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MEMORANDUM

TO: CITY COUNCIL
FROM: DUANE JIRIK, MAYOR
SUBJECT: CITY ADMINISTRATOR EVALUATION
DATE: AUGUST 30, 2023

On August 21, 2023, the City Council met in a closed session to review the performance of Josh Tetzlaff as the New Prague City Administrator. During that review, as a group we found that Mr. Tetzlaff had grades of Meet Expectations and Generally Exceeds Expectations across areas of

- Supervision
- Leadership
- Execution of Policy
- Community Relations
- Administrative Duties
- Economic Development
- Intergovernmental Relations
- City Council Relations
- Planning
- Financial Management

Because of this, I am recommending increasing Mr. Tetzlaff's salary from Step 3 to Step 4 on Grade 19 on the City pay matrix.

Recommendation

I recommend increasing Mr. Tetzlaff's salary from Step 3 to Step 4 on Grade 19 on the City pay matrix.