



AGENDA ITEM #10.5

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: October 6, 2020

Subject: Annual Performance Reviews – Department Heads

Report: Performance reviews are conducted annually for each City employee. The department head's performance reviews are completed by the City Administrator. Since the new City Administrator is not anticipated to start until November 30th City Staff would like to recommend these reviews are conducted by the City Clerk/Treasurer and the new City Administrator in December. City Staff would also like to recommend that the City Clerk/Treasurer's review be conducted by the Public Works Director, Administrative Assistant and the new City Administrator in December.

Council Action Requested: Council directive on the Annual Performance review process.