



MEMO

Date: August 22, 2013 CITY MANAGER
 To: Honorable Mayor and Councilmembers
 CC: Executive Team
 From: Steven Jepsen, City Manager
 Re: City Manager’s Report – August 22, 2013

City Calendar

Events this weekend:

- Thursday, August 22, 6:00 p.m. to 7:00 p.m. 5th Street Bridge Information Meeting
- Thursday, August 22, 7:00 p.m. Concert in the Park – “Jimmy & the Jets” Classic Rock 🎸
- Friday, August 23, 7:30 a.m. Chamber Business Connection Breakfast – The Refuge
- Friday, August 23, 2:00 p.m. to 4:00 p.m. Free Child Safety Seat Check Up
- Saturday, August 24, 7:00 p.m. Twin Cities Twilight 5k -10k Run/Walk to Benefit T.I.P.

Next Week:

	August						
	26	27	28	29	30	31	1
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
8:00						Farmer's Market	
9:00						Town Center	
10:00							
11:00			3rd Annual Drive Thru Lunch – Fire Station #4 Proceeds will go to Relay for Life of Yuba City				
12:00							
1:00							
2:00							
3:00							
4:00							
5:00			5:00 Y-S Regional Arts Commission Board Meeting				
6:00			6:00 Yuba City Planning Commission	7:00 Concert in the Park “Journey’s Edge” Journey Tribute 🎸			
7:00							

Save the Dates!

- **Mon September 2 – Labor Day Holiday!**
- Sat September 14, 6:00 p.m. Yuba City Police Officer's Association Annual "Pig Feed"

Current Job Openings / Recruitments / Promotions

Lead Mechanic – Internal Recruitment

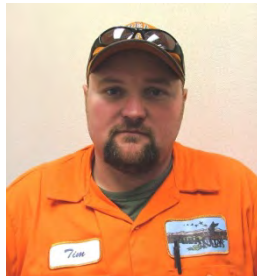
The City of Yuba City has an internal recruitment for the position of Lead Mechanic. The final file date for this recruitment is **August 27, 2013 at 5:00 p.m.** The application and job flyer is available at the Human Resources Department – call 822-4610 for more information.

Watch for these Upcoming Job Openings:

- Public Safety Dispatcher I/II (Open Recruitment)
- Laboratory Supervisor (Internal Recruitment)

Congratulations!

To Tim Bybee for his recent promotion to Public Maintenance Worker III



Tim Bybee
Public Works Maintenance
Worker III



Julissa Acosta
Kennel Attendant
Animal Services

Please welcome our newest employee:
Julissa Acosta

Yuba City News

5th Street Bridge Public Comment Requested

The City, in conjunction with the City of Marysville and Counties of Sutter and Yuba, submitted an application on August 5 to the Sacramento Area Council of Governments (SACOG) requesting \$17.1 million in additional funding for construction of the 5th Street Bridge Replacement Project. The application is in response to SACOG's 2014 Regional-Local Funding call for projects. If awarded, the Cities and Counties will have successfully obtained full funding for the project. The environmental document for the project is currently open for public review and comment. A public information meeting will be held on **August 22 from 6pm to 7pm** in the Yuba City Council Chambers to allow public discussion of and commenting on the environmental document.

Certificate for Achievement for Excellence in Financial Reporting

The Government Finance Officers Association of the United States and Canada have awarded the City of Yuba City its 12th consecutive award for our Comprehensive Annual Financial Reports (CAFR). The Certificate of Achievement is the highest form of recognition in the area of government accounting and financial reporting, and its attainment represents significant accomplishment by a government and its management.

Congratulations to Finance Director Robin Bertagna and all the Finance staff for this achievement.

\$65.8M Courthouse Breaks Ground in Yuba City



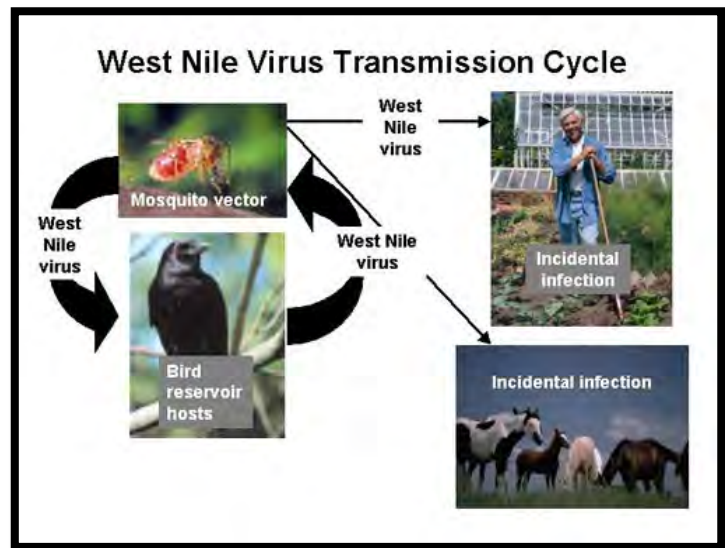
The day after the groundbreaking for the new Sutter County Courthouse, construction started and dirt was being moved outside City Hall on Veteran's Memorial Circle for the new parking lot. The new courthouse will be replacing the 110 year old building that is located on 2nd Street.

The picture to the left is the rendering of the new courthouse. The building will be 74,000 square feet and will have 7 courtrooms. Construction is expected to be completed in 2015.

To reduce the risk of being bitten by a mosquito or contracting West Nile Virus

At the City Council meeting on Tuesday night, Mosquito Vector Control Manager Michael Kimball provided the following tips:

- **DRAIN:** all sources of water that can support mosquito breeding.
- **DAWN & DUSK:** Avoid spending time outside when mosquitoes are most active, especially at dawn and the first two hours after sunset
- **DRESS APPROPRIATELY:** When outdoors, wear long pants and sleeved shirts
- **DEET:** Apply insect repellent; those containing DEET work best; apply according to label instructions
- **DOOR** and window screens: Repair or replace screens that have tears or holes
- **DISTRICT:** Contact the District if you are being bothered by mosquitoes or know of a potential mosquito breeding source



Some interesting information is that West Nile Virus carrying mosquitoes like birds more than humans (see above chart). For more information you can watch the whole presentation by streaming video on the City's on website: <http://www.yubacity.net/mediaplayer/videos.html> . The presentation is No. 2 on the meeting.

News Article Highlight

Azzarello Group Tuesday, August 13, 2013

Making Sense of Employee Performance Ranking

Everyone's exceptional!

Question: "How do you deal with people and teams who are average performers but who rate themselves as exceptional?"

The rating scale

I found these helped to me clarify the difference between the levels.

Level 1. Performance Problem

Does one or more of these...

- Does not meet commitments, does not do what they say
- Does not show up, does not participate
- Work of poor quality, late, incorrect, frequently needs rework
- Consistently below expectations
- Negative impact on people and team performance

Level 2. Low Performer

- Meets expectations, but only just
- Needs direction or explanation about the work required
- Does not generally contribute extra effort or energy
- Does not generally share knowledge
- Neutral impact on people and team performance

Level 3. Solid Performer

- Always meet expectations, can be counted on
- Sometimes exceeds expectations
- Sometimes contributes additional value
- Does an excellent job, as the job is defined
- Will go above and beyond expectations when asked
- Generally positive impact on people and team performance

Level 4: Excellent Performer

- Consistently exceeds expectations
- Strategic thinker – contributes new ideas, improvements, suggestions
- Takes on additional work to add more value without being asked
- Can take on big problems or opportunities with minimal direction
- Regularly shares knowledge
- Consistently has positive people and team impact
- *Does some of the level 5 behaviors, but not all of them, and not all the time*

Level 5: Exceptional Performer

Does almost all of the following consistently...

- Very strategic thinker — redefines the job to meet evolving business needs
- Consistently raises and exceeds expectations, does more than asked
- Finds efficiencies, reduces costs, improves processes without being asked
- Solves big problems, or finds new opportunities without needing direction
- Is known as an expert by other employees
- Shares knowledge as a process, mentors others regularly
- Helps others be more productive by improving the work environment
- Communicates effectively across and outside the organization
- Attracts additional support and resources
- Personally invested in helping the whole team perform better

#1. No Surprises

Nothing about performance should come as a surprise at the time of the performance review or ranking. As a manager you should be communicating expectations and sharing yours and others view of the performance of an employee 2-3 times a year.

As an employee, if you are not getting this from your manager you should ask, *“How am I doing?” How am I doing compared to your expectations? Compared to others? Do you see me as meeting achieving or overachieving on my goals? Here is what I think, are we on the same page?”*

Not all managers do this regularly with all their employees. I did my own performance review and drove the discussion about my performance with my boss in 17 of the years in my career.

Have the conversation

So the answer to the question, “How do you get people and groups who think they are all exceptional to accept lower ratings?”

You need to have the conversation ahead of time.

Create a set of ratings like these, that work for you, that you can defend. Then share them with your organization long before you do the ratings.

Let everyone know well ahead of time that most people will be in the Level 3, the Solid performer rating – and explain, up front, what it takes to go beyond.

Share the Gap

Share the requirements for level 4 and level 5 – for excellent and exceptional performance. Give examples of things that go above and beyond the job description in your environment.

Clearly define exceptional performance

Set the expectation that high performance includes strategic thinking, communicating, mentoring, cost savings, and other things that raise the bar in your business. That way when you get to the ranking process it is not a surprise, and people who want to be considered exceptional know what they have to do to be seen as such.

Increase Motivation

And because most of the difference beyond being a solid performer is about adding more value without being asked, it is up to them to prove and show the extra improvements and value they have added over and above their job description.

So explaining this ahead of time actually drives higher performance.

I have also found this to be a motivator because people like to be in the loop and they like the rules to be open not hidden.

Give people permission

Also communicating that exceptional performance requires you do to more than asked, gives people the expectation and the permission that it's OK to stretch themselves and excel.

I find that many people don't know this, and artificially hold themselves back.

Always improving

Another issue managers face is that once someone is rated a 4 or 5 they sometimes consider that as a lifetime status.

If your organization is developing as it should, the bars for all the levels should be raised each year.

So it becomes important to share the news with everyone again. What got you a 4 last year, may not get you a 4 this year, if you do not show yourself to be developing.

Your job description is not a life sentence

This is a good example of why I always say that big success requires breaking free of the constraints of your current job description and taking it upon yourself to find ways to add more value to the business.