



## STAFF REPORT

DATE: October 3, 2023  
CONSENT

**AGENDA ITEM:** Administrator Performance Review Date

**SUBMITTED BY:** Kristina Handt, City Administrator

---

### **BACKGROUND:**

Per section 7 of the city administrator's employment agreement:

A. The Council will strive to review and evaluate the performance of Employee annually. The review and evaluation will be in accordance with specific criteria developed jointly by Employer and Employee. The criteria may be modified as the Council may from time to time determine in consultation with the Employee.

B. The Council and Employee will annually define in writing the goals and performance objectives they jointly determine necessary for the proper operation of the City and the attainment of the Council's policy objectives and will further establish a relative priority among those various goals and objectives. The goals and objectives will generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In carrying out the provisions of this Section, Council and Employee mutually agree to abide by the provisions of applicable state and federal law.

Council should also be aware that per section 2 Term., of the agreement, The Term of the Agreement is from March 28, 2019 to November 30, 2023.

### **ISSUE BEFORE COUNCIL:**

When would the council like to schedule the performance review for the city administrator?

### **PROPOSAL:**

The last review was in November 2022. The city attorney sent the review forms to the mayor and council. They were returned to her and then she aggregated the responses to be discussed during the closed session. I would propose we follow the same format although individual responses will not be withheld.

Also, similar to the last two years I propose the review be held at the first meeting in November.

### **RECOMMENDATION:**

If removed from the consent agenda

***"Motion to complete the annual review of the city administrator on November 8, 2023."***

### **ATTACHMENTS:**

- None