



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, November 10, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Statement of Annual Performance Evaluation for the City Administrator
<b>Background Information:</b>	<p>In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017.</p> <p>On November 10, 2020, the City Council held a special meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. A 360-degree feedback survey was utilized to gather feedback from the Council, Sharon's direct reports, peers, and a variety of other individuals who interact with and have knowledge of her job performance. Administrator Hanson was also provided an opportunity to complete a self-rating survey. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.</p>
<b>Fiscal Impact:</b>	Administrator Hanson is compensated at the top step on the wage schedule, at \$148,324.80 annually; therefore, no action will be presented to the Council related to compensation.
<b>Alternative/Variations:</b>	
<b>Recommendations:</b>	That the Council accept the performance evaluation of Administrator Hanson.