



MEMO

TO: Mayor and Council
FROM: Ken Cassel, City Manager
DATE: October 26, 2020
RE: Charter Officer Reviews

As a follow up to the charter officer review memo of October 9, 2020, the proposed process for the November 2, 2020 special meeting is for the City Council to collectively discuss the reviews of each of the Charter Officers and provide their collective review and direction to each Charter Officer individually.

This collective review and direction from the City Council will provide clarity for the direction of the City for the coming year. This review and directions will also provide a base line upon which the Charter Officers and the City Council can monitor the progress of the City for the coming year.

Therefore, there will be a single review developed by the City Council for each Charter Officer allowing the Charter Officer to understand the position of the Council on various areas. The City Clerk will draft the final collective review document for each Charter Officer based on the Council's comments and collective response in the various areas. The final document will be provided to the City Council and each Charter Officer for their reference.