



## MAYOR AND COUNCIL COMMUNICATION

DATE: 2/14/2019

**REGULAR**

**AGENDA ITEM:** City Administrator Contract and Review Process

**SUBMITTED BY:** Sarah Sonsalla, City Attorney

**REVIEWED BY:** Julie Johnson, City Clerk

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### **BACKGROUND:**

The City's personnel policy states that performance reviews of City employees are to be scheduled on a regular basis, at least annually. It is not clear whether this requirement applies to the City Administrator. However, in the past, the City Council has been conducting regular performance reviews of the City Administrator. The Council last reviewed the City Administrator's performance on April 3, 2018. As a result of that review, the City Administrator was given a pay increase.

Additionally, the City Administrator's contract is due to expire on March 28, 2019.

### **ISSUES BEFORE COUNCIL:**

Does the City Council wish to conduct a performance review of the City Administrator?

Does the City Council wish to negotiate a new contract with the City Administrator?

### **FINDINGS:**

It is recommended that the City Council determine whether or not it wishes to conduct a performance review of the City Administrator. The decision whether or not the Council would like to conduct a performance review of the City Administrator is a decision that can be made by the Council in its sole discretion. If the Council wishes to conduct a performance review, it is recommended that it be done before the expiration of the City Administrator's contract, so that the contract may be negotiated knowing the sentiment of the Council. The date and time of the performance review should be scheduled by the Council at this meeting. A copy of a 360 review form that was used last year is included in the Council packet. It should be noted that the Council is not obligated to conduct a 360 review or use this particular form. Once the performance review is conducted, the Council may direct the City Attorney to negotiate a new contract with the City Administrator, if that is desired. However, if the Council wants to move forward with the contract negotiations prior to the performance review being completed, it may do that as well.

If the Council does not wish to conduct a performance review of the City Administrator at this time and assuming that it wishes to negotiate a new contract with the City Administrator, it will need to direct the City Attorney to begin those negotiations with the City Administrator so that a new contract can be brought to the Council for approval prior to March 28<sup>th</sup>.

### **OPTIONS:**

The Council may:

- Conduct a performance review of the City Administrator and after the review is complete, negotiate a new contract with the City Administrator, if a new contract is desired.

- Forgo conducting a performance review of the City Administrator at this time and instead direct the City Attorney to negotiate a new contract with the City Administrator.
- Conduct a performance review of the City Administrator but direct the City Attorney to negotiate a new contract with the City Administrator prior to the performance review being conducted.

**RECOMMENDATION:**

*“Move to schedule a performance review of the City Administrator to be held on \_\_\_\_\_, 2019 at \_\_\_\_\_ p.m.”*

**OR**

*“Move to direct the City Attorney to negotiate a new contract with the City Administrator to be brought back for the Council’s consideration.”*

**OR**

*“Move to schedule a performance review of the City Administrator to be held on \_\_\_\_\_, 2019 at \_\_\_\_\_ p.m. and to direct the City Attorney to begin negotiating a new contract with the City Administrator to be brought back for the Council’s consideration.”*

**ATTACHMENTS:**

- 360 review form from last year

**CITY OF LAKE ELMO  
CITY ADMINISTRATOR  
360 REVIEW**

The City of Lake Elmo is requesting your feedback on City Administrator Kristina Handt's performance in each of the areas noted below. Performance levels can be noted, based on the following scale:

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neutral
- 4 = Agree
- 5 = Strongly Agree
- N/O = No Opinion

*Please complete this document and forward it to the Assistant City Administrator, Jake Foster by \_\_\_\_\_.* The document can be either sent by email to [jfoster@lakeelmo.org](mailto:jfoster@lakeelmo.org) or mailed/dropped off to Jake at the Brookfield II building at 3880 Laverne Ave N., Lake Elmo, MN 55042. You may choose to put your name on the form or to remain anonymous. Regardless of whether or not you choose to remain anonymous, the identities of the persons who filled out these form will not be shared, as the City Attorney will be preparing a summary of the results. The summary and not the individual forms will be provided to the City Council as part of its review of the City Administrator.

There may be questions on this survey that you may not feel qualified to answer. That is ok. Don't hesitate to answer N/O if you don't feel you can rate the Administrator on a certain question. Your answers are important to the City – even if you can only answer a few questions.

Thank you for taking your time to assist in the City's review process. The City appreciates and values your input.

|   | 1 | 2 | 3 | 4 | 5 | N/O |
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| <b>Values &amp; Professionalism:</b> The City Administrator exemplifies our core values and maintains a professional work environment. She treats colleagues respectfully and fairly. |   |   |   |   |   |     |
| <b>Direction:</b> The City Administrator provides clear direction for myself and my team. I understand the  |   |   |   |   |   |     |

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| expectations she has for my performance. She seeks to develop skills and abilities of employees.  |  |  |  |  |  |  |
| <b>Providing Feedback:</b> The City Administrator provides me with open and constructive feedback that helps me align myself and my team with the values, vision and goals of the city administration.  |  |  |  |  |  |  |
| <b>Receiving Feedback:</b> The City Administrator seeks input from me and others regarding opportunities to improve the City and the services that it provides, when appropriate. She is open to employee feedback.   |  |  |  |  |  |  |
| <b>Leadership Style:</b> The City Administrator allows me to do my job, but provides directive leadership as needed. She approachable and helpful. She involves myself and other employees in decisions, when appropriate. She encourages employees to work together on issues, when appropriate. |  |  |  |  |  |  |
| <b>Employee Contributions:</b> The City Administrator encourages employees to share their ideas and perspectives and recognizes them.   |  |  |  |  |  |  |
| <b>Communication:</b> The City Administrator communicates with me regularly to review long-term strategy and current expectations and concerns. She shares and reviews current events that may affect our work.   |  |  |  |  |  |  |
| <b>Management:</b> The City Administrator manages our budget and personnel resources effectively. She effectively responds to issues that need to be addressed.   |  |  |  |  |  |  |
| <b>Delegation:</b> The City Administrator delegates responsibilities effectively, and empowers individuals to lead projects. She develops teamwork and  |  |  |  |  |  |  |

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| cooperation among staff.  |  |  |  |  |  |  |
| <b>Continuous Improvement:</b> The City Administrator identifies opportunities to improve the quality of service to our customers.                                  |  |  |  |  |  |  |
| <b>Supervision:</b> The City Administrator is aware of what is going on in various departments. She is aware of exceptional or unusually productive City personnel. |  |  |  |  |  |  |

What areas do you feel most need improvement? Why? Do you have any constructive, positive ideas how the City Administrator can improve those areas?

If there is anything that you think that the City Administrator is doing well and should keep doing, please provide this information.

Please feel free to make additional comments or identify concerns you may have in areas not covered by this evaluation.