



Meeting Agenda Item Coversheet

MEETING DATE:		11/02/2020	Submitted By: Zoie Burgess, City Clerk	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Charter Position Review – City Manager, Kenneth Cassel		
STAFF RECOMMENDATION: (MOTION READY)				
SUMMARY and/or JUSTIFICATION:		<p>Upon Council’s direction, it was requested that a process be implemented to evaluate the Charter officers – City Attorney and City Manager. An evaluation tool was provided to each Council member on October 9th for both positions and an open invitation to conduct one-on-one reviews with each charter officer, which would be publicly discussed at a Special Council Meeting.</p> <p>At the Special Council Meeting, Council will have the opportunity to discuss the submitted evaluations, providing a review of past performance and any guidance for improvement, directives, and initiatives for future City activity.</p>		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>				
SELECT, if applicable	RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank)</i> <u>Please keep text indented.</u>				
FISCAL IMPACT (if any):				\$