



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 4-7-16

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Discussion and possible action to approve the City Manager's performance evaluation form.

Staff Summary: Pursuant to Section 4.4 of the City Manager's employment contract, "In June of each year...the Board shall conduct a public meeting review and evaluate the performance of the Employee [City Manager]." Staff is requesting review and input on the proposed performance evaluation form.

Agenda Action: Formal Action/Motion

Time Requested: 15 minutes

Proposed Motion

I move to approve the City Manager's performance evaluation form.

Board's Strategic Goal

Organizational Culture

Previous Action

N/A

Background/Issues & Analysis

The Board of Supervisors has been using the same performance evaluation form for the City Manager's performance review for a number of years. This proposed form will allow Board members to accurately assess those competencies required by an individual to perform the essential functions of the City Manager position.

Applicable Statute, Code, Policy, Rule or Regulation

City Manager Employment Contract

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

The Board may recommend a different format for the review.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

Evaluation Period: June 2, 2015-June 2, 2016

Board Member Name:

Each member of the Board of Supervisors may complete this evaluation form, sign in the space below, and return to Carson City Human Resources. The deadline for submitting this performance evaluation is June 2, 2016. Evaluations will be summarized and included on the agenda for discussion on June 16, 2016.

Supervisor
(Signature)

Date submitted:



INSTRUCTIONS

This evaluation form contains 11 categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the City Manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above Average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below Average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a section to rate the employee's performance on the attainment of the goals/objectives that were established during the last evaluation process. The scoring is explained in that section.

Finally, this form contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions, an opportunity to list any comments you believe appropriate and pertinent to the rating period, and an opportunity to list goals/objectives for the following rating period.

Please leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted to Human Resources. All evaluations submitted prior to the deadline identified on the cover page will be summarized and presented by the Board of Supervisors to the City Manager as part of the agenda for the meeting indicated on the cover page.



PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

Diligent and thorough in discharge of duties, "self-starter"

Exercises good judgment

Displays enthusiasm, cooperation and will to adapt

Mental and physical stamina appropriate for the position

Exhibits composure, appearance and attitude appropriate for executive position

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

2. PROFESSIONAL SKILLS AND STATUS

Maintains knowledge of current developments affecting the practice of local government management

Demonstrates a capacity for innovation and creativity

Anticipates and analyzes problems to develop effective approaches for solving them

Willing to try new ideas proposed by governing body members and/or staff

Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

Initials: _____



3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

Carries out directives of the body as a whole as opposed to those of any one member or minority group

Sets meeting agendas that reflect the guidance of the Board of Supervisors and avoids unnecessary involvement in administrative actions

Disseminates complete and accurate information equally to all members in a timely manner

Assists by facilitating decision making without usurping authority

Responds well to requests, advice and constructive criticism

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

4. POLICY EXECUTION

Implements Board of Supervisor actions in accordance with the intent of the Board

Supports the actions of the Board of Supervisors after a decision has been reached, both inside and outside the organization

Understands, supports, and enforces local government's laws, policies and ordinances

Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

Offers workable alternatives to the Board of Supervisors for changes in law or policy when an existing policy or ordinance is no longer practical

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

Initials: _____



5. REPORTING

Provides regular information and reports to the Board of Supervisors concerning matters of importance to the local government, using the City Charter as a guide

Responds in a timely manner to requests from the Board of Supervisors for special reports

Takes the initiative to provide information, advice, and recommendations to the Board of Supervisors on matters that are non-routine and not administrative in nature

Reports produced by the City Manager are accurate, comprehensive, concise and written to their intended audience

Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

6. CITIZEN RELATIONS

Responsive to requests from citizens

Demonstrates a dedication to service to the community and its citizens

Maintains a nonpartisan approach in dealing with news media

Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

Gives an appropriate effort to maintain citizen satisfaction with city services

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

Initials: _____



7. STAFFING

Recruits and retains competent personnel for staff positions

Applies an appropriate level of supervision to improve any areas of substandard performance

Stays accurately informed and appropriately concerned about employee relations

Professionally manages the compensation and benefits plan

Promotes training and development opportunities for employees at all levels of the organization

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

8. SUPERVISION

Encourages Department Directors to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the Department level

Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the City Manager's Office

Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

Encourages teamwork, innovation, and effective problem-solving among the staff members

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.



Initials: _____

9. FISCAL MANAGEMENT

Prepares a balanced budget to provide services at a level directed by the Board of Supervisors

Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

Prepares a budget and budgetary recommendations in an intelligent and accessible format

Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

Appropriately monitors and manages the fiscal activities of the organization

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

10. COMMUNITY

Shares responsibility for addressing the difficult issues facing the City

Avoids unnecessary controversy

Cooperates with neighboring communities

Helps the Board of Supervisors address future needs and develop adequate plans to address long term trends

Cooperates with other regional, state and federal government agencies

Add values from above and enter the subtotal ____ ÷ 5 = _____ score for this category.

Initials: _____



11. MANAGEMENT

Roles of Charter: Knowledgeable, effective and efficient use of authority granted by the City Charter to the City Manager, the Board of Supervisors and other elected or appointed positions; respectful of the delegation of powers described in the Charter

Setting the Agenda for Board of Supervisor Meetings: Presenting issues for consideration by the Board of Supervisors in a timely manner; creating logical sequence for items to be considered

Preparation of Materials for Board of Supervisor Meetings: Materials explanatory to the Board, with the pertinent facts and analysis for the Board to make informed decisions; materials available for the general public and media to review and understand

Conduct of Board of Supervisor Meetings: Initiates responses to issues and concerns that the Board and/or public poses; contributes positively to Board deliberations.

Utilizes effective project management techniques; completes projects agreed upon with the Board within given time frame

Add values from above and enter the subtotal $___ \div 5 = ______$ score for this category.

Initials: _____



GOALS/OBJECTIVES EVALUATION

For each statement, use the following scale to indicate your rating of the City Manager's performance.

5 = Excellent (accomplished the goal/objective successfully)

4 = Above Average (accomplished the goal/objective with some success)

3 = Average (accomplished the goal/objective but was not successful)

2 = Below Average (began working on the goal/objective)

1 = Poor (failed to work on the goal/objective)

Any item left blank will be interpreted as a score of "3 = Average"

Enhance the public's ability to participate in the FY 2017 budget planning process

Implement and enhance web and smartphone-based functionality for citizens and city staff; including the possible use of a Spanish link

Implement City-wide performance metrics and develop a plan for Performance-Based Budgeting

Improve the grant program by hiring a full-time grant administrator and establishing a process for contract and grant deadlines

Implement environmental Green initiatives

Implement/Institutionalize a Continuous Process Improvement Program; report results of Kaizen events to BOS

Manage and oversee compliance of the 1/8th % revenue projects-review new projects for potential use of CMAR process



Provide monthly updates to the Board of Supervisors

Provide responses to internal audits

Review liquor license ordinances and propose/implement any necessary changes

Review the possibility of implementing a noise ordinance

Add values from above and enter the subtotal ____ ÷ 11 = _____ score for this category.

Initials: _____

NARRATIVE EVALUATION



What do you identify as the City Manager's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) do you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the City Manager to enhance his performance?

What goals or objectives do you have for the new rating period?

What other comments do you have for the City Manager?

Initials:_____