



**Staff Report**

For City Council Meeting of 04/05/2017

***Subject - Old Business - Scheduling City Administrator Review***

**Synopsis:** The city administrator review timeline is attached. Staff is asking the Council to schedule an executive session prior to the May City Council meeting

**Council Options:** The Council has the following options regarding this issue.

- 1) Check your schedule and agree on dates between not and May 3rd.
- 2) Recommend another time for the review.
- 3) Do nothing.

**Recommendation:** N/A

**Legal Analysis:** N/A

**Financial Analysis:** A change to the city administrator's salary, if the council chooses, may affect the 2017/2018 budget.

Respectfully submitted,

Chad

**City of Gearhart**  
**2017 Annual City Administrator**  
**Performance Evaluation**

**Proposed Timeline**

- March 1 - Receive the evaluation document.
- March 1 through March 20 - Evaluate the City Administrator using the evaluation document provided.
- By March 20 - Return the document to the Mayor sealed in the envelope provided.
- March 20 through March 30 - Mayor and Council President will prepare a composite of all evaluations.
- Schedule meeting between April 3rd through the 14th - 7:00 p.m. - Council and City Administrator meet to discuss the composite performance evaluation in executive session.