



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA PERSONNEL COMMITTEE
MONDAY, AUGUST 7, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Members: Chairperson Tim Dunn, Linda Frame, Ken Howell, Joan Yunker, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Dunn
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the January 3, 2023 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding the proposed Park Manager position
6. Discussion/Recommendation regarding the annual employee evaluation form
7. **Adjournment**

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
TUESDAY, JANUARY 3, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Members: Chairperson Rich Hedlund, John Halverson, Tim Dunn, Ken Howell, and Cindy Yager

Meeting called to order by Chairperson Hedlund
Hedlund called the meeting to order at 4:00 p.m.

Roll Call

Present: Hedlund, Halverson, Howell, and Dunn

Absent: Yager (excused)

Comments from the public limited to 5 minutes, limited to items on this agenda
None

Approval of the minutes October 3, 2022 Personnel Committee meeting as prepared and distributed
Motion by Halverson to approve, second by Howell. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 23-R01** a resolution to establish the 2023 Salaries for the Municipal Judge and City Attorney

Committee discussion included to not increase the wages for the Municipal Judge and City Attorney.
Motion by Howell to not change the wages for the Municipal Judge and City Attorney, second by Halverson.
Motion carried 3-1, with Halverson voting no.

Adjournment

Motion by Howell to adjourn, second by Hedlund. Motion carried 4-0. The meeting adjourned at 4:07 p.m.

CITY OF LAKE GENEVA

AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Mary Jo Fesenmaier
Cynthia Yager

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding Park Manager job description and other affected staff positions including the Appendix A Org. Chart.

3. Committee, Board or Commission which you are asking to review this item.

Personnel Committee

4. Date of meeting(s).

July 2023

Signature: Mary Jo Fesenmaier

Date: June 20, 2023

Signature: Cynthia Yager

Date: June 22, 2023

For Office Use Only

Date Received by Clerk: _____

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to:

City Administrator

CITY OF LAKE GENEVA

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Cynthia Yager & Mary Jo Fesenmair

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding the review of draft outlines for City Park Manager position created by the

over →

3. Committee, Board or Commission which you are asking to review this item.

~~XXXXXX XXXXX~~ Personnel Committee

4. Date of meeting(s).

~~XXXXXX XXX XXXXX~~ April 3, 2023

Signature:

Cynthia Yager

Date:

3/17/2023

Signature:

Mary Jo Fesenmair

Date:

3/17/2023

For Office Use Only

Date Received by Clerk: MARCH 17, 2023

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to:

City Administrator

Public Works Dept. Motion in this matter was made + approved Monday Oct. 3, 2022.

CITY OF LAKE GENEVA

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Cynthia Yager & Mary Jo Fesenmair

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding the review of draft outlines for City Park Manager position created by the

over →

3. Committee, Board or Commission which you are asking to review this item.

~~XXXXXX XXXXX~~ Personnel Committee

4. Date of meeting(s).

~~XXXXXX XXX XXXXX~~ April 3, 2023

Signature:

Cynthia Yager

Date:

3/17/2023

Signature:

Mary Jo Fesenmair

Date:

3/17/2023

For Office Use Only

Date Received by Clerk: MARCH 17, 2023

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

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Public Works Dept. Motion in this matter was made + approved Monday Oct. 3, 2022.

Draft one is comprised using the new position of Park Manager. Under this scenario the line of succession would be the 1. Director, 2. Superintendent, 3. Foreman and 3. Parks Manager, 4. Streets and Park Staff.

The Foreman would oversee; Riviera Building Manager, City Hall Building Manager, 9 operator II positions, 1 part time and 5 street seasonal workers. The Foreman would also be in charge of the Cemetery Sexton and his crew of 1 Operator I and 1 part time position.

The Parks Manager would lead; Arborist, Assistant Arborist, Forestry Worker , Future parks worker (2026), Future Parks Worker (2028), Future Parks Worker (2030) and 5-6 seasonal lakefront staff.

This scenario would call issue to the fact that a need would arise for parks to coordinate and 'share' operators, trucks and equipment with streets as well as *not* take the burden of 'other work' off the forestry crew as originally intended. I.e; The forestry crew would be under the Parks Manager which means restroom and normal parks duties are included. Without a complete crew all parks staff would need to participate including the forestry crew.

Placing job duties to each division, either parks or streets would be paramount as well as burdensome, keeping in mind the availability of equipment/trucks and operators. The obvious duties for parks are forestry, park facilities and grounds (restrooms, trash, recycling, mowing, painting, etc), bike trail system, winter maintenance of all City owned sidewalks and bike trails. Parks would have no way of completing even half of these tasks without a full crew unless

the forestry crew assisted which would undermine the very reason for the Parks crew in the first place.

Street duties to include maintenance of streets, street sweeping, parking lots, traffic signals, traffic lights, right of ways, street signs, traffic signs, Riviera building, City Hall, storm sewers, catch basins (>1200), curb and gutter, concrete repair, asphalt repair, etc. . Plumbing, HVAC, electrical, carpentry, etc. Downtown garbage. (CDL required) The City also has WisDOT Connecting Highway status for apx 3 miles of multi lane roadway as well which we are responsible for all maintenance.

A few non obvious duties would be compost operations; This requires a front end loader/operator for apx 6-8 weeks in the spring, summer and fall. Leaf/brush collection; This requires a CDL license with air brake endorsement. Cemetery mowing, (parks could mow and free up the sexton and crew for burials, landscaping, equipment maintenance, stone maintenance etc. which is needed) Beach grooming/maintenance. Heavy repair of park equipment would most likely fall to streets or parks would need to tool.

There would need to be street staff added *(1) to compensate for the loss of the Arborist and assistant who at this time share normal street dept duties as well as forestry duties. (the arborist and assistant normally share the morning duties and then switch to forestry, therefore one new staff would compensate for the loss of both as the new staff would stay all day not just in the am)

If a Parks dept. was established, we could use a **3, 5 and 7 year plan to build the dept adding one staff member accordingly. As staff was added this would/could lower the dependency of the parks dept on the street dept shared labor/equip. etc.

Draft 1 pg 3/3

Apx cost;

Park manager; \$92,000.00 (2023)

*Operator II; \$134,000.00 (2024)

**Future 1, 2026; \$139,000.00

**Future 2, 2028; \$144,000.00

**Future 3, 2030; \$149,000.00

Year 1; \$92,000.00 (2023)

Year 2; \$226,000.00 (2024)

2026; \$365,000.00

2028; \$509,000.00

2030; \$658,000.00

This is assuming most of the equipment now used by the street dept in parks would move to parks as streets would no longer need it. (costs do not reflect equipment replacement schedules) However, we would assume 1 or 2 pickup trucks would be needed as well as miscellaneous equipment as the parks dept grew. The **future workers could be moved up depending on how long the City expected it to take to staff an entire department. The duties assigned to the parks would depend heavily on the number of staff they in fact have, it may be possible to move one or two Street positions depending on the tasks given to each department. The City's recent purchase of the Hillmoor property will have a profound impact on a parks dept. There is obvious debate on who will be caring for the property, however, it is inevitable that City staff will at some point be participating.

Draft 2 pg 1/2 PARK MANAGER POSITION

Draft 2 is comprised with the scenario of repurposing the Park Manager funds for a *Forestry Operator employee in Streets. Under this scenario the org chart would remain as-is;

1. Director – 2. Superintendent – 3. Foreman/Arborist – 4. Rank and file staff.

With the additional staff, all job duties would remain unchanged; however, the *Forestry Op would be added to the forestry crew at all times when needed, not just when an existing staff member can be freed up. When not needed, which would not be often, the *Forestry Op would simply assume regular street duties as assigned. These additions also have the potential of freeing up the arborist from regular duties and have him/her concentrate on forestry responsibilities. With the addition of **1 staff member in 2024 and again in ***2025, it would also free up the arborist assistant and allow ongoing tree care when the Arborist is busy with other duties. One must remember that not all arborist duties are physical. Duties include budgeting, planning, phone calls, tree selection, seminars, continued education, etc. which is one issue we face as many times there remains little time for these tasks. *This scenario would not relieve the Park, Tree, Cemetery and Avian groups of overwhelming work however, nor leave a foundation for growing a Park and Rec Dept.*

Apx cost; (using costs from #1)

*Forestry Op; \$92,000.00 (2023 repurposed Park Manager funds)

**Operator II; \$134,000.00 (2024)

***Operator II; \$134,000.00 (2025)

Year 1; \$92,000.00 (2023)

Year 2; \$226,000.00 (2024)

Year 3; \$360,000.00 (2025)

With these additions it is assumed DPW would not need to add additional staff until apx 2032 based on the growth of the City and the status of the Hillmoor property.

Scenario 3 captures the essence of several issues the present and former Park Board Chairs have communicated to DPW as well as address the forestry shortage as conveyed by the Tree Board. It also includes many points from scenario 1 and 2 and abates many of the issues along with offering remedies of current shortfalls. Simply, there is too much work for volunteer Park, Avian, Tree and Cemetery Boards to accomplish regarding the growth and vision of the park and rec system. Consensus remains positive among the Park Board and its 2 subsidiaries that the City would benefit from having a full-time Park and Rec Manager/Superintendent. Duties would include the future planning of the parks, combine the wishes of the 3 branches of the Park Board (Avian, Tree, Parks), address shortages in the forestry program, work closely with the Boards/Committees on budget issues and incorporate recreation activity management into one role. Shortfalls in the City's availability of obvious recreation activities for Seniors and those with disabilities would be addressed by this position as well as children and family activities with the Library, YMCA and other organizations. This would offset traditional sports opportunities such as baseball, football, soccer, etc. with all-inclusive activities for those that either by choice or necessity would/could not participate in the traditional sense.

Much discussion was had regarding the Org Chart in this scenario as to who(m) the position would report to, the Administrator or the DPW. After extensive research by the HR Department, it is apparent the position should report directly to the DPW as Parks and Streets are far too intertwined to break off a Parks Department Head and Staff immediately. As the City has only a finite number of DPW Staff it would be almost impossible for two Department Heads to direct the same workforce simultaneously including division of staff, equipment, tools, etc. (Similar to having 2 bosses at work both with the same authority over you) All City Dept Heads work together, although do not share staff. The DPW Admin Assistant is funded by both DPW and Cemeteries although cemetery staff is a direct report to the DPW Super, it is not a separate department.

With the creation of a stand-alone parks department *as the goal*, this plan would be able to come to fruition with a 3, 5 and 7 year transformation outline. When the City is then able to separate streets and parks, the position could be elevated to Park and Rec Director with all the duties and responsibilities at the will of the Council.

Discussions with Forestry have produced the recommendation to leave Forestry under Public Works *until* a stand-alone Parks Department is established, this would abate short term equipment and staffing issues as Forestry is an integral part of winter and compost operations.

Allowing Forestry to remain temporarily under DPW along with the Staff additions would make sense at this time as Forestry relies heavily on all DPW equipment as well as assistance from DPW operators. It would also allow Forestry much more time to dedicate to their assigned tasks instead of Parks duties. Once the Department is up and running Forestry could move to Parks with no expectation of duties other than their own at the direction of the Park Manager.

Roles of this position could include but not limited to; (SEE JOB DESCRIPTION)

This position along with adding 1* staff each in 2024 and 2025 to DPW for the Forestry and Parks Division would in essence satisfy the issues presented regarding tree care and parks as well as lay a foundation for future growth of the parks system.

Apx cost;

Park Manager	\$92,000.00 (2023)
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*DPW/Forestry Operator;	\$134,000.00 (2024)
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*Parks Operator;	\$134,000.00 (2025)
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Year 1;	\$92,000.00 (2023)
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Year 2;	\$226,000.00 (2024)
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Year 3; \$360,000.00 (2025)

It is also assumed that if the recreation aspect takes off office staff will be needed in the future.

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00

With these additions it is expected DPW would not need to add additional non-office staff until apx 2032 based on the growth of the City, status of the Hillmoor property and possible DPW/Parks involvement. If DPW and/or Parks become heavily involved in the development of the Hillmoor property additional staff will be needed. However, historically parks employees do not require a CDL License, (Operator 1 rate) therefore there would be a slight savings for Parks payroll vs Streets where CDL licenses are required. (Operator 2 rate). If, as is our hope, the recreation opportunities ramp up quickly, revenues should offset any office staff.

Scenario 3 along with items from Scenarios 1 and 2 above would allow the future establishment of a stand-alone Parks Department, relieve the overwhelming burden on the Park, Avian, Tree and Cemetery Boards and position the City for success in recreation activities for children, adults, seniors and those with disabilities

The Administrator, DPW, DPW Superintendent, Foreman, Arborist, Assistant Arborist, HR Specialist, Comptroller, Park Board (5-0), Tree Board (3-1), Cemetery Board (4-1) support Draft 3.



Parks/Facilities Superintendent

FSLA Classification: Exempt

Salary Grade: J

Reports to: Director of Public Works

Job Summary

The Parks/Facilities Superintendent is an administrative role in the management and operation of the Parks Division within the Department of Public Works (DPW). This position serves as the representative of the Parks and Recreation Division to the Park Board and its two subsidiaries - the Tree Board and the Avian Committee, and is responsible for the growth and vision of the division.

Essential Functions:

- Oversee/Administer the planning, development, and maintenance of new and existing City park land.
- Assist the Public Works Director with the annual budget including funds and asset tracking.
- Assist the Public Works Director with development, administration, and operation of capital improvement projects acting as the representative of the Parks Division.
- Work with The Park Board, the Tree Board, and the Avian Committee to manage the Tree City and Bird City statuses.
- Act as Park Division liaison to:
 - The City Council
 - Other City Departments and Commissions
 - Local Civic and Church Organizationsin order to coordinate park and recreational activities and event planning within and around the city.
- Develop and manage unique recreational activities with special attention to indoor and outdoor activities for seniors and persons with disabilities.
- Develop and maintain a catalog notifying the public of recreational offerings.
- Coordinate with the City Clerk's office and the DPW Administrative Assistant regarding Park Permits, Shelter Reservations and Tree & Bench Donations.
- Research, pursue, and draft applications for grant opportunities.
- Prepare and maintain required reports for Wisconsin Department of Natural Resources, City of Lake Geneva, etc.
- Prepare or assist in preparing necessary documents and notices for meetings, coordinating with other City departments.
- Provide exemplary customer service by responding to requests, complaints, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital; requisition supplies, equipment, and services as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.

- Knowledge of various business computer hardware and software. And ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

EXPERIENCE/TRAINING DESIRED

- Bachelor's Degree in Parks and Recreation Management, Public Administration, or a closely related field.
- Five years of supervisory experience in a public works setting, preferably in the area of parks and/or community-based recreation programs.
- At least two years of professional managerial experience involving budgeting, program planning & development, and comprehensive supervisory responsibilities.
- Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Experience in accounting or financial management, business administration or management, related field.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, Google Calendar, Zoom, Teams, FareHarbor, and other related software.

ADDITIONAL SCOPE OF WORK

- The work of the DPW Parks/Facilities Superintendent is performed primarily in an office setting with frequent work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.
- Work outside of normal business hours for attendance at related meetings is required. Infrequent overnight travel may be required for training and/or continuing education.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.



CITY OF LAKE GENEVA

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Mary Jo Fesenmaier
Cynthia Yeager

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding review
and revision of the staff evaluation process
including tools to be used.

3. Committee, Board or Commission which you are asking to review this item.

Personnel Committee

4. Date of meeting(s).

July 2023

Signature: Mary Jo Fesenmaier

Date: June 27, 2023

Signature: Cynthia Yeager

Date: June 22, 2023

For Office Use Only

Date Received by Clerk: _____

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to: _____ City Administrator

CITY OF LAKE GENEVA

EMPLOYEE PERFORMANCE EVALUATION FORM

Revised 11-13-19

The Employee Performance Evaluation process is one part of the Performance Measurement Process. It is intended to measure how an individual employee's performance contributes to the success in achieving our overall mission. The second part of the Performance Measurement Process is departmental benchmarking. This part measures key indicators of success by comparing our departments' success with that of other communities.

The performance evaluation contains two parts, Specific Goals, Objectives or Projects, and, General Performance Objectives and Results. The process provides for a self-evaluation or rating, and a supervisory rating. Self-evaluations are to be completed and returned to your supervisor. Here are some additional instructions for supervisors completing the form:

1. Please take this opportunity to complete the form based upon information generated from throughout the entire evaluation period.
2. Try to refrain from basing judgments on recent or isolated events only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
3. Provide appropriate comments to explain your ratings in each category.
4. Conduct your performance evaluation ratings and communication meetings with each employee in a manner that gives that employee your uninterrupted attention.

Employee Name:

Evaluation Period:

From

Position Title:

Date of Rating:

Department:

☐ Contractual Evaluation

☐ Annual Evaluation

Is this a self-evaluation or a supervisory evaluation?

☐ Self-Evaluation

☐ Supervisory Evaluation

Specific Goals, Objectives or Projects

List the most important elements of this employee's goals, objectives, or projects to be evaluated during the evaluation period. If this is the initial evaluation period, simply describe the elements without providing any evaluation or rating of the elements.

New Evaluation Goals, Objectives or Projects:

Element 1:

Element 2:

Element 3:

Element 4:

General Performance Objectives and Results

Evaluate the performance of the employee for the evaluation period by providing the numerical value which best represents the employee's performance during that period. This should be completed on each of the factors and on the overall goals and performance rating. Where a person has no job duties relating to a particular factor, simply write "not applicable" (NA) and continue to the next factor. If this form has insufficient space for your comments on a specific factor, add additional sheets to the form.

Rating Criteria Definition and Scoring

Excellent (E)**Score = 10**

Consistently performs at a high degree of accuracy and efficiency which exceeds the primary requirements of the position. "Routinely goes above and beyond the call of duty."

Very Good (VG)**Score = 8**

Consistently performs the requirements of his/her job in a manner above that of the satisfactory performer. "Solid performance with flashes of brilliance."

Satisfactory (S)**Score = 6**

Normally performs the requirements of his/her job in a fully reliable and adequate manner, but rarely performs at an extraordinary level.

Needs Improvement (NI)**Score = 4**

Performs the requirements of his/her job on a minimal acceptance level and/or requires an excess amount of direct supervision; generally does not meet the minimum standards of performance required for the position. "Does just enough to get by."

Previous Evaluation Goals, Objectives or Projects with Rating:

ELEMENT 1:**SCORE:****ELEMENT 2:****SCORE:****ELEMENT 3:****SCORE:****ELEMENT 4:****SCORE:**

1. **JOB KNOWLEDGE:****SCORE:**

Rate the degree of knowledge required by the job plus an understanding of the duties, procedures, practices, processes, equipment, skills, techniques, and related functions required to effectively perform the job.

Comments:

2. **QUALITY OF WORK:****SCORE:**

Rate the degree to which the work produced is neat, thorough, and accurate; the ability to identify and detect errors, deficiencies or problems; and to determine ways of improving work which is done.

Comments:

3. **EFFICIENCY:****SCORE:**

Rate the volume of work produced, the degree to which it is accomplished within established deadlines, agreed commitments, and the degree to which a variety of assignments can be organized and balanced to achieve desired results.

Comments:

4. **JUDGEMENT:****SCORE:**

Rate the level of analytical and constructive reasoning the employee uses in arriving at decisions. Does he/she have the ability to think and act calmly, logically, consistently, and rapidly to make correct choices when required?

Comments:

5. **INITIATIVE:****SCORE:**

Rate the degree to which the employee works independently without having to be told or seeking constant reassurance; generates new ideas; starts action; uses originality to meet routine and unusual situations.

Comments:

6. **RESPONSIBILITY:****SCORE:**

Rate the degree to which the employee accepts responsibility and requirements of his/her job and complies with all City and/or Department regulations, policies and procedures.

Comments:

7. **COOPERATION:**

SCORE:

Rate the degree to which the employee effectively works with the public, superiors, peers and subordinates to establish and maintain positive working relationships, and to support and work towards the goals and plans established by and with superiors.

Comments:

8. **COMMUNICATION:**

SCORE:

Rate the degree to which the employee expresses himself/herself clearly in written and oral communication; listens to and understands instructions and messages conveyed, exercises patience, restraint and courtesy in all circumstances; informs superiors and co-workers of events, problems and actions which affect their areas of responsibility.

Comments:

9. **WORK HABITS:**

SCORE:

Rate the degree to which the employee exercises desirable work habits; spends time productively and is on the job as required.

Comments:

10. **LEADERSHIP:**

SCORE:

Rate the degree to which the employee creates a positive work environment which is conducive to getting things done; supports decisions and/or policies, constructively works within the system to facilitate improvements; shares job knowledge and information so others can more effectively do their jobs.

Comments:

11. **OVERALL GOALS AND PERFORMANCE RATING:** **SCORE:**

Rate the degree to which the employee 1) Achieved overall Goals, Objectives or Projects and 2) Overall Performance.

Comments:

ADDITIONAL EVALUATOR COMMENTS:

EMPLOYEE COMMENTS: (Is there anything not covered in the evaluation which you would like to mention?)

Employee Signature

Date _____

(Signature does not necessarily mean agreement with rating. It does however; signify review of its contents and the opportunity to discuss the performance evaluation)

Supervisor

Date _____

Secondline Supervisor

Date _____

Total Score Possible:

Total Evaluation Score:

Percentage Eligible Score:

Total Merit Increase %
(Council Approved %)

Merit Increase % Earned
(Apply based on below mid; above mid; above max)