

City Administrator Evaluation January 1, 2024 – December 31, 2024

Evaluation Process

1. Blank Evaluation Forms Are Submitted To The City Council by City Administrator on or before (**Feb. 3**)
2. City Administrator Submits A Self-Evaluation To City Council for Their Review (**Feb. 10**)
3. Evaluations Completed by Councilmembers Are Submitted To Mayor Garrett and Summarized (**Feb. 17**)
4. Summarized Evaluations Are discussed with City Administrator and City Council at Study Session (**Feb. 24**)

Evaluations Definitions

The purpose of an evaluation should **not be** to end up with a "grade". Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- a) Have good communication which can help in an individual's development
- b) Provide input to the preparation of the plans and goals for the year ahead.

The performance rating definitions are outlined below

- **Don't Know**- Insufficient observation to make an objective evaluation.
- **Unsatisfactory**- Significantly fails to perform in a satisfactory manner. Detracts from overall performance, requiring concentrated effort to improve within the year.
- **Needs Improvement**- Meets most requirements in this category but falls short of a fully satisfactory performance in meeting expectations.
- **Meets Expectations**- Competently performs all duties and responsibilities in this category in a fully satisfactory and consistent manner.
- **Exceeds Expectations**- Performs in a manner which typically exceeds the performance level one would expect for this position. Brings something "extra" to the job in the way of ideas, judgment, initiative, etc.
- **Outstanding**- Truly exceptional. Exceeds expectations in every respect. Performs in a manner which one would anticipate is significantly better than peers in similar positions.

Note:

Recommendation: City Administrator Evaluation

A. Relationships/Council

- 1) Communicates well with Council, keeping them informed of issues and events which may concern citizens.
- 2) Is well prepared for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.
- 3) Makes sound recommendations for Council action and development of priorities.
- 4) Is open and responsive to input from and needs of Council members.

Notes:

Recommendation:

B. Relationships/Others

- 1) Assures good communication with the community and shows sensitivity to the needs and concerns of citizens.
- 2) Keeps in contact with and provides (directly or by staff) appropriate guidance and assistance to City committees and boards.
- 3) Maintains positive working intergovernmental relationship (i.e. surrounding cities, counties, etc.)
- 4) Maintains positive working relationship with business owners in the city and their employees, both directly and through the city's Economic Development Director.

Notes:

Recommendation:

C. Staff Management

- 1) Has a high quality, well-motivated staff and supports professional development and career pathing.
- 2) Manages the staff well, including good delegation, communication and process of periodic re-evaluations.
- 3) Creates an office culture that is positive and welcoming, encouraging teamwork and a sense of family among staff.
- 4) Retains employees to the greatest degree possible.

Notes:

Recommendation:

D. Budget and Financial Management

- 1) Administers a budget process which provides the Council with quality information and data on which to make budget decisions.
- 2) Assures a budget which fits within a long-range plan which recognizes the future financial needs of the town.
- 3) Provides a system, including appropriate reports to Council, which monitors and controls expenditures vs. budget.
- 4) In partnership with the city's Financial Director, provides council with clear explanations of the content of the city's budget and any budget amendments proposed by the City Administrator.

Notes:

Recommendation:

E. **City Services**

- 1) Assures the long-term existence of an adequate infrastructure for the town.
- 2) Maintains City services at a high-quality level consistent with City resources.

Notes:

Recommendation:

F. **Program Management**

- 1) Recommends and prioritizes programs consistent with City resources.
- 2) Assures approved programs are delivered on schedule and within budget.
- 3) Keeps Council apprised of any anticipated variances so they may be approved in advance.
- 4) Partners with City Council and the Planning Commission to assess the performance of the city's contracted city planning provider on an annual basis.

Notes:

Recommendation:

G. **Leadership**

- 1) Creates an image of Lathrup Village as a quality community through their personal activities within the City and the region.
- 2) Maintains, through their activities outside the town, a leadership role which enhances the ability of the City to influence decisions which will impact Lathrup Village.

Notes:

Recommendation: