

**City Council Agenda Item 3.C
Meeting of October 14, 2024**



Title: City manager review process

Report from: Moranda Dammann, Assistant City Manager

Submitted through: Corrine Heine, City Attorney
Mike Funk, City Manager

Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Review the current process and provide feedback for 2025

Summary Statement

Each year, the city manager of Minnetonka participates in a performance review, as outlined in the employee agreement. This evaluation offers important feedback on the city manager's alignment with the city's strategic priorities and their leadership and management skills. The goal of this agenda item is to review the current process and gather input from the city council for the 2025 evaluation.

Background

Each year, the city manager of Minnetonka undergoes a performance review as outlined in the employee agreement. This evaluation provides important feedback on the city manager's alignment with the city's strategic priorities and their leadership and management competencies. Article 3 of the contract mandates that the city council conduct this annual performance evaluation during the last fiscal quarter of each calendar year. The evaluation is currently scheduled for Dec. 2, 2024.

The current process is coordinated by the assistant city manager, who distributes evaluation forms in early November for the city council and city directors to complete. A copy of the form is attached. Once submitted, the responses are compiled into a single document, ensuring anonymity for each participant, and are then shared confidentially with the city council for review during the performance evaluation.

Under Minnesota State Statute § 13D.05, subd. 3(a), a public body is permitted to close a meeting for the purpose of evaluating the performance of an individual under its authority. The individual must be identified prior to the meeting's closure. However, the employee has the option to keep the meeting open. Additionally, the statute requires that a summary of the evaluation's conclusions be presented at the next open meeting. This summary is typically provided by the mayor.

In recent years, some city council members have voiced mild concerns about the evaluation form, though no formal action has been taken. Given the timing and the importance of fairness to the current employee, who has been operating under the expectations of the existing document, no changes are recommended for the 2024 evaluation. However, staff is seeking feedback on the current process and form for potential revisions in 2025.

If the city council provides feedback or suggestions for revising the form and/or process for 2025, staff will present options at a future meeting for the council's review. These options may include a revised evaluation form and/or process based on the feedback received, or a recommendation to issue an RFP

for an external consultant to redesign the evaluation form and process.

Discussion Questions

1. Does the city council have any questions about the 2024 review process?
2. Is the city council satisfied with the existing process and evaluation form?
3. Does the city council have any feedback or suggestions for revising the process and form for 2025?

ATTACHMENTS:

[Evaluation Form](#)