



Staff Report

For City Council Meeting - 7/1/2020

Subject - Discussion - City Administrator Review Process & Documents

Synopsis: Per contract, the City Council is to conduct a yearly performance review of the City Administrator. Documents are provided to the Council to conduct the review. The Council is given a specific number of days to review the documents, which are then compiled and reviewed by the Mayor and Council President. After, an Executive Session is scheduled to conduct the official performance review. As decisions cannot be made in session, the Council will resolve to accept or deny the continued employment of the City Administrator and make salary adjustments, if so desired, at a regular monthly meeting.

The final draft Review documents are attached. Staff recommends 20 days to return them for the Mayor and Council President to compile and review. The aforementioned Executive Session for the official performance review will be scheduled prior to the August Council Meeting. Final decisions will be made at the August Council Meeting.

Council Options:

- 1) Resolve to use the attached Review documents;
- 2) Recommend changes to the documents;
- 3) Do nothing.

Recommendation: Staff recommends Review documents be returned in 20 days to continue the annual review process.

Legal Analysis: N/A

Financial Analysis: A change to the City Administrator's salary, if the Council chooses, will affect the 20/2021 budget.

Respectfully submitted,


Chad