

ITEM H

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
AUGUST 18, 2015**

| <b>Subject:</b>                                      | <b>Type:</b>                              | <b>Submitted By:</b>                                    |
|--|---|---|
| AMEND CITY PERSONNEL POLICY AND<br>PROCEDURES MANUAL | ◆ RESOLUTION<br>ORDINANCE<br>RECEIVE/FILE | KEVIN POKORNY<br>DIRECTOR OF ADMINISTRATIVE<br>SERVICES |

**SYNOPSIS**

A resolution has been prepared to amend Council Policy Statement: City Administrator Performance Evaluation.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval.

**BACKGROUND**

Changes to the Council Policy Statement: City Administrator Performance Evaluation includes changes to increase the amount of time to process the City Administrators Performance Evaluation and for the use of a 360-degree evaluation as required when the City Administrator is due for ICMA certification. This policy statement as allows for the Mayor to appoint a designee to administer the evaluation, and changes the point system to reflect that 50 percent of points in the evaluation are based on leadership qualities and the other 50 percent of points for scoring are based on what is accomplished by the City Administrator.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING CHANGES AND REVISIONS TO AN EXISTING COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement entitled "City Administrator's Performance Evaluation" has been reviewed and revisions recommended.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the changes to the Council Policy Statement entitled "City Administrator Performance Evaluation" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 18TH DAY OF AUGUST, 2015.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

## COUNCIL POLICY STATEMENT

## CITY ADMINISTRATOR PERFORMANCE EVALUATION

Revised: ~~{date}~~ August 18, 2015

Resolution No. 10-054

**Purpose**

The La Vista Mayor and City Council annually will evaluate the City Administrator's performance to accomplish the following purposes:

- provide accountability for the delivery of services, and use of City staff and other resources under the supervision and responsibility of the City Administrator;
- determine to what extent the City Administrator has accomplished performance goals established by the governing body;
- establish the City Administrator's performance goals for the next review period;
- identify other performance expectations that will enhance the Administrator's public service to the governing body and community;
- promote ongoing and constructive two-way communication between the governing body and Administrator about performance expectations; and
- determine, based on the governing body's findings, adjustments in the Administrator's compensation consistent with City's pay for performance philosophy.

**Applicability**

This policy shall apply to anyone who holds the position of City Administrator, except that a newly hired Administrator shall be evaluated at six month intervals during the first year after appointment and at least annually thereafter. The Mayor and City Council retain discretion to conduct an evaluation more frequently if a majority has concerns about the Administrator's performance.

**Evaluation Process**

~~The Administrator's~~ City Administrator's performance will be reviewed period is (date) to (date) of each year annually in accordance with the anniversary date of the contract execution. The Mayor or his/her designee shall be responsible for initiating and facilitating the City Administrator's performance evaluation as follows:

1. Human Resources will annually establish the Performance Evaluation schedule which will be based upon the City Council meeting when the evaluation will be administered. The schedule will allow for all parties to have two weeks to complete each portion of the process. The process will begin with the Six weeks before the Administrator's performance evaluation is due for completion, the Mayor will requesting that the he/she City Administrator prepare a performance self-evaluation based upon performance goals established for the previous review period and the competencies identified in the City Administrator evaluation form.

2. In-conjunction with the requirements of the Administrator's ICMA credentialing process odd-numbered years, six weeks before the Administrator's performance



~~evaluation is due for completion,~~ the Mayor will also provide for administration of a confidential 360-degree evaluation of the City Administrator. Results of the 360-degree evaluation will be provided to the Administrator prior to the self-evaluation and to the Mayor and City Council subsequent to the completion of their individual evaluations and prior to their collective meeting with the Administrator.~~by City department heads.~~

3. ~~Four weeks before the Administrator's performance evaluation is due for completion,~~  
~~the~~The Mayor will distribute the evaluation form, the Administrator's current performance goals, ~~360-degree evaluation consolidated findings (in odd-numbered years)~~ and the Administrator's self-evaluation to all City Council members who will have ~~ten~~ ten days~~two weeks~~ to complete their individual evaluations.

4. The following numerical scale shall be used by each governing body member to evaluate leadership qualities identified in the evaluation form and the Administrator's achievement of performance goals:

**(1) Fails to Meet Expectations.** Consistently fails to meet the specific performance competency. Represents a general performance weakness. Performance requires remediation. May have received previous warning from the governing body related to this competency.

**(2) Meets Expectations.** Consistently and routinely meets parameters of a performance competency. Administrator does what is necessary. Performs without the need for repeated reminders from the governing body.

**(3) Exceeds Expectations.** Fully and routinely excels in performing a particular performance competency. Consistently performs beyond the established minimum parameters. His or her performance of a particular competency serves as a model for the performance of department heads and other staff.

5. ~~The point system in the performance evaluation tool shall reflect that fifty percent of the City Administrator's evaluation is based on how he/she performs the job (leadership qualities) and fifty percent of the evaluation is based on what he/she accomplishes.~~

6. The Mayor or his/her designee shall combine the evaluations of each governing body member into a consolidated evaluation document. Scores from all individual assessments by governing body members shall be totaled and all written comments reported.

7. Two weeks before the City Administrator's performance evaluation is due for completion, the Mayor and City Council shall meet in executive session to review the consolidated evaluation document and determine the governing body's evaluation of the Administrator's performance as follows:

- a. An overall finding of the Administrator's performance shall be determined by adding individual scores from each governing body member's completed form. The following scale shall be used to arrive at a general finding of performance:

| Total Point Score <sup>1</sup> | General Performance Finding |
|--------------------------------|-----------------------------|
| 0 – 224 points                 | Fails to meet expectations  |
| 225 – 274 points               | Meets expectations          |
| 275 – 324 points               | Exceeds Expectations        |

- b. A general finding of the Administrator's performance shall be determined by identifying: *Areas of unanimous/substantial agreement on Administrator's performance.*
  - c. Disagreement among members of the governing body as to the Administrator's performance shall be noted by identifying: *Areas of disagreement on Administrator's performance.*
8. During the same executive session, the Mayor or his/her designee shall facilitate and document ideas for the City Administrator's performance goals for the next review period.
  9. At the next regularly scheduled meeting and in executive session, the Mayor and City Council shall:
    - a. review the consolidated performance evaluation document and determine final agreement on the governing body's evaluation of the Administrator's performance;
    - b. seek agreement on any desired adjustments to the City Administrator's compensation based on the performance evaluation;
    - c. seek tentative agreement on the Administrator's performance goals for the next review period;
    - d. meet with the City Administrator to report his/her performance evaluation, compensation adjustment and proposed performance goals, and invite his/her feedback and discussion; and
    - e. amend as needed and give final approval to the Administrator's performance goals for the next review period.

### **Additional Guidelines**

1. All documents related to the City Administrator's performance evaluation are confidential personnel records, and all related discussions shall occur in executive session and remain confidential.

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<sup>1</sup> Total points possible from the consolidated Mayor and City Council evaluations is 324 points. "Exceeds" category based on 85 percent or more of the total of 324 points; "Meets" category represents 70 – 84 percent of the total points.



2. Decisions related to adjustments in the City Administrator's compensation shall be finalized in an open meeting through a formal motion and vote.
3. The final consolidated performance evaluation document, along with approved performance goals shall be placed in the personnel file of the City Administrator.
4. The Mayor may elect, subject to City Council approval, to retain the services of an outside facilitator to assist with **administration of** the City Administrator's performance evaluation.

## CITY OF LA VISTA

### COUNCIL POLICY STATEMENT

#### CITY ADMINISTRATOR PERFORMANCE EVALUATION

**Revised: August 18, 2015**

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1. Human Resources will annually establish the Performance Evaluation schedule which will be based upon the City Council meeting when the evaluation will be administered. The schedule will allow for all parties to have two weeks to complete each portion of the process. The process will begin with the Mayor requesting that the City Administrator prepare a performance self-evaluation based upon performance goals established for the previous review period and the competencies identified in the City Administrator evaluation form.
2. In conjunction with the requirements of the ICMA credentialing process, the Mayor will also provide for administration of a confidential 360-degree evaluation of the City Administrator. Results of the 360-degree evaluation will be provided to the

Administrator prior to the self-evaluation and to the Mayor and City Council subsequent to the completion of their individual evaluations and prior to their collective meeting with the Administrator.

3. The Mayor will distribute the evaluation form, the Administrator's current performance goals, and the Administrator's self-evaluation to all City Council members who will have two weeks to complete their individual evaluations.

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|                  |                      |
|------------------|----------------------|
| 275 – 324 points | Exceeds Expectations |
|------------------|----------------------|

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