

COUNCIL ACTION FORM

Meeting Date: January 11, 2024

Staff Contact: Ryan Denk, City Attorney

Agenda Item: Discuss the City Administrator's annual performance review under K.S.A. 75-4319(b)(1), to discuss personnel matters of nonelected personnel

Background/Description of Item

Pursuant to the Employment Agreement between the City of Westwood and Leslie Herring dated September 8, 2022, the Mayor, in consultation with the City Council, shall conduct an annual written review and evaluation of City Administrator Leslie Herring's performance. Such annual evaluation shall be conducted within forty-five (45) days of the annual anniversary date of this Agreement¹. The Employee's evaluation will be in writing, and Employee will have the opportunity to respond in writing within fourteen (14) days of receiving the evaluation. Merit pay increases to Employee's base salary will be awarded to Employee upon evaluation of the Mayor and within the evaluation period - i.e. 45 days of the annual anniversary date of this Agreement - provided that sufficient funding exists for merit pay increases for city employees.

Suggested Motion

I move that the Governing Body recess into Executive Session for ___ minutes to discuss the City Administrator's annual performance review under K.S.A. 75-4319(b)(1), to discuss personnel matters of nonelected personnel. Present will be the members of the Governing Body and the City Attorney. The regular meeting will resume at _____.

¹ The 45-day period lapsed on October 23, 2023; however, as this is the first performance evaluation of a City Administrator for the City of Westwood, and given the workload of the City Administrator from August to October, an evaluation process was not timely prepared and ready for the Mayor and City Council's use.