



The process reflects a change made this year that provides the Mayor and City Council Ben's completed Self-Assessment at the same time they receive their Performance Review Survey to complete.

2021-2022 City Administrator Performance Review Timeline

Date (2022)	Action	Status
March 7 -27	Consultant: Interview Staff, Coordination Team members either by phone or in person	
March 18	HR: Send out Self-Assessment to CA	Due: March 24
March 24	CA: Self- Assessment completion due to consultant	
March 25	Consultant meeting with CA: 1. Feedback from Staff Interviews 2. Review Self-Assessment	Scheduled: March 25
March 29	Consultant: Send completed CA Self-Assessment and Goals update to City Council*	
March 29	HR: City Council is sent 2021- 2022 CA Performance Review Survey	Due: Friday April 8th
April 8	Due date for City Council to complete and return CA Performance Review to HR	
April 15	HR: Council and CA are provided with compiled CA Performance Review Results	
April 18	HR: Mayor and Council is provided with salary assessment and options for use in Performance Review City Council meeting.	Possible options outlined
April 18	Consultant: provide City Council and CA with report: <i>Summary of Council's City Administrator's Performance Review 2021</i>	
April 19	City Council Meeting: City Administrator Performance Review 2022	Closed session Scheduled for <i>TBD</i>

***Note:**

- In addition to the Self- Assessment, the City Council will also receive a copy of -- *Summary of Council's City Administrator's Performance Review 2021*; prepared and sent by B. Strandell, Consultant on 4-19-21