



## **Staff Report**

For City Council Meeting - 2/3/2021

### ***Subject - New Business - Discussion - City Administrator Review***

**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 complete the review documents, which are then compiled and reviewed by the Mayor and Council President. An Executive Session is scheduled to conduct the official performance review. Decisions cannot be made in session, therefore 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.

#### ***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 to Mayor Cockrum and Council President Smith in 20 days to continue the annual review process. If the Council agrees, an Executive Session will be held at 5:30 p.m. prior to the March City Council meeting.

**Legal Analysis:** N/A

**Financial Analysis:** The City Administrator's annual salary will be determined prior to the 21/2022 FY Budget process.

Respectfully submitted,

Chad