissioner Lasha wants to know if any elected official would like to serve on the UAACOG Board. They meet once per quarter and meetings are scheduled somewhere in the five-county area. If someone is interested, please contact Larry Lasha.

8. Finance Officer report –

Finance Officer Barnes informed Council that on the 18th of June the City Managers' contract was renewed. The contract was based on the evaluation, the contract would be extended for one year, allow four weeks paid vacation with carry over of hours if not used and review budget as soon as new finance officer catches up on the financials to determine if there would be an additional raise. This was never done. In the 2007 fiscal year the Manager did not receive a raise. He is not scheduled for a raise in January 2008 because his contract is June to May each year.

Councilman Villagrana stated that he should at least receive the same 3% increase that regular employees received in January 2007.

City Council meeting
December 17, 2007

Councilman Caruso moved to approve a 3% salary increase retroactive from June 1, 2007 to May 31st 2008. Seconded by Councilman Villagrana. Roll call vote – 6 ayes, 1 absent – McFaul.

Finance Officer Barnes did a power point presentation of the financial statements for November 2007, sales tax collections through October 2007 and water consumption and receipts through November.

Council agreed to discuss the debt retirement amount at the Water Committee meeting on January 7th at 3:00 p.m.

9. City Attorney report –

City Attorney Fredrickson stated that he wanted to revisit the fire siren issue to make sure that everyone is on the same page. As you know, it is essentially an issue between the citizens and the Florence Fire Protection District. The Mayor explained it well at the beginning that the City was merely acting as an intermediary in that dispute. The City got involved initially when there was a question about the legitimacy of the city's noise ordinance. The City's noise ordinance exempts emergency responder activity from its requirements. In looking at state statutes, basically what the general assembly has done is exempt activity on property owned by the state and political subdivisions of the state from the noise abatement requirements of the statute. To the extent that the Council wants to get involved in that, fine, but don't approach it from the position that there is some weakness in the City's ordinance because there isn't any weakness there.

10. City Manager report – written report submitted

City Manager presented Council with Water 103 – storage options. He stated that he put together some information from several different studies and Council needs to understand what the City's storage options are in relations to the City's water rights and regional agreements.

City Manager Piltingsrud requested Council approval of a letter requesting appointment to the Upper Arkansas Water Conservancy District Board as a representative from the RE-1 School District region.

Councilman Villagrana moved to approve City Manager Piltingsrud's request for nomination to the Upper Arkansas Water Conservancy District Board and for the City to write a letter of recommendation signed by the Mayor on behalf of City Manager Piltingsrud. Seconded by Councilman Caruso. Roll call vote – 6 ayes, 1 absent – McFaul.

City Manager Piltingsrud stated that the City received a letter from Colorado Springs Utilities requesting a right of entry for the Florence River Park to do some survey work. He stated that he would recommend authorizing him to sign the right of entry. The Southern Deliver System is being studied now and this could be a possible route. Councilman Hinkle moved to authorize the City Manager to sign the right of entry for the Colorado Springs Utilities to enter Florence River Park. Seconded by Councilman Villagrana. Roll call vote – 6 ayes, 1 absent – McFaul.

SIXTH ADDENDUM


This Addendum to the Employment Agreement dated May 13, 2002, between the City of Florence and the City Manager shall modify said Agreement effective June 1, 2008, as follows:

1. The Employment Agreement shall be extended up to and including December 31, 2009, unless sooner terminated as provided for herein.
2. Either party may terminate this Agreement without cause with ninety (90) days written Notice to the other party.
3. If the City terminates the Agreement without cause, City Manager shall be entitled to one month's basic pay, with all accrued vacation as provided for herein.
4. City Manager may carry over into the following calendar year any unused vacation time from the previous calendar year.
5. City Manager shall receive the same COLA increase in basic pay that other City employees receive for the term of this Agreement.
6. City Manager shall also receive an increase of three and one-half percent (3½ %) in his basic pay for the term of this Agreement.
7. All other terms and conditions of this Agreement remain unaltered except as altered by this and previous addenda.

Agreed to this 2nd day of June, 2008.

City of Florence

By:


Mayor


City Manager

SEVENTH ADDENDUM

This Addendum to the Employment Agreement dated May 13, 2002, between the City of Florence and the City Manager shall modify said Agreement effective January 1, 2009, as follows:

1. City Manager shall receive the same COLA increase in basic pay that other City employees receive for the term of this Agreement, whether that COLA is expressed in terms of a percentage of the base pay, in whole dollar terms, or in dollar per hour terms.

Agreed to this 20th day of October, 2008.

City of Florence

By:

Mayor



City Manager



Memorandum

TO: City Council

FM: CM

Date: June 13, 2002

Re: Twelve Month Evaluation of City Manager's Performance

In accordance with our contract, my performance as City Manager is to be evaluated by you in May, delayed by my vacation to June, 2003 following 12 months from my employment in May, 2002. I have highlighted below those initiatives and projects that I helped start or complete. Where I use the word "I", it should be remembered that most of these initiatives required dedicated work by many City employees and thus are not solely mine. I believe that the morale of City employees is as high, or higher, than when I was appointed City Manager. I would ask you to conduct your own evaluation of employee morale. As Napoleon said, "Morale is to the physical as three is to one". Without dedicated and loyal employees, the City can do little. The following is offered for your consideration:

Administrative and Public Work Initiatives.

Communication with Council. I have instituted a bimonthly written report to you highlighting my activities. Given subjects of a more confidential manner, I have communicated written reports to you either directly or included in Council packets.

Code Enforcement. I have instituted a policy whereby unsightly growth and trash offenders receive a demand letter signed by me. With one exception, my initial "demand letters" have accomplished the desired effect. One major code violation with many different violations is being pursued by Don Moore, and will probably result in court action. Obviously without a dedicated employee to conduct such investigations, this program will still be driven by complaints by council and citizens.

Street Acceptance. Our new street acceptance policy has ensured quality streets, West Main Street, High Meadows Filing 4, and Pike View. This policy has insured that the streets the City will inherit following development are built to the standards specified in City regulations. Sumo streets will be built to high standards, as negotiation on standards by Sumo is ongoing and continual. I will insure quality streets in Sumo, and they know that.

E-911. I have insured that Florence Dispatch receives its fair share of E-911 money for upgrades, including expansion into the former police evidence room. E-911 has indicated some funding available for this effort. Jim Beicker has requested the City study a request by him to dispatch the Sheriff's Office because of dissatisfaction with

Canon City Dispatch. We are studying this proposal, which comes with funding. Chief Ingle and I are attempting to set up a meeting with Sheriff Beicker and Larry Lasha.

Sweeper. After the regular street sweeper quit, we have instituted a reduced sweeping strategy. However before major holidays (such as Memorial Day, each street is swept with additional coverage for Main Street).

Airport Study. We conducted an airport fire flow test which was successful. We are still attempting to move the County into some sort of planned development for the airport, so as to ensure the City's water rights are protected.

FEDC. Through extensive contact with Bruce Redus, FEDC Executive Director, I have tried to ensure that Florence receives its fair share of attention by FEDC when FEDC is looking at potential business sites within the County. FEDC has put in many hours of coordination and hard work in support of Super Foods, as has the City staff.

Cemetery. I coordinated a second tree planting project by the 4H Lucky Shamrocks which planted 5 trees at the cemetery. I directed the dead trees in the tree farm to be removed, and the remaining live trees located in one area for the winter, including a winter watering schedule. I wrote a grant for a masonry wall with energy impact funds, which may not be funded. I coordinated with the Boy Scouts a project to label blocks with appropriate markers which was accomplished. I have found an outstanding candidate for the new Cemetery Sexton, Angie Nichols. Angie's references recommended her highly, and Martin and I conducted an oral interview on June 12, 2003. Angie hopes to begin work on June 24, 2003.

Budget. Delivered a 2003 budget within revenues and expenses, with major consensus by Council. Monitored the City incomes, and have reduced City employee staff, by not hiring following resignations, by four employees to cover an anticipated TABOR refund to our grant line item.

Press Coverage. Represented Florence with four impromptu television coverage's of various initiatives by the City.

Mosquito Spraying. Represented the City's interests to insure any request for spraying given West Nile Virus will be appropriately conducted, and the City paid, for the spraying. Educated the County and Canon City with proper documentation required for a successful spraying program. Spraying of the City is ongoing, and has been increased to weekly coverage this week.

Striping of Main Street. Done, although not without some controversy. Further bid received for Front Street, and continuation of side streets. Awaiting chip & seal of Front Street before striping.

FACT Downtown. Attended FACT Downtown meetings to represent the City in various downtown initiatives.

Evaluation Reports. My evaluation reports on the department heads have been done excepting one remaining.

Regional Water.

Water Master Plan. Continued to plan for, obtain funding for, and execute the first four major water projects. Also coordinated the pressure reducing vault for the cemetery as a subset of project 4. Continued to work closely with TEC on the extensive details of the water projects. Brought in Don Moore as an in-house expert to help the City staff with the more technical aspects of the projects, especially concerning easements, right-of-ways and land issues.

Oak Creek Reservoir. I have supported the previously set in motion efforts of the Corps of Engineers for the reservoir storage and flood control project, including meeting with Corps staffers and TEC engineers at various times. Still on track.

East Florence. I have tried to resolve some issues with East Florence to put to bed a long-time point of contention between East Florence and the City regarding the new contract and cost assessment..

99CW149. This is our ongoing water court case. Provided you a confidential memo regarding the issues associated with this case. Had Don Moore conduct a "dry up study" requested by our water engineer and attorney. Don's results mirrored an independent study done by our water engineer, which will add to the evidence necessary to convince objectors that our transfer of Union Ditch shares will not harm the objectors. Fielded hard questions at a Rainbow Park Ditch Company meeting regarding this case.

Union Ditch. Represented and voted the City's shares at the annual meeting. Made a motion to assess \$.05 per share to conduct a study of Union Ditch to determine what repairs, water conservation measures and other issues are associated with the ditch.

KRLN. Represented that City on Morning Line each month. I believe I represented the City and its interests in a professional manner.

Police.

Personnel. Handled some more delicate personnel issues within the police department, which resulted in a more professional and capable police department.

SRO Program. Followed up with this project with RE-2 and the police department. Insured the City's interests were protected.

Traffic Control. Conducted my own traffic assessments. Instituted vigorous traffic control of the City.

Police Shooting Range. Finished.

Meth Grant. Wrote a grant for the police department to deal with the meth problem in the City. The City now has two DEA Certified clandestine lab operatives on staff, resulting in a dramatic increase in the number of meth labs apprehended.

Police Evidence Room. Finished. Blessed and commended by, CIRSA.

To Do List.

Wilcox Park. Hired a part time individual responsible for scheduling and overall running of the park. Fixed the sprinkler system so that it is all on a timer system, sprayed for weeds, fertilized the fields, leveled the fields, and got the grass areas as ready as they can be. The jury is still out on how successful this effort will be. Bud Tabor of Tabor Construction is working on a cost figure for bathrooms/concession stand at Wilcox Park so that I can adequately prepare a grant request. I anticipate this grant for the Spring, 2004, timeframe.

Pool. More family oriented events, including a Wednesday night event to coincide with the Wednesday night music in the park events. Parents (or grandparents) can bring children to swim while they partake in music in the park. The concession inventory system Dori and Rhonda instituted provide increased revenues. We have increased the fees a little, as the pool is still not making ends meet. We will see how we do at the end of the summer. Insured a new pump was installed, fiberglass repaired, bathrooms replumbed, and training class for pool employees conducted.

Emergency Planning. Formed a City committee with representatives from all departments to develop and update City contingency planning for disasters. This committee meets monthly, and will develop detailed plans and control measures for dealing with disasters. Working with County representatives to finalize a county program. A draft water Vulnerability Assessment has been completed, but requires a few more areas of expansion.

Mobile Home Parks. New standards adopted to rectify problems with our past regulations.

Conclusion. I have enjoyed my twelve months as the City Manager. I have tried to do what was right for the City, and keep you informed. I would encourage each and every one of you to contact me directly with issues that you feel need addressing. I am always available to meet with you, and feel that face-to-face contact with you can only assist me in doing a better job.

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

1. Marginal - Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required. -5% to -7.5%
2. Needs Improvement - Performance below standard expectations, but progressing beyond typical learning period; performance not unsatisfactory, although improvement needed. -2.5% to -5%
3. Fully Qualified - Performance at a level which meets standard expectations. 0% to 2.5%
4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

4.3 26 RATING 4 4 5 4 4 5

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

3.9 23.5 RATING 4 3 5 4 4 3.5

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

3.5 21 RATING 3 3 3 4 4 4

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

3.6 18 RATING 5 3 3 3 4 (only 5 votes)

~~Handwritten scribbles~~

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

4.3 26 RATING 4 5 5 5 5 2

Communication Skills

Oral, written, and listening.

4.5 27 ORAL RATING 5 5 4 4 4 5
4.3 24 WRITTEN RATING 3 5 4 5 5 4
4.3 26 LISTENING ABILITY RATING 5 5 5 3 4 4
OVERALL RATING _____

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

3.5 21 RATING 5 2 4 4 2 4

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

3.4 6/22 RATING 3 4 4 4 3 4

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

3.5 6/21 RATING 3 3 4 4 3 4

Overall Performance Rating:

Total - 43.3 Average - 3.94

Assessment of Strengths Related to Job Performance:

43.3

Assessment of Areas of Job Performance Requiring Improvement:

I have read this evaluation and understand its contents.

Thomas Pittenger
City Manager

May 4, 2004
Date

Peter J. Gonzalez
Mayor

5/10/04
Date

1. Discussed City mgrs Evaluation
2. Know 52,000⁰⁰
discussion held regarding raise or not, & how much
3. Brought Tom in to review Evaluation
list strengths & areas of improvement
4. Discussed w/ Tom P. on his salary requirem^o - wants

Assesment of strength

1. Remarkable memory of what is done each day
2. Good talent on note taking & reiterating back to council
3. When asked, you have the answers, informative & complete, always gives the bigger picture
4. Expansive knowledge base
5. Honest & don't let us down
6. ^{great} written & oral skills
7. Not afraid to put the time in to do the job.
8. Trustworthy
9. Intelligent - ^{take a} complicated subject & make us understand
10. ^{very very} organized
11. Operate well & communicate well w/ council
12. personnel love you & appreciate communication
& not micio-managed

Areas of Improvement

1. ^{your} military attributes/past, tends to have public & personnel feel like you're being demanding & authoritarian
2. coming on ~~at~~ ^{a little} to strong w/ some public ^{individuals in the}
3. Don't see you around the town more - more visible
4. Public Relations - w/ employ in regards to public & top 2 dept heads need to work on this too.
5. Finish city comprehensive plan for the city

How does Tom feel about The Council (asked for his feedback)

1. not an easy job ...
- 2.

4% raise was budgeted

allow him to carryover ^{vacation hours} ~~40 hrs?~~
keep 4% raise
when well goes dry, allow him to get free bulk water

Memorandum

TO: Dori
Susan

FM: Tom

Date: May 4, 2004

Re: CM Contract Addendum

Council approved a contract extension last night following executive session. It is on the tape that I scrounged when the last tape ran out. Also included was language for a resolution of commendation for the CM from Council which will need to be transcribed.

As I remember it, and best to check the tape:

Council approved a 4% increase in salary effective May 13, 2004 (the date of the initial contract was May 13.)

Council approved allowing me to carry over any leave that exists as a result of Pat not crediting the leave report with 120 hours vice 80 hours. They approved allowing the existing 120 days as before.

Should my well run dry, Council approved free bulk water usage.

Dori - pls
review!

April 19, 2004

MEMO

To: Tom Piltingsrud

From: Susan Watkins

RE: Vacation Hours

After reviewing your vacation hours for the last two years, I have determined the following:

You were given a total of 120 hours from May 2002 to December 2002.

You used 44 hours to May 2003.

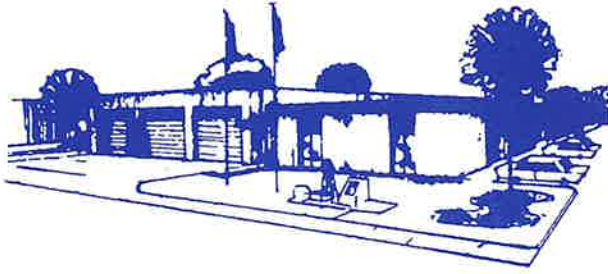
This left a balance of 76 hours at May 31, 2003.

You were given an additional 4 vacation hours in July 2003 to give you a balance of 80 hours.

You have used 64 hours from May 2003 to March 2004.

The Leave spreadsheet shows a balance of 16 hours as of March 31, 2004.

It appears that you were not given the additional 40 hours vacation (per your contract change at December 2003) for your second year of employment.



CITY OF FLORENCE

MUNICIPAL BUILDING
300 West Main Street
Florence, Colorado 81226
(719) 784-4848 Fax (719) 784-0228

May 17, 2004

Tom Piltingsrud
City Manager
City of Florence, Colorado

RE: Performance evaluation

Dear Tom,

The City Council of the City of Florence recognizes your efforts on behalf of the City and citizens of Florence. Your commitment to the position of City Manager is evident in your interest in the community and your accessibility to the public.

We commend you on your thoroughness, written communications skills, extensive knowledge of a variety of subjects, and your willingness to get the job done right. Your dedication to the City is evident in your organizational skills, ability to communicate with Council and the public, a high standard of performance and acceptance of responsibility for the administration and day-to-day operations of the City.

This letter is written with appreciation and gratitude for your contribution to the betterment of the City of Florence.

Sincerely,

Peter J. Gamache
Mayor
City of Florence

April 28, 2005

TO: Council

FM: Tom Piltingsrud

Date: April 28, 2005

Re: City Manager Performance Evaluation

Last year, five areas in my performance evaluation were highlighted as needing improvement. They were:

1. *"Your military attributes/past, tends to have (the) public and personnel feel like your being demanding and authoritarian"*

Clearly my background as an Army Officer spills over into my management style. I have tried to be a little less "Army" in my dealings with the public, but I only know one leadership style, and it works today as it did in the past. For personnel of the City, a little authoritarianism from the City Manager is not a bad thing. I will be interested to see what comments Council receives from the public and especially City personnel this year.

2. *"Coming on a little too strong with some individuals in the public."*

This is an area I have concentrated on improving. Once again, I will be interested to see what comments Council receives. Occasionally a citizen requesting something must be told no if it is outside the purview of City responsibilities. It is easy to promise something to get someone to leave my office and then never deliver. I have always tried to deliver on my assurances to the public. Any written comment to the City has always received a written response from me. I have tried to return all calls as soon as possible.

3. *"Don't see you around the town – more visible"*

I have tried to shoulder the administrative load that the City Manager position naturally has. By that I mean I type my own correspondence, prepare my own reports, draft most of the grant applications, etc. This keeps me in the office more than past City Managers who were more often seen "downtown". I think it boils down to different styles of City Managers.

Perhaps somewhat transparent to Council are the boards I sit on where I represent the City (I am the only city manager participant on these boards except for the GIS Authority board). They are:

County Planning Commission
Fremont Center for the Arts
Holcim Community Relations Board
PCC Community Relations Board
FCC Community Relations Board
Cornell Community Relations Board
Fremont Economic Development Committee
GIS Authority Board (participant vs. member)
E-911 Authority Board (participant vs. member)
Fremont County Weed Board (ex-officio member)
Fremont County Airport Board (participant)
RE-2 School Resource Board

I believe that I have represented Florence well on these boards, and spoken up when issues arise which are larger than just Canon City. I have received favorable comments regarding my appearances on KRLN radio, and know the “stock of Florence” has risen in public opinion.

I have an excellent working relationship with all three county commissioners, and they know I will speak my mind when necessary, work with them when I can, and on occasion, oppose them when required.

I have received favorable written comments from Councilwoman Catherine Mortensen, favorable comments from Councilman Dan Brixey, and I believe that I am well respected by the Canon City Council. This will be important if we begin serious negotiations with Canon City over the Oak Creek Reservoir.

I have attended every Saturday Canon City Chamber Legislative Affairs meeting since my appointment as City Manager. I have represented the City as necessary with state and county elected officials.

4. *“Public Relations – with employees in regards to public and top 2 dept heads need to work on this too.”*

I feel that the 2 top department heads have made progress in their dealings with the public. I have not had any complaints regarding any department heads interaction with the public over the last year, a big improvement over 2003.

5. *“Finish City comprehensive plan for the City.”*

The comprehensive plan that I drafted was distributed to Council and I received no comments. Since that time, a lot has happened which requires the plan to be substantially revised. I feel the comprehensive plan needs to wait until the City Master Plan is finalized. By the way, our Master Plan, almost completed in house without contracting with any outside consultants, like Canon City and the County did, is a masterpiece. It looks 20 to 40 years out, and anticipates a City

jealously safeguarding our history water, and historic buildings, while at the same time accommodating growth, which will be coming soon. The Master Plan is near completion.

Grants. I remember Cindy Cox telling me when I was selected that a primary reason I was selected as City Manager was for my grant writing abilities. Since last year, I would like to highlight the grants the City has written and/or received since last year's evaluation.

The City received \$178,096 for our skate park from GOCO in 2003. The park was constructed in 2004, and has been a big hit with skaters of all ages. We have made improvements in trash and litter at the park, and it is clearly the finest skateboard park in Fremont County.

GOCO. We attempted to get two more GOCO grants for the City in 2004. One for the pool liner and the other for Lions Park. Neither received funding, but remember NO grants from Fremont County were funded in that iteration.

River Park Grant. In February 2005, I wrote a grant for \$15,239.00 for the City for tamarisk and Russian olive eradication in the River Park, partnering with a number of agencies. We hope to hear in June if we are successful with this grant.

CWCB. In November 2004, I defended the \$200,000.00 grant proposal for the second time before the CWCB. We received the full amount, the first time CWCB had ever authorized more than \$100,000 for a feasibility study grant.

Mosquito Spraying. Last year I was successful in obtaining \$5,743.00 in reimbursement costs from the County for our mosquito control program.

Dispatch. Although not a grant, our dispatch has received a \$180,047 commitment from the County for dispatching the SO. This includes \$23,386 above salaries for utilities, telephone, and administrative costs to administer this program. We have also received from the E-911 Authority Board \$140,000 for new equipment, and \$26,000 for dispatch work stations which are installed and operational. Other upgrade costs paid by the E-911 Board for chairs, more flat screens, and NCIC interface (\$30,000 alone) are recent additions. The total for this commitment to Florence from the E-911 Authority Board is probably approaching \$250,000.00. Since 2002, I have made my position known with the Board that Florence expects its fair share of money for our dispatch. Our dispatch for the County has been a big success with the Sheriff, and we have received favorable comments from the State Patrol, Northwest EMS and Canon PD and Fire. Our move to the new Municipal Center has created a more effective and professionally appearing PD and Dispatch Center. Have you visited the new department? The employees are very proud of their new workplace. Ask me, or better yet them, for a tour. It is a tribute to you that this happened, and you will be proud of our Police Department and Dispatch Center.

Centura/Municipal Center. We will soon have a municipal center that the entire City can be proud of. We will have a library, police department, county dispatch center, city hall and council chambers that will be state of the art. Most of the cost for this center is covered by grant funds. We will put city buildings on the tax roles for, hopefully, a productive use. We have made provisions for the museum in the municipal center, another ADA pitfall waiting to happen. The new municipal center will be the greatest achievement of this City for years to come. Public Works has supported this effort with Martin Tom as the center maintenance czar, while continuing his public works functions. Planning and execution of this center has meant many hours of extra work for everyone.

Code Enforcement. The City has made progress towards cleaning up problem areas and the police department has taken a more active role towards enforcement. This is an area where I see big improvement. I understand some council representatives are not satisfied with the effort to date, but we are making some progress.

Public Works. We continue to do more with less.

Our trash service is second to none, and always has been since before my arrival.

Our involvement with the water projects, the RE-2 – County water project, the Oak Avenue water line replacement and the Sumo 8 inch water line has insured installation in accordance with City regulations.

The cemetery continues to improve, and I believe this year it will surpass the appearance of the Canon City cemetery.

Budget. I have been very careful to deliver budgets that balance, and yearly spending within that budget in 2004. When revenue shortfalls are anticipated, I have alerted Council and taken appropriate steps to readjust spending. I have not lobbied for increased salaries, mine included, when I knew there was no revenue to support big raises. I directed Susan to find a new health care program for employees, and it has worked at a lower cost than the old program. I continue to educate myself with the City budget, an area of admitted weakness.

Personnel. I know that the City employees respect me, and look to me to protect them. They also know that I have strict performance and ethical standards that I hold them to. I am not their pal. I do not socialize with them. That does not mean that I do not care about their well-being or performance. A somewhat distant City Manager from the employees is necessary. I am hired by you to administer the City functions and employees, and all of that work, discipline, praise, coaching, mentoring, and the like is completely transparent to Council, as it must be. I do brief the Mayor regarding major employment decisions, but not the Council. Understand that I do spend a great deal of time developing and dealing with employees. I would encourage Council to contact as many City employees as they can and ask them what they think of my performance as City Manager.

GIS. This valuable tool was primarily brought to the City through my urging. Beritt has done a fantastic job in applying City functions. Hardly a day goes by that we have not used GIS in some capacity. I was instrumental with the GIS Authority Board in the creation of associate memberships, at a cost the City could afford. I am proud of this accomplishment. While the City is not a voting member, we are also not paying \$40,000 a year, only \$4,200 for membership and software. From code enforcement, to planning, to water projects, GIS has proved an invaluable tool for the City. I often wonder how we got along without it--as was the case in 2002--when I arrived.

CIRSA. Dori has done a super job with our loss control program. We have continued to increase our performance during CIRSA audits, which helps keep premiums lower. I have made this area a priority with department heads.

Water. I have continued to gain knowledge of water law, and Florence water rights (also regional rights.) I believe I have a great understanding of these rights, and can represent Florence in any forum as it concerns water law and our water rights. You may wish to contact Attorney Krassa or Water Engineer Joe Tom Wood for an opinion if required.

Backflow Prevention. The EPA, via the State, gave us another unfunded mandate. The Water Department is in process of its survey, and identifying cross-connection hazards. A program of yearly inspection, at an increased cost to citizens, is inevitable. I have walked the fine line between compliance and minimal costs to citizens. We will have the most cost effective and reasonable program that the regulations allow.

Oak Creek Reservoir. We continue to progress towards this reservoir. Our \$200,000 CWCB grant will help buffer citizen costs for this reservoir past the feasibility study. I have briefed and lobbied Senator Salazar, Senator Allard, Representative Hefley, State Representatives McFadyen and Massey, and State Senator Kester to obtain political will for this reservoir, and potentially, federal funding because of the FCC being located here. We requested federal funding from Senator Allard for the remainder of our feasibility costs. Senator Salazar recently listed the Oak Creek Reservoir as the number 4 priority for the Arkansas River basin. You may wish to contact the representatives that I have had most contact with--Representative McFadyen and Senator Kester--regarding their impressions of my performance as City Manager. They see and interact with a great many city managers.

Water Projects. Soon this City will have a state of the art water treatment facility, new delivery lines, and almost double the finished water storage capacity. Businesses and industry will soon discover the quiet little town on the Arkansas with the senior municipal water rights on the river, water storage, and a state of the art treatment plant. These facilities you built will attract new residents, businesses and industry, sooner or later. While the citizens are feeling the pinch at water bill time, I believe they understand that we did what we had to do, and by acting early we saved them from even higher bills had

we delayed moving on these projects. (We saved \$800,000 in interest rates, and the price of steel doubled after we let the treatment plant contract.) I believe today the cost of the plant alone would have been between \$10 million and \$12 million dollars vs. the \$8 million cost. I incurred the ire of Regional Water in 2002 and 2003 by ram-rodging the projects on a fast track to completion. Had we waited for Regional Water approval and blessing we would be paying for a \$12 million dollar plant.

Council. Last year I was asked what I expected of Council. I was not prepared to answer. I am doing so now. The old Council members who were on when I was hired, Pete, Cindy, Tom and Frank may have the best perspective of my performance, not just last year but since they selected me. The new Council representatives, Paul, Bruce and Roger have probably had enough time with me to make their own opinions.

If the City can be described as a moving train, then Council representatives only see a snapshot of that moving train. Things are happening so fast, with so many different projects, "brush fires", and day to day functions of the City that sometimes Council representatives can become fixated on a single issue or a couple of issues and wonder why I am not as fixated on the issue as they are. That is understandable, but understand that my functions are often times more broad, more exclusive, and almost always more time sensitive, than one or two projects that a council representative wishes to have fixed, immediately. I realize that you will inform me where I have not been able to achieve your performance standards, but I wanted you to understand that I am not ignoring them, only often times consumed with greater priorities.

My wishes for Council. Learn water law and understand Florence water rights, issues and rates. Ask yourself if you know about our two sources of water, our storage decrees, the difference between a storage right and a direct flow right. What about consumptive use and what is it? Where are we with our current water court case? What is PSOP and Enlargement? These water issues are becoming more and more important state wide, and Council understanding with the ability to inform constituents about why we do things regarding water, from billing to water rights to reservoirs, is an inherent responsibility of Council. Our water situation is the envy of the Arkansas Valley and a credit to previous councils. I am not sure all our citizens understand this asset. I would be willing to give some classes in this area to get you started.

Previous Councils did not increase water rates (or tap fees) for 11 straight years. It is therefore understandable that when rates had to be increased, they took a big, big jump to make up for eleven years of no increases. We need to understand that periodic increases in water rates (and tap fees) protect the citizens, rather than punish them. We should never again be put in a spot where we had to raise rates in the manner we did because of inactivity of previous councils.

We need to look seriously at impact fees for storm water. In a few years we will receive another unfunded mandate to regulate storm water, both water quality and quantity.

Impact fees on new residences and commercial development for storm water can begin to put money away for the day that the unfunded mandate arrives.

Attend the Canon City Legislative Affairs meetings. Interface with the elected state officials that attend. Let them know about impending legislation that will impact your constituents. Read the CML bulletin you receive, talk to constituents, and let your elected officials how you feel. The elected state representatives and senators really rely on opinions from educated municipal officials, they get enough opinions from citizens with their own axes to grind.

Let your constituents know how the City spends their money. Brief them on our budget issues. Everyone wants lower taxes, but expects the City to do more each year with less. This is not realistic, and they need to be educated why. Health insurance costs, up 35% or so, continue to eat at our general fund. Money diverted to health insurance means less patching of streets, less summer help, and fewer employees in the out years.

Be careful about asking City employees directly for some product or action. They will try to comply with your wishes, but it places them in a spot between their supervisor, me, and you. They understand you are the bosses, but remember that they have assigned tasks to do. They are not always the best judge of what priority to place on a set of tasks when you ask them to do something. I am not adverse to small requests, but understand if you ask for something to be done which is a large task (and you know the difference), something else is not going to get done.

I have enjoyed being City Manager. I have a vision for this City and I believe I have made the vast majority of correct decisions for the City. I will be interested in your comments and evaluation of my performance.

CITY OF FLORENCE
CITY COUNCIL MEETING
MAY 3, 2004

1. Mayor Gamache called the regular meeting of the Florence City Council to order at 7:00 p.m. with the Pledge of Allegiance.

2. Roll call -	Mayor Gamache	-	Present
	Councilman Morelli	-	Present
	Councilman Villagrana	-	Present
	Councilman McFaul	-	Present
	Councilman Gribben	-	Present
	Councilwoman Cox	-	Present
	Vacancy		

Others present – City Manager Tom Piltingsrud, City Attorney Bryan Fredrickson, Finance Officer Susan Watkins, City Clerk Dori Williams, DOLA intern Beritt Odom

3. Approval of minutes – Councilwoman Cox moved to approve the minutes of the previous meeting on April 19, 2004 as presented. Seconded by Councilman Gribben. Roll call vote – 6 ayes, 1 vacancy.

4. Visitors –

a. Sandi Roberts, Florence F Club, informed Council

Sandi Roberts stated that she was speaking on behalf of Florence Husky Football. There are some team members who may not be able to afford to go to the team training camp at the University of Wyoming. In an effort to offer monetary support for the players, the F Club will sponsor a Team Yard Sale to be held in the parking lot of St. Joseph Manor on Saturday May 15th from 9:00 a.m. to 4:00 p.m. Money collected from yard sale items purchased and any donations will be evenly divided by Coach Buderus to each football player who has signed up to attend the training camp. The cost is \$200.00 per player and she requested that Council and citizens of Florence support the football team and attend the yard sale or drop off a donation to the cause on Saturday.

b. John Blatnick, 901 East 2nd Street, commended the City on their quick response and removal of tree limbs from the spring storm the previous week.

5. Old Business – none

6. New Business –

a. Modification of premises – Louie's Place

City Clerk Williams stated that Stephanie Rocchio had approached Council at last meeting to request the street closure for two events in June. Council agreed to close South Pikes Peak from Main Street to the alley for the street dances. The applications for modification of premises are required by the State Liquor Authority so that alcohol can be served in a designated area. The applications are complete and the fees to the State

City Council meeting
May 3, 2004

have been paid. The modifications include the street dance to be held on Saturday, June 5th and the dance to be held on Saturday, June 26th.

Councilman Gribben moved to approve the applications for modification of premises for Louie's Place on June 5th and June 26th and authorize the Mayor to sign a letter approving the street closure for both events. Seconded by Councilman McFaul. Roll call vote – 6 ayes, 1 vacancy.

b. Application for water tap – Airport Industrial Park for Skydive the Rockies

Robert Pierotti, owner of Skydive the Rockies, stated that he has operated the business at the airport since 1996 and that he is requesting water service to the building for restroom and drinking water. Presently his customers have to walk across a flight line to use the facilities at the airport terminal building, which presents a safety issue as well as inconvenience. The building is located on the east side of the airport property, which was determined by Council to be located outside of the platted area of Filing No. 1.

City Manager Tom Piltingsrud stated that in 2002 Global Air Service made application for a water tap for their terminal located not far from the Skydive the Rockies building. At that time, the City studied some of the issues related to water service at the airport. One main issue was concern from the Fire Chief regarding fire flows to the potential growth area surrounding the airport. The original design of the infrastructure was to serve the area of Filing No. 1 which has a defined perimeter. The agreement for water service between the City and the County for provision of water service only obligates the City to provide water to Filing No.1. As more and more structures like ProAv, Global Air and Skydive the Rockies started to appear, City Council was concerned and sent a letter to the County Commissioners in December 2002 informing the County that the City was not obligated to provide water taps to any area outside of Filing No.1 until such time as the County or some other entity submitted a plat or master plan or some document indicating what the expected extent of water service would be outside of Filing No. 1. There are approximately 30 acres that could potentially be developed with structures and demands for water and fire protection. Without some idea of where that airport area is going outside of Filing No. 1 in terms of growth and future demands on the water system, Council advised the County that the City would not approve any new requests for service until such time as a master plan is developed. With regards to water service, the applicant is caught between the City and the County.

Mayor Gamache advised Mr. Pierotti that he should approach the County Commissioners with this dilemma and use his influence to encourage the County to develop a plan for the growth that they expect for the Industrial Park area.

Councilman McFaul moved to deny the application for a water tap for Skydive the Rockies until such time as there is a master plan for the Airport Industrial Park development. Seconded by Councilwoman Cox. Roll call vote – 6 ayes, 1 vacancy.

Mayor Gamache stated that Council would discuss the issue further with the County Commissioners at the joint meeting to be held on Monday, May 10, 2004 at 12:30 p.m.

c. Acceptance of quote – 8” water line

Richard Saxton, TEC engineering, explained that he is requesting that Council consider an additional 8” water line extension from Indian Hills Road west to Moore Drive to

City Council meeting
May 3, 2004

serve as loop in the system to increase and equalize water flow along Moore Drive and South Union. The new PRV vault installed on County Road 95 to the south has increased the available pressure and fire flows from Highland Avenue through to Sumo Village and has also increased pressure along Moore Drive and South Union. In field testing it was determined that there is a bottleneck in the system. In an effort to maintain positive pressures in water mains TEC is recommending extension of the 8" water main from the west end of Indian Hills so that it connects to the 12" CIP. This will provide two water lines that supply the 12" CIP. TEC has designed this pipe and will inspect the installation at no cost to the City if the work can be done by change order to one of the contractors already working for the City on Contracts 1 and 2. Avalanche Excavating who is working on Contract 1 is limited to their options for places that they can continue working due to easement issues and delivery of supplies. TEC is recommending that Council consider negotiating with Avalanche in order to keep them working and avoid delay of project cost on Contract 1. Both Tezak and Avalanche have provided quotes for the additional pipeline in the amount of \$23,215.49 and \$38,020.00 respectively. TEC recommends that the City approve the change order in favor of Avalanche even though the cost is higher because they will need the work to avoid delay charges of up to \$4000 per day to the City. Instead of just paying delay charges, the City will get the pipeline installed sooner than expected and Avalanche can continue to work. The project will be presented to the State as eligible for Revolving Loan Funds because it takes a portion of the 12" lead joint CIP out of service and increases the water pressure in Highlands area as a part of the CR 95 PRV vault project. This proposal will solve pressure problems, loop the system better, provide an additional source of water supply in the event of a line break, and save the City money on engineering and design fees and keep a contractor at work to avoid incurring delay charges. This would be a City of Florence project and could be paid for under budgeted funds for the 2004 main line extension project.

Councilwoman Cox moved to approve the change order for the installation of approximately 1000' of 8" pipeline from Indian Hills Road to Moore Drive by Avalanche Excavating in the amount of \$38,020.00. Seconded by Councilman Villagrana. Roll call vote – 6 ayes, 1 vacancy.

Mayor Gamache informed Council that the East Florence Water Association is still billing the City for monthly water charges, cost assessment and late fees. He stated that he would ask that Council consider contacting the Association to remind them that we have a contract to sell water to the association and this issue was never discussed during contract negotiations and the City is not going to pay any assessments to the Association for the river park water tap and service. He stated that this cannot continue because in the future, if this issue is ignored, it will become bigger and more difficult to deal with.

City Attorney Fredrickson stated that he wrote a letter on behalf of the City that we are not paying the bill and that there would be no further discussion on the issue.

Councilman Villagrana stated that he agrees with the Mayor that something needs to be done and get this settled now.

City Manager Piltingsrud stated that the City may need to draft an addendum to the contract addressing the issue and attempt to put this matter to rest before it goes too far with no hope of resolution come contract negotiation time next year.

City Council meeting
May 3, 2004

It was agreed by Council to have a draft addendum ready for Council to review at next meeting.

Councilman Gribben thanked Ray Kowalewski for his efforts to line up entertainment in the parks on Wednesday nights during the summer; Martin Lancaster for his hard work in the City parks; the DOC for the work crews they brought in to help with the tree limb removal; to the FACT group for the new trash cans on Main Street; and Angie Nichols for all her hard work in making the cemetery look so good.

7. Finance Officer report – no report

8. City Attorney report – City Attorney Bryan Fredrickson requested an executive session following the regular agenda to discuss the Fire Star suit, negotiations for water line easements, and Council's City Manager review and contract negotiation.

9. City Manager report – written report submitted

City Manager Piltingsrud reported that the Corps of Engineers has \$155,000 of federal funds to use towards the feasibility study for the Oak Creek reservoir project. The City has \$154,000 set aside for the entire project. The Corps identified some areas that need to be explored first in a feasibility study such as soils analysis and drilling of the overburden area to determine if the materials on site, the bottom of the pool area, can be used as construction material for the dam. The Corps has requested that the City send a letter of intent to pursue the feasibility study. It only obligates us to this stage of the feasibility study and the City approves expenditures as our match to the Corps to go forward on these little bites of the full feasibility study. If it were found that the soils and geology do not work at that site, then the cost to import materials to build the dam structure would be prohibitive. He informed Council that he would draft the letter of intent for consideration at next regular meeting.

City Manager Piltingsrud stated the entities are concerned about the apparent lack of activity on the current water court case that has been stalled in water court for about three years. He stated that the entities have requested that he write a letter to the S E Water Conservancy District Board that they will all sign to beg them to get their attorney to review the stipulation and respond to our water attorney Robert Krassa.

City Manager Piltingsrud requested that Council allow him to attend the CML Conference June 22-26 in Steamboat Springs. The City Attorney has also requested to attend the Attorney's section of that conference.

Councilwoman Cox moved to pay registration fee and other reasonable expenses for the City Manager and City Attorney to attend the CML Conference in Steamboat Springs. Seconded by Councilman Gribben. Roll call vote – 6 ayes, 1 vacancy.

10. Committee reports –

Police committee – Councilwoman Cox reported that training issues were discussed, 2005 budget items, traffic enforcement at 3rd & Frazier, and dispatch furniture ordered by E911 authority.

City Council meeting
May 3, 2004

11. Bills allowed – Councilwoman Cox moved to approve the bills for payment as presented. Seconded by Councilman McFaul. Roll call vote – 6 ayes, 1 vacancy.

At the request of the City Attorney, Councilman McFaul moved to go into an executive session to discuss Five Star lawsuit, easement negotiations and Council review of City Manager contract. Seconded by Councilman Morelli. Roll call vote – 6 ayes, 1 vacancy.

The Council began executive session at 8:35 p.m. and it was electronically recorded

Following executive session, Mayor Gamache reconvened the meeting to regular session at 10:10 p.m. and the following action was taken.

Councilman McFaul moved to authorize the Mayor to sign a letter of appreciation from the City of Florence to Tom Piltingsrud for his outstanding contribution to the City of Florence and its citizens. Seconded by Councilman Gribben. Roll call vote – 6 ayes, 1 vacancy.

There being no further business the meeting was adjourned at 10: 15 p.m.

CITY OF ...
CITY MANAGER EVALUATION FORM – OVERALL RATING

4.4

Rating Factors/Suggested Range:

1. Marginal – Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required.
2. Needs Improvement – Performance below standard expectations, but progressing beyond typical learning period; performance not unsatisfactory, although improvement needed
3. Fully Qualified – Performance at a level which meets standard expectations
4. Very Good – Performance exceeds normal expectations; above average level of achievement.
5. Outstanding – Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance.

Area of Rating	Standards	Rating
Planning and Organizational Abilities	Time utilization, Setting Standards, Establishing and meeting deadlines, Efficient and productive results	4.4
Problem Solving Abilities	Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?	4.4
Decision Making Abilities	Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?	4.2
Accountability	Degree to which the Manager accepts responsibility for consequences, Ability to evaluate programs Does manager take appropriate action to improve programs when necessary?	4.2
Council/Manager Relations	Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?	4.6
Communication Skills	Oral, Written, Listening Ability	4.4
Interpersonal Skills	Effectiveness of contacts with the public, Is the Manager accessible to the public? Is the Manager's public image appropriate?	4.0
Commitment to Position	Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City Government?	4.4
Supervisory Skills	Does the Manager possess the ability to select, motivate and develop subordinates?	4.0
Overall Performance Rating	Total of all ratings above	38.6

4.4

Kevin Bradley

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

1. Marginal - Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required. -5% to -7.5%
2. Needs Improvement - Performance below standard expectations, but progressing beyond typical learning period; performance not unsatisfactory, although improvement needed. -2.5% to -5%
3. Fully Qualified - Performance at a level which meets standard expectations. 0% to 2.5%
4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

RATING 5 I can not believe that anyone is better.

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

RATING 4.8 His ability to foresee consequences could be sharpened ever so slightly.

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

RATING 4.9 Excellent, though barring sainthood something always to be striven for.

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

RATING 5 I can find no fault with his willingness and excellence in this area.

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

RATING 5 Superior.

Communication Skills

Oral, written, and listening.

ORAL RATING 5
WRITTEN RATING 4.9
LISTENING ABILITY RATING 4.7
OVERALL RATING 4.85

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

RATING 4.8 *Continue to get out.*

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

RATING 4.8 *Tom's focus on the big issues facing the City is second to none. His lack of enthusiasm for the petty is remarkable.*

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

RATING 4.9 *Tom inspires dedication through his fine example.*

Overall Performance Rating:

Total - _____ Average - _____

Assessment of Strengths Related to Job Performance:

Tom's dedication to the City and his position is outstanding. He is far ahead of the pack. He is diligent, knowledgeable and hard working.

Assessment of Areas of Job Performance Requiring Improvement:

Guiding the Council through so many issues he has on rare occasion, not listened as thoroughly as he might. The areas for improvement are but a grain of sand on the beach of the excellent service he provides.

I have read this evaluation and understand its contents.

City Manager

Date

Mayor

Date

Paul ✓

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

1. Marginal - Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required. -5% to -7.5%
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4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

RATING 5

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

RATING 4

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

RATING 4

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

RATING 5

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

RATING 5

Communication Skills

Oral, written, and listening.

ORAL RATING 5
WRITTEN RATING 5
LISTENING ABILITY RATING 5
OVERALL RATING 5

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

RATING 5

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

RATING 5

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

RATING 4

Overall Performance Rating:

Total - 42 Average - 4.6

Assessment of Strengths Related to Job Performance:

SEE ATTACHED SHEET

Assessment of Areas of Job Performance Requiring Improvement:

SEE ATTACHED SHEET

I have read this evaluation and understand its contents.

City Manager

Date

Mayor

Date


Assessment of Strength Related to Job Description

1. Outstanding in representing Florence in local, county and state functions.
2. Outstanding in keeping the city council advised concerning budget, attendance at all city committee meetings, affairs of the city, and working with all members of the council.
3. Your knowledge concerning city programs, general administration, water issues, and budget serve our city well.
4. Communication skills, written, verbal and visual expression are of a very high level.
5. Always very professional in attire and demeanor.

Assessment of Job Performance Concerns

1. Enforcing all of the city ordinances. The high school tap issue and their use of water that cannot be accounted for is an example of a concern. If we keep issues in a black and white format and not venture into grey areas decisions are easy to support and explain.
2. Hiring procedures and the keeping to the policy handbook. I know that we have begun to follow such directives. However, I have a very strong concern on two assignments. I will be very happy to explain my concerns with you in a personal meeting.
3. Tom, first of I need to apologize because I didn't understand and didn't make my idea very clear on the comprehension plan so please accept my apology. (However, I believe I did make comments on that plan given to us at the retreat.) My idea was to show a yearly goal(s) concerning our city in terms of public works (example, streets), water planning (example, the still wells), budget planning (reservoir fund). Again, I will be happy to go into more detail.

After all of this, I'm very happy you are our City Manager.


Respectfully,
Paul Villagrana



November 18, 2005

Mr. Rusty Spillers
Sumo Development Company
803 N. Bear Paw Court
Florence, Colorado 81226

Reference: Sumo Village at Florence
Florence, Colorado

Dear Mr. Spillers:


As requested, C&M Consulting, LLC has reviewed the foundation plan notes for the recent slab-on-grade homes that have been designed for the Sumo Village at Florence development.

Specifically, note A.3 states that *Non-bearing partitions resting on slabs-on-grade shall be constructed with a minimum 2 inch void space, preferable at the bottom, to allow for freedom of movement without adversely affecting the roof or floor above.* Due to the expansive nature of the soils in this development, concrete floor slabs are susceptible to differential movement. The void space in the framing is intended to accommodate some minimal slab heaving however, all grading, drainage and landscaping recommendations must be followed to minimize soil movement.

The 2 inch void space is recommended to be placed at the bottom of the partition wall, but the void space may be placed at the top of the partition wall as long as proper installation is followed. No framing members, wall board, trim, etc. may be constructed tight to the bottom of the floor or roof system above. The gap at the top of the wall may be covered with trim or molding as long as the partition wall is free to move vertically behind the trim. The top void, when installed properly, will provide the same protection from floor slab movement.

If you have any questions please do not hesitate to contact me at your convenience.

Sincerely,
C & M CONSULTING, LLC



John D. Chrisman, P.E.
Principal Engineer

Rom H

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

1. Marginal - Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required. -5% to -7.5%
2. Needs Improvement - Performance below standard expectations, but progressing beyond typical learning period; performance not unsatisfactory, although improvement needed. -2.5% to -5%
3. Fully Qualified - Performance at a level which meets standard expectations. 0% to 2.5%
4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

RATING 5

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

RATING 5

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

RATING 5

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

RATING 4

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

RATING 5

Communication Skills

Oral, written, and listening.

ORAL RATING 5
WRITTEN RATING 5
LISTENING ABILITY RATING 5
OVERALL RATING 5

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

RATING 4

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

RATING 5

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

RATING 4

Overall Performance Rating:

Total - _____ Average - _____

Assessment of Strengths Related to Job Performance:

Outstanding oral + written communication; gets a lot of work done that many would find undaunting + impossible

Assessment of Areas of Job Performance Requiring Improvement:

Visibility is better but still needs improvement. Attends many meetings and needs time to prepare. if a citizen came in to pay their water bill would he know the process + could he do it?

I have read this evaluation and understand its contents.

City Manager

Date

Mayor

Date

Andy

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

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5. Outstanding – Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance.

Area of Rating	Standards	Rating
Planning and Organizational Abilities	Time utilization, Setting Standards, Establishing and meeting deadlines, Efficient and productive results	4
Problem Solving Abilities	Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?	4
Decision Making Abilities	Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?	4
Accountability	Degree to which the Manager accepts responsibility for consequences, Ability to evaluate programs Does manager take appropriate action to improve programs when necessary?	4
Council/Manager Relations	Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?	5
Communication Skills	Oral, Written, Listening Ability	5
Interpersonal Skills	Effectiveness of contacts with the public, Is the Manager accessible to the public? Is the Manager's public image appropriate?	5
Commitment to Position	Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City Government?	5
Supervisory Skills	Does the Manager possess the ability to select, motivate and develop subordinates?	4

Overall Performance Rating	Total of all ratings above	40
Average Rating	Average of all ratings above	4.4
Assessment of Strengths Related to Job Performance:		
<ol style="list-style-type: none"> 1. Major accomplishments in the past year: <ol style="list-style-type: none"> a. Completion of the South Water Treatment Plant – State of the Art b. Completion of the new Florence Municipal Center c. Completion of the Florence Master Plan d. Initiated numerous grants to benefit the City of Florence e. Successfully enticed the Council to approve an 8th Police Officer f. Attended, participated in numerous boards and committees and represents the City of Florence 2. Even with budget restraints, runs the City to make every penny count. 3. Council is keep very aware of situations, crisis's, etc., on a consistent basis. 4. Future oriented, keeps us looking forward instead of in the past. 		
Assessment of Areas of Job Performance Requiring Improvement:		
<ol style="list-style-type: none"> 1. Set deadlines for all requested documentation, information, and tasks assigned by the Council and if unable to meet the deadline, provide status and update to keep Council informed 2. The City Manager has excellent problem solving abilities. What I would request is that he pass on these skills to the City Council. When a decision is needed from Council, provide them with as much data and information as they can absorb, but also provide them with recommendations and alternatives. Don't just put the problem on the table, but provide your expertise and knowledge and develop recommendations and alternatives for them to choose from. 		

I have read this evaluation and understand its contents.

City Managers Signature

Date

Mayor

Date

DNR 5-11-06

EDG/12

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

1. Marginal - Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required. -5% to -7.5%
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4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

RATING 4

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

RATING 5

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

RATING 4

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

RATING 5

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

RATING 5

Communication Skills

Oral, written, and listening.

ORAL RATING 4
WRITTEN RATING 4
LISTENING ABILITY RATING 4
OVERALL RATING 4

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

RATING 4

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

RATING 4

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

RATING 4

Overall Performance Rating:

Total - 39 Average - 4.3

Assessment of Strengths Related to Job Performance:

TOM IS EXCELLENT ON ALL CITY ISSUES ESPECIALLY WATER ISSUES. TOM KEEP COUNCIL INFORMED ABOUT ALL MAJOR ISSUES. ALSO, TOM IS EXCELLENT IN MOTIVATING + MANAGING CITY EMPLOYEES.

Assessment of Areas of Job Performance Requiring Improvement:

I have read this evaluation and understand its contents.

City Manager

Date

Mayor

Date

from Tom Gubler (May 11, 2006)

CITY OF FLORENCE
CITY MANAGER EVALUATION FORM

Rating Factors/Suggested Range:

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4. Very Good - Performance exceeds normal expectations; above average level of achievement. 2.5% to 5%
5. Outstanding - Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance. 5% to 7.5%

Planning and Organizational Abilities

Time utilization, setting standards, establishing and meeting deadlines, efficient and productive results.

RATING 4

Problem Solving Abilities

Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?

RATING 3

Decision Making Abilities

Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?

RATING 4

Accountability

Degree to which the Manager accepts responsibility for consequences. Ability to evaluate programs. Does Manager take appropriate action to improve programs when necessary?

RATING 3

Council/Manager Relations

Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?

RATING 3

Communication Skills

Oral, written, and listening.

ORAL RATING 3
WRITTEN RATING 4
LISTENING ABILITY RATING 3
OVERALL RATING 3.333

Interpersonal Skills

Effectiveness of contacts with the public. Is the Manager accessible to the public? Is the Manager's public image appropriate?

RATING 2 SOME SAY THAT HE IS DIFFICULT TO COMMUNICATE WITH !!

Commitment to Position

Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City government?

RATING 3

Supervisory Skills

Does the Manager possess the ability to select, motivate, and develop subordinates?

RATING _____ I cannot rate this part - because I have no idea

Overall Performance Rating:

Total - 26.333

Average - 3.2916

Assessment of Strengths Related to Job Performance:

TOM IS PROBABLY THE MOST KNOWLEDGABLE CITY MANAGER THAT WE HAVE HAD IN RECENT YEARS

Assessment of Areas of Job Performance Requiring Improvement:

- ① - ADVERTISING FOR ALL OPEN JOB VACANCIES.
- ② - FOLLOW WATER ORDINANCES TO THE NTH DEGREE
- ③ - GET PRE-APPROVAL ON ALL PROJECTS OVER \$750.

I have read this evaluation and understand its contents.

④ I PERSONALLY DO NOT BELIEVE THAT TOM SHOULD ASK US TO "ASK" CITY EMPLOYEES THEIR

City Manager

Date

FEELINGS ABOUT HIM.

Mayor

Date

Thank you
Tom Gubben

**CITY OF FLORENCE
CITY MANAGER EVALUATION FORM**

Rating Factors/Suggested Range:

1. Marginal – Performance is inadequate and significantly below normal expectations for the job. Substantial improvement is required.
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4. Very Good – Performance exceeds normal expectations; above average level of achievement.
5. Outstanding – Best possible performance; consistently and significantly exceeds standard performance; unusually high level of performance.

Area of Rating	Standards	Rating
Planning and Organizational Abilities	Time utilization Setting Standards Establishing and meeting deadlines Efficient and productive results	4.17
Problem Solving Abilities	Does the Manager gather and consider all the relevant facts and information? Are key questions defined? Does the Manager examine/offer alternatives? Are consequences evaluated?	4.33
Decision Making Abilities	Do major decisions demonstrate consistency with Council's goals? Internal operational goals? Have major decisions by the Manager demonstrated good judgment and management abilities?	4.17
Accountability	Degree to which the Manager accepts responsibility for consequences Ability to evaluate programs Does manager take appropriate action to improve programs when necessary?	4.33
Council/Manager Relations	Does the Manager maintain an effective working relationship with the Council? Is communication consistent? Does the Manager keep the Council adequately informed?	4.33
Communication Skills	Oral Written Listening Ability	4.50

Interpersonal Skills	Effectiveness of contacts with the public Is the Manager accessible to the public? Is the Manager's public image appropriate?	3.50
Commitment to Position	Does the Manager generate enthusiasm about his position? Does the Manager believe in what he is doing? Does the Manager exhibit sincere interest in the community? In operations? Does the Manager present a good image to the public and his subordinates regarding the City Government?	4.33
Supervisory Skills	Does the Manager possess the ability to select, motivate and develop subordinates?	3.67
Overall Performance Rating	Total of all ratings above	37.33
Average Rating	Average of all ratings above	4.15

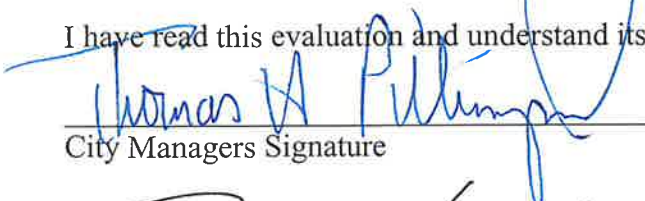
Assessment of Strengths Related to Job Performance:

Commitment & professionalism; knowledgeable, problem solving abilities while maintaining sense of humor and camaraderie. Good communication skills, very good improvement on responding to citizens requests. Very professional appearance and conduct at all times. Easy to second guess the CM's performance on any given occasion. CM has shown time and again that he is the exact person for the job. He brings to Florence the integrity, experience, and knowledge that Florence can be proud of. Very detail oriented in water issues. The city is fortunate to have such a qualified city manager. His dedication to the city, as well as his communications abilities and professionalism are head and shoulders above his peers. He has assembled a well qualified and dedicated staff which reflect positively on Florence.

Assessment of Areas of Job Performance Requiring Improvement:

1. Be more visible to the general populace. Work on the negative perceptions some of our citizens have about your position.
2. More communications with city council.
3. Need to demand same professionalism from City Clerk as you demonstrate yourself and require from everyone else.

I have read this evaluation and understand its contents.



 City Managers Signature

5/19/08

 Date



 Mayor

5/19/08

 Date