



DATE: October 5, 2021
REGULAR

AGENDA ITEM: Administrator Performance Review Process and Date

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Per section 7 of the city administrator's employment agreement:

A. The Council will strive to review and evaluate the performance of Employee annually. The review and evaluation will be in accordance with specific criteria developed jointly by Employer and Employee. The criteria may be modified as the Council may from time to time determine in consultation with the Employee.

B. The Council and Employee will annually define in writing the goals and performance objectives they jointly determine necessary for the proper operation of the City and the attainment of the Council's policy objectives and will further establish a relative priority among those various goals and objectives. The goals and objectives will generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In carrying out the provisions of this Section, Council and Employee mutually agree to abide by the provisions of applicable state and federal law.

ISSUE BEFORE COUNCIL:

When would the council like to schedule the performance review for the city administrator?

PROPOSAL:

The last review was in 2019. The city attorney sent the review forms to the mayor and council. They were returned to her and then she aggregated the responses to be discussed during the closed session. I would propose we follow the same format. A copy of the form is attached.

Council should decide when to hold the performance review. If a quick turnaround is possible it could be held before or after the October 19th regular meeting. The next regular meeting after that is November 3rd and before or after would be an option. Alternatively, the council could select a different date to hold the special meeting.

RECOMMENDATION:

"Motion to hold a special meeting on _____ to evaluate the city administrator."

ATTACHMENTS:

- City Administrator Performance Review Form

**CITY OF LAKE ELMO
CITY ADMINISTRATOR
PERFORMANCE EVALUATION**

This form should be completed by each member of the Council to evaluate the City Administrator's performance in each of the areas noted below. The City Administrator should also complete a self-evaluation utilizing the same form. Performance levels can be noted, based on the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below Average (usually does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above Average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

Each member of the Council should complete this document and forward it to the City Attorney, Sarah Sonsalla, by Monday, April 15th. The completed sent by email directly Ms. Sonsalla at SSonsalla@Kennedy-Graven.com. She will then prepare a summary of the results that will be provided at the Special Meeting scheduled for April 16th that Council can use to conduct the performance evaluation.

1. PERSONAL

- ___ Invests sufficient effort toward being diligent and thorough in the discharge of the duties of the City Administrator.
- ___ Composure, appearance, and attitude fitting for an individual in this executive position.

2. PROFESSIONAL SKILLS AND STATUS

- ___ Knowledgeable of current developments affecting the management field and affecting city governments.
- ___ Has a capacity for and encourages innovation.
- ___ Anticipates problems and develops effective approaches for solving them.

3. RELATIONS WITH MAYOR AND CITY COUNCIL

- ___ Carries out directives of the Council as a whole rather than those of any one Council member.
- ___ Assists the Council on resolving problems at the administrative level to avoid unnecessary Council action.
- ___ Responds to requests for information or assistance by the Council.
- ___ Informs the Council of administrative developments.
- ___ There is a relationship of trust between member of the Council and the City Administrator.

4. POLICY EXECUTION

- ___ Implements Council action in accordance with the intent of the Council.
- ___ Supports the actions of the Council after a decision has been reached.
- ___ Enforces City policies.
- ___ Understands City's laws and ordinances.
- ___ Reviews enforcement procedures periodically to improve effectiveness.
- ___ Offers workable alternatives to the Council for changes in the law when an ordinance or policy proves impractical in actual administration.

5. REPORTING

- ___ Provides the Council with reports concerning matters of importance to the City.
- ___ Reports are accurate and comprehensive.
- ___ Reports are generally produced through own initiative rather than when requested by the Council.
- ___ Prepares a sound agenda which, prevents trivial administrative matters from being reviewed by the Council.

6. CITIZEN RELATIONS

- ___ Responsive to complaints from citizens.
- ___ Dedicated to the community and its citizens.
- ___ Skillful with the news media, avoiding political positions and partisanship.
- ___ Has the capacity to listen to others and to recognize their interests. Works well with others.
- ___ Willing to meet with members of the community to discuss their concerns.
- ___ Cooperates with neighboring communities.
- ___ Cooperates with the County, State, and Federal governments.
- ___ Cooperates with other organizations within the City.

7. STAFFING

- ___ Recruits and retains competent personnel for City positions.
- ___ Aware of staff weaknesses and works to improve their performance.
- ___ Accurately informed and concerned about employee relations.

8. SUPERVISION

- ___ Encourages department heads to make decisions within their own jurisdictions without City Administrator approval, yet maintains general control of administrative operations.
- ___ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- ___ Has developed a friendly and informal relationship with City staff as a whole, yet maintains the prestige and dignity of the City Administrator's office.

____ Evaluates personnel periodically, and points out management weaknesses and strengths.

9. FISCAL MANAGEMENT

____ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.

____ Possesses awareness of the importance of financial planning and control.

10. What performance areas would you identify as areas where the City Administrator excels? Are there certain things that have impressed you about the City Administrator's performance? What were they?

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

12. (Administrator Only) What goals for the upcoming year are to be accomplished?

13. Other Comments?
