
From: Mike Geisel
Sent: Monday, November 13, 2017 10:07 AM
To: Barbara McGuinness; Barry Flachsbart; Ben Keathley; Bob Nation; Chris Graville; Dan Hurt; Dan Hurt (longhornz@aol.com); Flachsbart, Barry B.; Guy Tilman; Michelle Ohley; Mike Geisel; Randy Logan; Tom DeCampi
Subject: Performance evaluation and goal setting
Attachments: F&A Policy #29 City Administrator Evaluation.pdf; 2016-8-22 Employment Contract.pdf

All:

As you are aware, I was appointed as the City Administrator effective August 22nd, 2016 after Mr. Herring's departure at the end of March, 2016. Much has transpired since then and much has been accomplished. At the same time, there is much more to do and it often seems that progress is painfully slow.

Regardless, I'd like to offer a friendly reminder that per Ordinance # 2908, the Mayor and City Council is to define annual goals and objectives in conjunction with an annual performance evaluation.

Excerpted from our employment agreement:

Performance Evaluation. Immediately following the commencement of Employee's employment with Employer, the Mayor, City Council and Employee shall discuss the City's goals and objectives for the next year. Beginning with the first anniversary of the commencement of Employee's employment with City, the Mayor, City Council and Employee shall define annually the goals and objectives that they determine are appropriate for the proper operation of the City and to attain the Mayor and City Council's policy objectives. Concurrently with the establishment of the goals and objectives for the City, the Mayor, City Council and Employee shall establish the performance goals for Employee and any specific criteria that shall be used to evaluate Employee's performance. The Mayor and City Council may amend said criteria from time-to-time, after consultation with Employee.

While not contractually required, the City has previously employed F&A Policy #29 to guide the annual evaluation and goal setting process. I've attached this for the Mayor and Council's convenience. Please note that it requires the Chair of the F&A Committee to coordinate this process, and a conversation to occur including the Mayor, President Pro-Tem, F&A Chair and me.

Whether you elect to continue the past practice or elect to follow a new direction is entirely up to you. However, I look forward to talking about next year's goals, objectives, and your assessment of my performance over the last year.

Please advise if I can assist in any way.

Mike Geisel, City Administrator

**CITY OF CHESTERFIELD
POLICY STATEMENT**

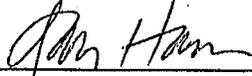
FINANCE AND ADMINISTRATION	NO.	029
SUBJECT City Administrator's Evaluation Form	INDEX	FA
DATE ISSUED 8/16/1999	DATE REVISED	

POLICY

The attached form is used for the City Administrator's evaluation. The process for the City Administrator is as follows:

1. The City Administrator issues the evaluation forms to the City Council by November each year.
2. The Chairperson of the Finance and Administration Committee collects the forms.
3. The Mayor, Chairman of Finance and Administration Committee, and the President Pro Tem meet with the City Administrator to review the evaluation results.

RECOMMENDED BY:



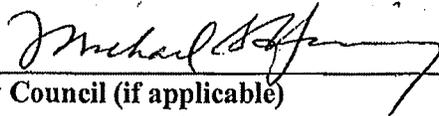
Department Head/Council Committee (if applicable)

9/7/99

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

8/16/99

Date

CITY ADMINISTRATOR PERFORMANCE EVALUATION

January, 1999

Please complete this performance evaluation for the City Administrator and return it in a confidential envelope to the Mayor before _____. The Mayor will then prepare a composite summary of each Councilmember's evaluation, which will be shared with the City Council and then discussed with the City Administrator in a meeting involving the President Pro Tem and the Chairperson of the F & A Committee. Individual meetings between the Administrator and Councilmembers can also be arranged.

Performance evaluations are done to provide the employee with feedback on performance, including areas identified as strengths or in need of improvement. Your candid assessment will enable the City Administrator to do a more effective job in meeting expectations of the City Council. Please evaluate performance in each area as indicated below. Comments will be especially helpful in determining how improvements can be made.

1. COUNCIL/ADMINISTRATOR RELATIONS

Does the Administrator keep the City Council informed of major issues so as to avoid the Council being surprised: Are all Council Members treated equally and fairly in terms of information sharing and access to the Administrator? Is there prompt follow-up to questions or requests for information?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

IV. ORGANIZATIONAL LEADERSHIP AND DEVELOPMENT

Does the Administrator set a positive example for the City organization in terms of work habits, time spent on the job, courtesy and responsiveness, etc.? Is the City organization generally perceived in a positive manner in the community? Does the Administrator appear to have the respect of City staff? Does the structure of the City organization adequately meet community needs?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

V. GENERAL ADMINISTRATION

Does the Administrator have sound public management skills? Does he appear to keep abreast of changes in the city management profession? Does he take advantage of professional development opportunities and encourage staff to do likewise? Are recommendations well thought out and adequately explained?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VI. PERSONNEL ADMINISTRATION

Do employees reporting directly to the Administrator appear to be adequately supervised? Motivated? Informed of City Council concerns and policy direction? Does the Administrator appear to be knowledgeable of the activities and work programs of departments? Do employees appear to be treated fairly and professionally?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VII. FINANCIAL ADMINISTRATION

Does the Administrator have sound financial management skills? Is proper attention paid to controlling expenses and addressing community needs with available resources? Is there adequate focus on longer-term financial needs for the City? Is a five-year budget in place and regularly updated?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VIII. DEVELOPMENT OF GOALS/POLICIES AND IMPLEMENTATION

Does the Administrator recognize and support the City Council responsibility for establishing City policy? Does the City Administrator assist in the process? Are City Council policies and directives carried out by the City administration? Are City Council goals/policies adequately communicated to the City administration and community? Is the City Council kept informed of progress on implementing goals/policies?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

IX. GOALS FOR THE COMING YEAR

List below a maximum of three to five specific goals that the City Administrator should work to complete during the coming year.

- 1.
- 2.
- 3.
- 4.
- 5.

X. STRENGTHS/IMPROVEMENTS

A. What do you consider to be the Administrator's greatest strengths?

B. What areas need to be improved?

XI. ANY ADDITIONAL COMMENTS?

Councilmember Signature

PLEASE RETURN TO THE MAYOR