



AGENDA ITEM #10.8

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: January 5, 2016

Subject: City Administrator/Clerk's Quarterly Review

Report: At the September 23, 2015 City Council Meeting, the Council moved to conduct quarterly performance reviews for Nancy Malecha by two Council members. My first quarter in the position of City Administrator/Clerk occurred on December 28, 2015. Attached please find an e-mail from Gary Weiers from David Drown Associates on options for the Council to consider for my performance reviews.

Council Action Requested: Council consensus on the process to conduct Nancy Malecha's performance reviews as City Administrator/Clerk.

Nancy Malecha

From: Gary Weiers <Gary@daviddrown.com>
Sent: Wednesday, December 30, 2015 6:23 AM
To: Nancy Malecha
Subject: Performance Review
Attachments: employee performance template.dotx

Hi Nancy,

As per your request, I am providing some suggestions regarding the quarterly and annual performance review process the Council will be doing with you. As I understand the situation, the Council, or a subset of the Council, wishes to perform quarterly performance reviews during your first year of employment and then a single annual review moving forward. I suggest that the first three quarterly reviews be less formal than the annual review process that will carry forward beyond your first year of employment.

For the first three reviews I suggest the following process:

- Reviews are completed by the personnel committee
- One week prior to each review the personnel committee asks for input from the rest of the Council regarding:
 - Communication with Council, staff and the community
 - Goal progress
 - Teamwork
 - Management of organization
 - Management of staff
 - Leadership development
 - Other items of importance
- Nancy also should provide a brief summary of her performance on the topics listed above
- After each session, the personnel committee should complete a brief written summary for Nancy's personnel file

For the annual review I suggest using a formal process consisting of the following:

- Use a formal document like the one attached to this email
 - Please feel free to change this document to meet your needs or use other models that are a better fit
- Each councilor and Nancy should each complete this prior to the review
- The personnel committee compiles the individual Councilor input into a summary document that averages the ratings and includes all the comments
- The final review can be held in open or closed session, so please consult with your city attorney about that process
- A copy of the Council review should be maintained in the personnel file

Please let me know if you have any questions. Thank you.

Gary Weiers, Associate
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Employee Performance Review

Employee Information

Employee Name: Date:
Job Title:
Department:
Manager:
Review Period: to

Review Guidelines

At least one week prior to this review, notify employee of the review and schedule the time.
Each rating should accurately reflect the performance of the employee. Provide specific comments for each rating in the box below the description.
All goals should be reasonable and specific.

Evaluation of Goals

Briefly describe the goals of the employee during the review period. Describe the level of achievement of each goal and the overall rating of goal achievement for the review period.

Goal #1:

Goal #2:

Goal #3:

(5) = Exceptional (4) = Exceeds Requirements (3) = Meets Requirements (2) = Needs Improvement (1) = Unsatisfactory

Achieved Goals
Comments:

Five empty checkboxes corresponding to the rating scale above.

Evaluation

Use this rating key for the following evaluation:

- 1 = *Unsatisfactory*
Does not perform required tasks. Requires constant supervision
- 2 = *Needs improvement*
Needs improvement in quality of work. Completes tasks, but not on time.
- 3 = *Meets Requirements*
Meets basic requirements. Tasks are completed on time.
- 4 = *Exceeds Requirements*
Goes above and beyond expectations.
- 5 = *Exceptional*
Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Needs Improvement	(1) = Unsatisfactory
Communication: Demonstrates strong oral and written communication skills. Listens. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving: Ability to solve problems and generate better options/solutions. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Focus: Priorities customer focus for both internal and external customers. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills: Is recognized as a leader by peers and provides project leadership. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge: Exhibits job knowledge and shares it with others. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making: Makes decisions with organization in mind. Prioritizes effectively. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Orientation: Works cooperatively as team member to achieve organization objectives. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quantity and Quality: Produces quality work in a timely manner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative Solutions: Provides positive input and solutions to organizational issues. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Skill: List and describe below. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating: A rating of the employee's performance on full scope of work. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goals for Next Review Period

Goal 1:

Strategy for Development:

Implementation Date:

Goal 2:

Strategy for Development:

Implementation Date:

Goal 3:

Strategy for Development:

Implementation Date:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

I, _____ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

Employee Signature

Date

Manager Signature

Date

Supervisor Addendum

This addendum should be used for all positions with supervisory responsibilities.

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Goes above and beyond expectations.
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Management of Staff: Able to effectively hold staff accountable and positively lead them to greater productivity. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Management: Creates collaborative work environment by managing conflict. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation: Appropriately and effectively delegates responsibilities and tasks. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Resources: Manages resources within budgeted amounts and provides input for future budgets. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation and Change: Inspires staff to look for innovative solutions. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Skill: List and describe below. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>