

MEMORANDUM

TO: Mayor & Council Members
FROM: Debbie Renner, City Clerk *dr*
DATE: March 10, 2009
SUBJECT: Evaluation

PURPOSE

Thank you for doing my evaluation. Attached is a summary sheet of the evaluations that were turned in. To compile the evaluation results, I took each of the evaluation areas and assigned a numeric value to the ratings as follows:

| | |
|----------------------|---|
| Unsatisfactory | 1 |
| Needs Improvement | 2 |
| Meets Expectations | 3 |
| Exceeds Expectations | 4 |
| Clearly Outstanding | 5 |

You can see on the summary how each individual Council Member graded me in each area. I then averaged the grades for an "Overall Rating". Where a subject was left blank, I did not include it in the average so as not to skew the results.

If you would like to see the actual evaluations, they are available in my office for your review. At this time, you may decide if you feel that a merit increase is warranted.

Thank you again for your confidence in me.

CITY CLERK'S EVALUATION SUMMARY

March 10, 2009

| | Mahoney | Laputka | Sherill | Strickland | Abraham | Allebach | Average |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Compliance w/Managerial Directives | 5 | 4 | 5 | 5 | 5 | 4 | 4.7 |
| Planning/Resources Utilization | 4 | 4 | 5 | 4 | 5 | 4 | 4.3 |
| Oral Communication Ability | 3 | 3 | 4 | 3 | 5 | 3 | 3.5 |
| Written Communication | 4 | 4 | 5 | 4 | 4 | 4 | 4.2 |
| Managerial Abilities | | 3 | 4 | 4 | 4 | 3 | 3.6 |
| Judgmental Ability | 4 | 3 | 4 | 4 | 5 | 4 | 4.0 |
| Professionalism | 4 | 4 | 5 | 4 | 5 | 4 | 4.3 |
| Knowledge of Work | 5 | 4 | 5 | 5 | 5 | 4 | 4.7 |
| Initiative | 4 | 4 | 5 | 4 | 4 | 4 | 4.2 |
| Relationships with Others | 5 | 5 | 5 | 5 | 5 | 5 | 5.0 |
| Work Performance | 4 | 4 | 5 | 5 | 5 | 4 | 4.5 |
| Safety | | | 5 | 4 | 5 | 3 | 4.3 |
| Overall Rating | <u>4.20</u> | <u>3.50</u> | <u>4.75</u> | <u>4.25</u> | <u>4.75</u> | <u>3.83</u> | <u>4.27</u> |