

CITY COUNCIL

CITY OF LATHRUP VILLAGE
27400 Southfield Road, Lathrup Village, Michigan 48076

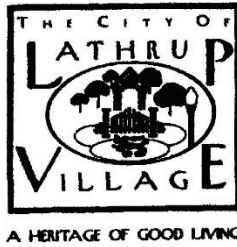
STUDY SESSION AGENDA

MONDAY, JULY 23, 2018

Conference Room ó Second Floor
5:30 p.m. Council Dinner
6:00 p.m. Study Session

AGENDA ITEMS

1. Call to Order by Mayor Garrett
2. Discussion Items
 - A. City Administrator ó 90 Day Evaluation
 - B. Lathrup Village 65TH Birthday Bash (Sept. 8-9) Update
 - C. Discussion ó July 23, 2018 Agenda Items
3. Mayor and Council Comments
4. Public Comments
5. Adjourn



City Administrator Self Evaluation July 2018 – 90 Day Evaluation

Evaluation Process

1. Blank Evaluation Forms Are Submitted To The City Council by City Administrator
2. City Administrator Submits A Self-Evaluation To City Council for Their Review
3. Evaluations Completed by Councilmembers Are Submitted To Mayor Garrett and Summarized
4. Summarized Evaluations Are discussed with City Administrator and City Council at Study Session

Evaluations Definitions

The purpose of an evaluation should **not be** to end up with a "grade". Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- (a) Have good communication which can help in an individual's development
- (b) Provide input to the preparation of the plans and goals for the year ahead.

The performance rating definitions are outlined below

<u>Don't Know-</u>	Insufficient observation to make an objective evaluation.
<u>Unsatisfactory-</u>	Significantly fails to perform in a satisfactory manner. Detracts from overall performance, requiring concentrated effort to improve within the year.
<u>Needs Improvement-</u>	Meets most requirements in this category but falls short of a fully satisfactory performance in meeting expectations.
<u>Meets Expectations-</u>	Competently performs all duties and responsibilities in this category in a fully satisfactory and consistent manner.
<u>Exceeds Expectations-</u>	Performs in a manner which typically exceeds the performance level one would expect for this position. Brings something "extra" to the job in the way of ideas, judgment, initiative, etc.
<u>Outstanding-</u>	Truly exceptional. Exceeds expectations in every respect. Performs in a manner which one would anticipate is significantly better than peers in similar positions.

NOTE: Meets Expectations is the performance level one would expect from a person filling this position. One also would expect that many, if not most, incumbents would "need improvement" in one or more categories, depending on their experience level, the results obtained in a given year, or the expectations (including changing expectations) of Council Members.

City Administrator Self-Evaluation

City Administrator: Sheryl Mitchell

A. Relationships/Council

1. Communicates well with Council, keeping them informed of issues and events which may concern citizens.
2. Is well prepared for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.
3. Makes sound recommendations for Council action and development of priorities.
4. Is open and responsive to input from and needs of Council members.

Notes: Provide weekly updates of meetings, events and citizen inquiries. Regular meetings with Mayor and Mayor Pro Tem in advance of meetings and study sessions. Available for meetings with individual council members. Posting of Council Agenda's and links to YouTube Video on FaceBook. Issuing press releases.

B. Relationships/Others

1. Assures good communication with the community and shows sensitivity to the needs and concerns of citizens.
2. Keeps in contact with and provides (directly or by staff) appropriate guidance and assistance to City committees.
3. Maintains a positive working relationship with school department and board.

Notes: Accessible and responsive to residents. Monthly staff meetings. Weekly updates to council and administrative staff. Communicated with Interim School Superintendent to host town hall meeting regarding the sinking fund millage. Attending open house to meet new Southfield Schools Superintendent. Attending meetings of DDA, Mainstreet Committees, Planning Commission, Historic Advisory Committee and providing Council with updates. Arranged with Southfield Cable Channel to cross promote events in Lathrup Village.

C. Staff Management

1. Has a high quality, well motivated staff and supports professional development.
2. Manages the staff well, including good delegation, communication and process of periodic re-evaluations

Notes: Creating a "team" environment and established open door policy with staff. Encourage staff's professional training and development. Instituted annual evaluation process for administrative staff – including an employee self-evaluation that focuses on accomplishments, areas for improvements, goals and action plan. Department Head appraisals include: administrative competencies, staff management, leadership, work methods and qualities. The performance appraisal for employees consists of 15 performance elements, goals and action plans. In the process of updating the Personal Manual and Social Media policy in consultation with city's attorneys. Instituting cultural diversity training for all employees.

D. Budget and Financial Management

1. Administers a budget process which provides the Council with quality information and data on which to make budget decisions.
2. Assures a budget which fits within a long range plan which recognizes the future financial needs of the town.
3. Provides a system, including appropriate reports to Council, which monitors and controls expenditures vs. budget.

Notes: Working with Treasurer to provide monthly budget to actual reports. Consulted with Plante Moran to establish internal processes for payroll, credit card accounts, cash receipts and disbursements. Presented Fiscal Year 2018/2019 budget on time (and within only 6 weeks of date of hire).

E. City Services

1. Assures the long term existence of an adequate infrastructure for the town.
2. Maintains City services at a high quality level consistent with City resources.

Notes: Working with Lathrup Services to establish scope of services. Coordinating with the Oakland County Water Resource Commission to contract for the operations and maintenance of the Tank. Participated in Capital Improvement Plan budgeting to identify priorities through 2023. Attended meeting to discuss plans for regional transit with representatives from south Oakland County communities. Made city hall available to residents as a warming/cooling center during power outages and inclement weather.

F. Program Management

1. Recommends and prioritizes programs consistent with City resources.
2. Assures approved programs are delivered on schedule and within budget. Keeps Council apprised of any anticipated variances so they may be approved in advance.

Notes: Recommending budget amendments based on anticipated projections of revenues and expenses.

G. Leadership

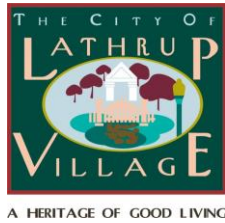
1. Creates an image of Lathrup Village as a quality community through his personal activities within the City and the region.
2. Maintains, through their activities outside the town, a leadership role which enhances the ability of the City to influence decisions which will impact Lathrup Village.

Notes: Meeting with local business owners and attending openings. Promoting programs and events on website and FaceBook. Attended meetings of Oakland County Mayor's Association; Main Street Oakland County; SEMCOG; Oakland County City Manager's Association; SOCCRA, SOCWA, Southfield City Council; MML, Water Resource Commissioner; Oakland County Commissioners. Arranged town hall meeting on licensing marihuana facilities. Seeking use of SMART credits for purchase of van for Recreation.

H. Other Items

Are there additional areas where improvement has or has not been shown?

Notes: _____



COUNCIL COMMUNICATION

TO: Mayor Kelly Garrett and City Council Members
FROM: Ken Marten and staff
DATE: July 16, 2018

RE: 65th Birthday Party

Dear Mayor Garrett and Councilmembers:

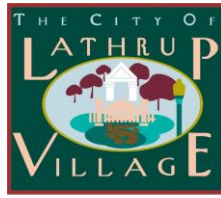
The Main Street Promotions Committee is planning a celebration for Lathrup's 65th birthday. The following is a list ideas, inclusions and tasks to be accomplished to ensure that the event is fun, memorable and safe.

The committee is meeting every two weeks. Next meetings are 9 a.m. Monday, July 30 and 9 a.m. Monday, August 13.

- 65th Birthday: Need to decide on name
- Dates/times
 - Saturday, Sept 8, 11 a.m. to 9 p.m.
 - Sunday, Sept. 9, 11 a.m. to 5 p.m.

Activities/events/needs

- **Beer tent:** Find sponsor to host tent, pay for insurance, supply volunteers
- **Car Show:** Would be the first time; contact the Grossmans re classic car owners
- **Petting Zoo:** Was well received at Summer in the Village 2017; should repeat
- **Bounce Houses and similar features:** To be supplied by OC WAPP
- **DIA trailer:** Free as part of Inside/Out
- **DIA tour:** Docents will lead
- **Live music:** groups TBD; need stage (OC WAPP) and sound system
- **Activities:** cornhole, bacci ball, ladder golf
- **Groups for possible inclusion/sponsorship/volunteering:** Fortson Dentistry, Lions Club, Community Foundation, Historical Society, MFCU, Optimists Club, Children's Garden, homeowners association, Hortulus Gardens; NOTE THAT THIS LIST IS NOT YET ALL INCLUSIVE (Ken Marten to write invitation letter)
- **Southfield Sun Insert:** Ken Marten and Mark Reitenga of the Southfield Sun have discussed an insert to advertise the event



A HERITAGE OF GOOD LIVING

- **Fun Run:** 6.5 K walk run on Sunday
- **Historical Display:** Ask LV Historical Society to exhibit in lobby showcase

- **“65 reasons to like Lathrup Village”:** Compile from residents in lobby suggestion box and online
- **Tea/brunch: Women in Leadership** to be held Friday, Sept 7 in Community Room
- **Volunteer/Organization Convention:** Allow groups to set up tables/displays in Community Room