



CITY OF
GEARHART

Staff Report

For City Council Meeting - 9/4/2024

Subject - New Business - City Administrator Review

Synopsis: Per contract, the City Council is to conduct a yearly performance review of the City Administrator. Documents were provided to the Council at the beginning of May and returned to the Mayor and Council President two weeks later for review. An executive session was held in June. During the Council meeting, it was decided to table the review decision until after final updates could be made to all employee job descriptions; a project advised by our insurer. Further, Councilor Gould and Mayor Smith met to implement a more modern and comprehensive version of the review form. The updated versions were disseminated to Council for transfer of notes and reevaluation.

The official performance review was conducted during an Executive Session earlier this evening. Decisions are not made during an Executive Session. Therefore, the Council will now resolve to accept or deny the continued employment of the City Administrator and make salary adjustments, if so desired.

Council Options:

- 1) Resolve to approve or deny the City Administrator's future employment, making salary adjustments if the Council so desires;
- 2) Take other action desired by the Council;
- 3) Do nothing.

Recommendation: N/A

Legal Analysis: The City Administrator is an official City Officer, overseen and directed by Council.

Financial Analysis: Any salary changes would need to be made by a Council-approved appropriation via Resolution as we are in the new fiscal year.

Respectfully Submitted,



Chad