

**City Administrator Performance Review 2019
Process/Timeline/3rd Party Cost Estimate**

Process	Timeline	Estimate
A. Initiate Process: The Communication and Human Resources Director notifies (in writing) the Mayor and City Council members, City Administrator and the Consultant (Third Party) that the Performance Review process will begin. <i>(Guideline: At least two weeks before the CA employment anniversary date.)</i>	Feb 15 - 22	<i>Prepare surveys</i> 3 hours
B. Distribution of Prior Year's Performance Goals: City Administrator provides City Council with Self Assessment/Goals and progress report from prior year's Performance Review.	Mar 11- 25	
C. Distribution of Surveys: The Communication and Human Resources Director will distribute the relevant Performance Review tools/surveys (competencies and narratives) to:		
a. Mayor and City Council		
b. City Administrator (Self Assessment).	Apr 1-8	
c. Department Head/Coordination Team; <i>(Interviews by Consultant)</i>	Apr 1-8	4-8 hours*
D. Interview City Administrator: The Consultant interviews City Administrator to complete Self Assessment. <i>(Interview by Consultant)</i>	Apr 1-18	2 hours
E. Compile Results: The Consultant <i>(with assistance from the Communications and Human Resources Director)</i> compiles results from all surveys and interviews, and prepares a report for the City Council to review prior to Review meeting with City Administrator.	Apr 8 - 16	6 hours
F. Meeting with City Council:	Apr 16	3 hours (?)
a. Consultant will discuss results/report with City Council in a closed session.		
b. Consultant <i>(with assistance from the Communications and Human Resources Director)</i> will prepare the City Administrator <u>compensation</u> survey.		1 hour
i. The consultant will review the compensation survey and step options in light of both the survey and performance review results.		1 hour
ii. The council will discuss the relevant options and make a salary recommendation.		
G. Council Delivers Review: In a closed session, the City Council conducts a discussion with the City Administrator about the Review, and documents the final Review. Additional attendees at this meeting include: Consultant, Communication and Human Resources Director	Apr 16	3 hours
H. Human Resources (HR) Receives Final Review: All relevant documentation - including the review summaries and Council recommendations, are filed with the HR department and are included in City Administrator's personnel file.	May 1	1 hour

* Hours depend on number of department heads will be interviewed, and by what means – teleconference or, in person.

Consulting Hours: Total 20 – 25

Hourly Rate: \$185.00

Estimate: \$3,700 - \$4,625