



**RIVER TRAILS  
PARK DISTRICT  
BOARD OF COMMISSIONERS**

**CLOSED SESSION**

**March 21, 2024**



## ANNUAL PERFORMANCE EVALUATION



Name: Bret Fahnstrom

Department: Administration

Position: Executive Director

Evaluation Period From: 1/23 To: 12/23

Date of Last Evaluation: 1/2023

### GUIDELINES FOR EVALUATING PERFORMANCE

The following recommendations are designed to assist you in evaluating the performance of your employees:

1. Complete this form considering the employee's performance during the entire review period. Evaluate performance using the following ratings:

**(5) HIGHLY PROFICIENT** – Significantly above the identified criteria needed for quality and/or quantity of needed behavior / skills

**(4) PROFICIENT** – Regularly meets and often exceeds the identified criteria needed for quality and/or quantity of needed behavior / skills

**(3) SATISFACTORY** – Meets the identified criteria needed for quality and/or quantity of needed behavior / skills

**(2) BELOW EXPECTATIONS** – Generally does not meet the identified criteria needed for quality and/or quantity of needed behavior / skills

**(1) UNSATISFACTORY** – Work that is clearly unsatisfactory in relation to the identified criteria needed for quality and/or quantity of needed behavior / skills

**(N/A) NOT APPLICABLE** – I have not seen enough to make a proper evaluation

2. Conduct the evaluation discussion:

- Explain the purpose and your agenda
- Encourage response from the employee and two-way communication
- Mutually review performance expectations
- Discuss your ratings using specific examples
- Recognize areas of achievement and identify opportunities for improvement
- Explore career progress and determine developmental needs
- Plan performance goals for the next review period

## **SECTION A**

### **ADMINISTRATIVE MANAGEMENT:**

Assumes accountability for own work and projects.	5
Designs short & long-term strategies & plans and follows sets goals.	4.67
Accomplish goals for consistent, continuous improvement of services.	4.67
Provides comprehensive documentation and follows all policies	4.5
Suggests proper recommendations and solutions for issues	4.67
Open to suggestions, changes & improvements from the Board	4
Develops and manages a well-developed budget	4.5
Manages revenues and expenses; submits thorough information	4.25
Seeks out and prepares for grant recipient opportunities	4.67
Oversight of overall programs inventory and operations	4.67

### **Comments:**

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- Some of the items I don't have transparency into
  - Bret seems to communicate clear goals and policy information during meetings. His oversight of budget is well managed and clearly explained. As we transitioned into a new Superintendent of Finance Bret has been conscientious about bringing him up to speed and keeping us well informed about the budget.
  - Bret continues to demonstrate consistent knowledge and execution of Administrative Management.
  - Bret does a nice job of not only taking care of day to day operations, but also looking into the future and setting the Park District up for success.
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### **Opportunities to Improve:**

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- At times a document has been forgotten to be included for discussion so it would be helpful if everything was included in advance.
  - It would be helpful to better understand the details behind the items as we go into 2024
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## PERSONNEL MANAGEMENT

Inspires others to accomplish or achieve desired goals	5
Shows respect for the professional integrity of staff and Board members	4.75
Is sensitive and perceptive in working with people	4.25
Recruit, employ, oversee and promote the development and evaluation of employees	4.67

### Comments:

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- During lengthy Board discussions Bret has shown great patience and respect for various viewpoints, always volunteering his time outside of Board meeting time for further discussions and clarification.
  - I did not know if he inspires others in their goals. Employees seem to be willing to go the extra mile which is probably due to his relationships with them and their respect for him as a leader.
  - I don't know how Bret is perceived beyond the board interactions. He is easy to work with from my perspective.
  - Bret's strength in leadership, the ability to build bench strength and seek out exceptional talent is an asset to the River Trails Park District; the community and staff.
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### Opportunities to Improve:

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- Would like to get feedback from the staff to review
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## CUSTOMER SERVICE

Internal: Communicates and works well with the Board	4.5
Internal: Communicates and works well with the employee team	5
External: Works well with local residents, agencies and community groups	5
Strives to provide recreation opportunities to all (DEI)	4.75
Strives and measures to consistently exceed customer expectations.	4.67

### Comments:

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- Bret's ability to build and strengthen relationships aid him when dealing with situations that arise.
  - Bret has done a great job working with outside agencies, this is noticed with the transparency and opportunities that he has been able to bring to the district.
  - I don't feel like I have the visibility here
  - In my time as a Board member I have always felt comfortable reaching out to Bret for discussion or clarification. At Board meetings park employees seem at ease with his directives, suggestions and input. He has involved us with other community stakeholders and he himself is involved in various professional groups.
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### Opportunities to Improve:

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- Are there opportunities between the board meetings for communications on the projects and goals?
  - Are we trying to gauge the needs of all members of the community in a structured and measurable way? I think this might be an area of improvement for the district as a whole.
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## **SECTION B**

### **SPECIAL ACCOMPLISHMENTS AND MISSED OPPORTUNITIES**

Provide feedback in response to unexpected or unplanned events or demands. Describe any accomplishments or special achievements, which had significant impact on the department or District. Also, describe any missed opportunities and performance improvement necessary.

#### **Accomplishments:**

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- Bret has shown strong leadership skills. He has led the way in providing opportunities for the park district to collaborate with other groups in the community. The district staff seems motivated to do their best for our patrons thanks to his relationships with them and his strong leadership. Being a part of external organizations within his profession helps him grow professionally and positively impacts our park district in that he is viewed by others eternally as a leader and he maintains contacts to reach out to as needed. He has a focused and logical process to improve our parks and facilities.
  - Bret recognized the need to pause Tamarack Park planning due to upcoming expenses needed elsewhere. I also agree with all the accomplishments Bret has stated on his self evaluation.
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#### **Missed opportunities:**

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- I am hopeful he will lead us into seeking out funding opportunities from the private sector or from other grants that might be available.
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**SECTION C**

**OVERALL PERFORMANCE RATINGS** – This rating is not an average of the above sections. To determine the overall performance rating, the above ratings are considered but with some ratings having a greater importance than others depending on the job description. Each job position is unique in the level of knowledge and skills required, job performance required and opportunities provided.

4.33

- (5) **HIGHLY PROFICIENT**                      Significantly above the identified criteria
- (4) **PROFICIENT**                              Regularly meets and often exceeds the identified criteria
- (3) **SATISFACTORY**                          Meets the identified criteria
- (2) **BELOW EXPECTATIONS**              Generally does not meet the identified criteria
- (1) **UNSATISFACTORY**                      Work that is clearly unsatisfactory

**SECTION D**

**SUMMARY COMMENTS AND FUTURE DIRECTION**

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**SECTION E**

**EMPLOYEE COMMENTS**

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**Date of Performance Review:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_