

REQUEST FOR COUNCIL ACTION

Date: 10/22/2012

Item No.: 13.d

Department Approval

City Manager Approval

WJ Malinen

Item Description: Discuss City Manager Evaluation Process

BACKGROUND

On August 20, 2012 the Council expressed interest in discussing the City Manager evaluation process prior to year's end. Attachments include the City Manager Evaluation Form (Attachment A) and a list of City Manager Participants (Attachment B). A Closed Executive Session is tentatively scheduled for November 19 at 5:00 p.m.

POLICY OBJECTIVE

Annual Performance Evaluation for City Manager.

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Discuss City Manager Evaluation Process for completion before 2013.

REQUESTED COUNCIL ACTION

Discuss City Manager Evaluation Process for completion before 2013.

Prepared by: William J. Malinen, City Manager
Attachments: A: City Manager Evaluation Form
B: City Manager Participants

**PERFORMANCE EVALUATION
for
CITY MANAGER BILL MALINEN**

Evaluation Period: January 2012 through December 2012

I. ORGANIZATIONAL AND HUMAN RESOURCES MANAGEMENT

RESPONSIBILITY

- Plans and organizes the work that goes into providing services established by past and current decisions of the Council.
- Plans and organizes work that carries out policies adopted by the Council and developed by Staff.
- Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of the Staff by Council and Staff.
- Evaluation and knowledge of current technology.
- Selecting, leading, directing, and developing staff members.

PERFORMANCE STANDARD

Rating Key: <u>NA</u>	1	2	3	4	5
<u>Not Able to</u>	Below		Meets		Exceeds
<u>Evaluate</u>	Expectations		Expectations		Expectations

- | | | |
|----|-------|---|
| 27 | _____ | Recruits and employs well qualified persons |
| 28 | _____ | Utilizes subordinates' skills effectively when delegating |
| 29 | _____ | Clearly defines and follows up on delegated responsibilities |
| 30 | _____ | Appropriately utilizes employees |
| 31 | _____ | Uses supervisory techniques that are supportive and motivational. |
| 32 | _____ | Manages compensation and benefit plans well |
| 33 | _____ | Encourages and facilitates training and professional development |
| 34 | _____ | Encourages the city staff to work as a team |
| 35 | _____ | Encourages creativity and innovation in problem |
| 36 | _____ | Exhibits a thorough knowledge of city operations |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

43
44 **II. FISCAL AND BUSINESS MANAGEMENT**

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46 RESPONSIBILITY

- 47
48 • Plans and organizes the preparation of an annual budget with documentation, etc., that
49 conforms to guidelines adopted by the Council.
50 • Plans, organizes, and administers the adopted budget with approved revenues and
51 expenditures.
52 • Plans, organizes, and supervises most economic utilization of manpower, materials, and
53 machinery.
54 • Plans and organizes a system of reports for Council that provide the most up-to-date data
55 available concerning expenditures and revenue.
56 • Directs maintenance of City-owned facilities, buildings, and/or equipment.
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58 PERFORMANCE STANDARD

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60 Rating Key: NA 1 2 3 4 5
61 Not Able to Below Meets Exceeds
62 Evaluate Expectations Expectations Expectations
63

- 64 _____ Manages budget preparation thoroughly and effectively
65 _____ Persistently pursues cost-effective measures
66 _____ Provides financial reporting that is timely and readily understandable
67 _____ Efficiently manages physical facilities
68 _____ Develops and follows a sustainable financial plan
69 _____ Provides a recommended budgets that reflect the City's priorities
70 _____ Is well-informed about City financial matters.

71
72 Calculated Rating: _____ (sum of the responses divided by the number of responses)
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74 Additional Comments:
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77 **III. RELATIONSHIP WITH MAYOR AND COUNCIL**

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79 RESPONSIBILITY

- 80
- 81 • Maintains effective communication, both verbal and written, with Council.
 - 82 • Maintains availability to Council, either personally or through designated subordinates.
 - 83 • Establishes and maintains a system of reporting to Council current plans and activities of
 - 84 the Staff.
 - 85 • Plans and organizes materials for presentations to the Council, either verbally or written, in
 - 86 the most concise, clear, and comprehensive manner possible.
- 87

88 PERFORMANCE STANDARD

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90 Rating Key: NA	1	2	3	4	5
91 Not Able to	Below		Meets		Exceeds
92 Evaluate	Expectations		Expectations		Expectations

93

- 94 _____ Provides materials, reports, and presentations that are clear and concise
- 95 _____ Provides information and background as required by the Council
- 96 _____ Communicates with the Council in a timely, forthright, and open manner
- 97 _____ Keeps Council Members well informed and involved on matters of City concern
- 98 _____ Responds to Council Member requests promptly and completely
- 99 _____ Provides thoroughly researched recommendations
- 100 _____ Treats Council Members with respect and professionalism
- 101 _____ Remains open and accessible to all members of the City Council
- 102 _____ Provides timely attention to Council initiated agenda items
- 103 _____ Implements policies in accordance with the intent of the Council
- 104 _____ Is well informed regarding matters under consideration by the Council

105

106 Calculated Rating: _____ (sum of the responses divided by the number of responses)

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108 Additional Comments:

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112 **IV. LONG-RANGE PLANNING AND STRATEGIC PLAN**
113

114 RESPONSIBILITY
115

- 116 • Maintains knowledge of new technologies, systems, methods, etc., in relation to City
117 services.
118 • Keeps Council advised of new and impending legislation and developments in the area of
119 public policy.
120 • Plans and organizes a process of program planning in anticipation of future needs and
121 problems.
122 • Establishes and maintains an awareness of developments occurring within other cities or
123 other jurisdictions that may have an impact on City activities.
124 • Plans, organizes, and maintains a process for establishing community goals to be approved
125 or adopted by Council and monitoring and status reporting.
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127 PERFORMANCE STANDARD
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129 Rating Key: NA 1 2 3 4 5
130 Not Able to Below Meets Exceeds
131 Evaluate Expectations Expectations Expectations
132

- 133 _____ Operates from a well-constructed, long-range strategic plan
134 _____ Ensures that staff members carry out annual operational plans
135 _____ Uses an adequate on-going performance measurement process
136 _____ Evaluates program and personnel based on strategic planning
137 _____ Involves staff and the community in ongoing strategic planning efforts
138 _____ Fully and clearly understands the City's vision documents and strategic plans

139
140 Calculated Rating: _____ (sum of the responses divided by the number of responses)
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142 Additional Comments:
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V. RELATIONSHIP WITH THE PUBLIC AND PUBLIC RELATIONS

RESPONSIBILITY

- Plans, organizes, and maintains training of employees in contact with the public, either by phone or in person.
- Ensures that an attitude and feeling of helpfulness, courtesy, and sensitivity to public perception exists in employees coming in contact with the public.
- Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.
- Establishes and maintains a liaison with private, non-governmental agencies, organizations, and groups involved in areas of concern that relate to services or activities of the City.

PERFORMANCE STANDARD

Rating Key: NA	1	2	3	4	5
Not Able to	Below		Meets		Exceeds
Evaluate	Expectations		Expectations		Expectations

- | | |
|-------|--|
| _____ | Ensures timely, credible, and effective contacts with the media |
| _____ | Ensures that communications are varied and consistently well-received |
| _____ | Maintains a good image for the city |
| _____ | Provides and ensures prompt responses and follow up to public requests |
| _____ | Ensures that City information is readily accessible to the public |
| _____ | Routinely attends community events and meets with community groups |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

176 **VI. INTERGOVERNMENTAL RELATIONS**

177
178 RESPONSIBILITY

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- 180 • Maintains awareness of developments and plans in other jurisdictions that may relate to or
 - 181 affect City government.
 - 182 • Establishes and maintains a liaison with other governmental jurisdictions in those areas of
 - 183 service that improve or enhance the City's programs.
 - 184 • Maintains communications with governmental jurisdictions with which the City is involved
 - 185 or interfaces.
- 186

187 PERFORMANCE STANDARD

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189 Rating Key: NA	1	2	3	4	5
190 Not Able to	Below		Meets		Exceeds
191 Evaluate	Expectations		Expectations		Expectations

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- 193
- 194 _____ Maintains sufficient activity with municipal and professional organizations
- 195 _____ Is regarded as leader by peer municipal officials
- 196 _____ Brings forward good ideas from other jurisdictions for consideration
- 197 _____ Has a positive relationship with surrounding city leadership
- 198 _____ Works constructively and cooperatively with other agencies and jurisdictions

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200 Calculated Rating: _____ (sum of the responses divided by the number of responses)

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202 Additional Comments:

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VII. PROFESSIONAL SKILLS AND DEVELOPMENT

PERFORMANCE STANDARD

Rating Key:	NA	1	2	3	4	5
	Not Able to	Below		Meets		Exceeds
	Evaluate	Expectations		Expectations		Expectations

- | | |
|-------|--|
| _____ | Leads by example |
| _____ | Exhibits enthusiasm for his/her job |
| _____ | Is a good listener |
| _____ | Is true to his/her word |
| _____ | Is accessible to the staff, the Council, and the public |
| _____ | Pursues and reports on his/her own training and professional development |
| _____ | Exhibits adaptability and positive response to constructive criticism |
| _____ | Exhibits a high personal standard of professionalism |

Calculated Rating: _____ (sum of the responses divided by the number of responses)

Additional Comments:

City Manager Review November 2012 Participants

5 City Council
6 Department Heads
5 Administration Employees
23 City Supervisors
2 City Attorneys
6 City Management Peers
8 Other (Government, Education, and Community)