



Legislation Details (With Text)

**File #:** 18-214      **Version:** 1      **Name:**  
**Type:** Motion      **Status:** Passed  
**File created:** 4/9/2018      **In control:** City Council  
**On agenda:** 4/17/2018      **Final action:** 4/17/2018  
**Title:** Consider Approval of 2018 City Administrator Performance Evaluation Process.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
4/17/2018	1	City Council	approve	Pass

**City Council Meeting Date:** April 17, 2018

**To:** Mayor and City Council  
City Administrator Martig

**From:** Communications & Human Resources Director Mahowald

Consider Approval of 2018 City Administrator Performance Evaluation Process.

**Action Requested:**

The Northfield City Council approve the 2018 City Administrator Performance Evaluation Process recommended by the Council Employment Policy Committee.

**Summary Report:**

The Council Employment Policy Committee recommends the following timeline, community peer group, city staff group, 50 question survey and 3 short answer question for the 2018 City Administrator performance evaluation process:

**Timeline:**

- February 21 Council Employment Policy Committee
  - first review of policy
  - review tentative 2018 City Administrator Performance review schedule and sample survey format
  
- March 28 Council Employment Policy Committee
  - second review of policy & recommendation to Council

April 3 City Council discussion of “City Administrator Performance Evaluation Policy” as an Administrative

Policy of the City

April 9 Council Employment Policy Committee

- review proposed 2018 City Administrator Performance review schedule, survey, and peer community group

April 17 City Council considers approval of Resolution and City Administrator Performance Evaluation Policy

April 18 - 25 Distribution of 2017 performance evaluation/self-  
12:00pm deadline on evaluation/goals with a progress report from the City  
April 25, 2018 Administrator to the City Council.

Distribution and Custom Insight focal 360-degree performance review to groups.

May 9 Distribution of aggregate and summary reports to City Administrator and City Council.

Distribution of City Administrator completed 2018 self-evaluation and progress of goals for the current review period. Distributed to Council.

May 15, 2018 City Council

- 4:30 p.m. City Council Performance Review (group discussion) - closed session
  - City Administrator invited into closed session after group discussion to consider Performance Review.
  - City Council Performance Summary and Resolution - Regular meeting Regular agenda Item

## **2018 COMMUNITY PEER GROUP**

1. Northfield Hospital CEO
2. Northfield Public Schools Superintendent
3. Northfield Healthy Community Initiative Director
4. Dundas City Administrator
5. St. Olaf Chief Financial Officer
6. Carleton College Chief Financial Officer
7. NAFRS Fire Chief

## **2018 CITY STAFF GROUP**

1. City Clerk
2. Community Development Director

3. Communications & Human Resources Director
  4. Finance Director
  5. Library & IT Services Director
  6. IT Manager
  7. Police Chief
  8. Public Works Director/City Engineer
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50 Question Survey 2018		
Include	Category	Item
x	Knowledge/Strategic	Has a good business mind; thinks broad
x	Knowledge/Strategic	Understands our industry and the market
X	Knowledge/Strategic	Understands how the organization generates revenue
x	Knowledge/Strategic	Takes a broad, strategic approach to problem solving and decision making
x	Knowledge/Strategic	Considers the long-term impact of decisions made today
x	Character	Knows own strengths and limitations
x	Character	Makes decisions based on business needs rather than personal agenda
x	Character	Open to feedback and criticism
x	Character	Avoids negative politicking and hidden agendas
x	Character	Sincere and straightforward
x	Character	Accepts responsibility for own mistakes
x	Character	Patient when necessary
x	Interpersonal	Gives personal attention; is accessible
x	Interpersonal	Helps resolve conflicts among team members
x	Interpersonal	Recognizes the value of people with different talents and skills
x	Interpersonal	Encourages open dialog
x	Interpersonal	Brings conflicts into the open for resolution
x	Interpersonal	Adjusts to changes without frustration
x	Interpersonal	Preserves others' self esteem
x	Innovation/Change	Adapts to change generated by others
x	Innovation/Change	Helps others navigate planned and unplanned change
x	Innovation/Change	Feels comfortable in a fast-changing environment
x	Innovation/Change	Recognizes what already works; avoids unnecessary change
x	Building Talent	Gives me enough feedback
x	Building Talent	Develops a talented team
x	Building Talent	Judges the capabilities of people accurately
x	Building Talent	Keeps talented people challenged
x	Building Talent	Develops bench strength for the future
x	Leadership/Motivation	Helps staff define clear objectives
x	Leadership/Motivation	Delegates authority; encourages independence
x	Leadership/Motivation	Sets clear deadlines
x	Leadership/Motivation	Facilitates rather than dominates
x	Leadership/Motivation	Communicates reasons for changes and decisions
x	Leadership/Motivation	Recognizes employee contributions and ideas
x	Leadership/Motivation	Sensitive to satisfaction and morale in the group
x	Leadership/Motivation	Provides a positive example; "walks the talk"
x	Leadership/Motivation	Creates an atmosphere that inspires others to achieve at a higher level
x	Leadership/Motivation	Tolerates honest mistakes as learning experiences
x	Leadership/Motivation	Effectively persuades others in order to build commitment for ideas
x	Execution	Manages own time effectively
x	Execution	Remains focused, even under pressure
x	Execution	Helps staff reduce obstacles and uncertainty
x	Execution	Holds people accountable
x	Execution	Takes action with non-performers
x	Execution	Plans effectively; avoids firefighting
x	Execution	Continually simplifies; doesn't overcomplicate
x	Execution	Focuses on important tasks
x	Execution	Makes timely decisions
x	Execution	Acts on real problems and their root causes
x	Execution	Follows through on commitments
x	Short Answer	Please elaborate on \$fullName\$'s most positive skills:
x	Short Answer	What should \$fullName\$ do differently?
x	Short Answer	What are people afraid to tell \$fullName\$?

### Third Party Facilitator

The Council Employment Policy Committee recommends a third party administrator to facilitate discussion of

the performance evaluation. The committee will interview two consultants and bring a recommendation to the May 1, 2018 City Council meeting.

**Alternative Options:**

Discuss amendments to the process.

Refer to Council Employment Policy Committee.

**Financial Impacts:**

There will be third party facilitator costs to be recommended by the Council Employment Policy Committee at the regularly scheduled May 1, 2018 City Council meeting.

**Tentative Timeline:**

City Administrator's employment anniversary date is May 2, 2018.

See timeline in the memo for details of the proposed process.