

Council Meeting: June 3, 2026	Prepared By: Nalisha Williams, Assistant City Administrator
Topic: City Administrator Review Process	Action Required: Approval

Summary

In 2025, the City Council expressed interest in updating the City Administrator performance review process. Over the past two years, the annual City Administrator review has been conducted internally and presented to the City Council during a Closed Session meeting in December.

In local government, it is common practice to use a third-party consultant to conduct the City Administrator performance evaluations to provide an objective and consistent review process. Staff recommends the City Council approve the proposal from Local Government ReEnvisioned to conduct the 2026 City Administrator performance review process. The Assistant City Administrator will coordinate the process with the consultant.

The proposed process includes the following services:

- 1. One-on-One Meetings**
Individual meetings with Council Members and Department Heads to discuss key leadership skills, performance traits, and organizational priorities. Previous evaluations and goals established in 2025 will serve as the foundation for these discussions.
- 2. Performance Evaluation Survey**
Development and distribution of a performance evaluation survey for Council Members, Department Heads, and designated staff to provide structured feedback.
- 3. Report Development**
Consolidation and analysis of survey results and interview feedback into a comprehensive evaluation report.
- 4. City Administrator Review Meeting**
Meeting between the consultant and the City Administrator to review evaluation results, discuss feedback, and identify professional development priorities and goals for the upcoming year.
- 5. Facilitated Review Meeting and Goal Setting**
Facilitation of the performance review discussion during the November 23, 2026 City Council Meeting, including assistance with establishing goals and priorities for the following year.

If the City Council has specific questions, performance areas, or organizational goals they would like to be incorporated into the review process, the Assistant City Administrator can collect that feedback during tonight's meeting and provide it to the consultant.

Financial/Budget

The Local Government ReEnvisioned proposal is \$7,000 and would be paid from the City Administrator Professional Services budget.

Options

Approve the City Administrator Performance Evaluation Proposal from Local Government ReEnvisioned.

Recommendation

Approve the City Administrator Performance Evaluation Proposal from Local Government

ReEnvisioned.

Council Action

Attachments

1. [City Administrator Performance Evaluation Proposal - Local Government ReEnvisioned.pdf](#)
2. [City Administrator Performance Evaluation Proposal - MGT.pdf](#)