



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, Communications/HR Director & City Clerk

SUBJECT: City Administrator Performance Evaluation Summary

DATE: For the City Council Meeting of Monday, January 14, 2019

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**PURPOSE/ACTION REQUESTED**

Review and approve the 2018 City Administrator performance evaluation summary as compiled by the City Attorney.

**SUMMARY**

City Council performed the City Administrator's performance review on December 10, 2018. The City Attorney compiled a summary of the closed meeting.

**PURPOSE/ACTION REQUESTED**

Approve the 2018 City Administrator performance evaluation summary.

The City Administrator performance evaluation occurred at a closed meeting on December 10, 2018. What follows is the summary of that closed council meeting.

The Council discussed the compilation of the performance evaluations provided by the individual council members. The evaluation was broken down into the following 8 categories, each of which included multiple subcategories and the evaluation criteria was whether the city administrator's performance meets expectations or needs improvement.

Overall Leadership and Management of the City

Professionalism

Focus on Effective Planning

Recruitment, Training, and Supervision of Personnel

Development and Implementation of Policies

Development and Monitoring of Budget

Facilitation of Council Relations

Public Engagement and Inter-Agency Cooperation

A compilation of the written performance evaluations completed by the Personnel and Budget Committee was discussed. Of the 52 sub-categories, the City Administrator's performance meet expectations for 44 of those subcategories and 8 indicated his performance needs improvement. The general consensus of the Council was that Jasper has demonstrated effective leadership and management of the City's budgeting, public works, and encouraging teamwork and innovation. Some within the City Council feels the City Administrator has room for growth in Economic Development and Housing and in communicating promptly with City Council members and he needs to improve with delegating responsibility. The City Administrator provided some feedback to the evaluations indicating that he will continue to try to improve in all areas of his job duties.