



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, December 10, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Statement of Annual Performance Evaluation for Sharon Hanson, City Administrator, and consider approval of a step increase
Background Information:	<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 December 10, 2019, 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. 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>
Fiscal Impact:	Administrator Hanson is currently compensated at \$136,489.60 (Step 5). In accordance with the employment agreement, future compensation increases are determined by the Council, in its sole discretion, after each performance evaluation. Council approval of movement to Step 6 would reflect an annual salary on the 2019 wage schedule of \$143,665.60, which would be retroactive to November 16, 2019.
Alternative/ Variations:	None recommended.
Recommendations:	<ol style="list-style-type: none">1) That the Council accept the performance evaluation of Administrator Hanson (by voice vote).2) That the Council approve a step increase for Administrator Hanson.