



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input type="checkbox"/> MAIN AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading
<b>Submitted by:</b>	<b>Department:</b>
<b>Presenter (Name &amp; Title):</b>	<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

## **CITY ADMINISTRATOR ANNUAL PERFORMANCE REVIEW SUMMARY**

### **February 1, 2021**

The Brainerd City Council completed City Administrator Jennifer Bergman's annual performance review on February 1, 2021. It was noted that Administrator Bergman started on January 6, 2020 and has been on the job for a little over a year. Below is a summary of the performance review closed session that included the following duties, knowledge, skills and abilities:

1. Serves as chief administrative officer of the City; administers policies and directives of the Council.
2. Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
3. Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
4. Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc
5. Responds to concerns, issues, complaints and questions from the public and employees; mediates disputes and resolves issues as appropriate.
6. Knowledge of local, state and federal laws, rules, and regulations applicable to city government.
7. Supervising and overseeing the actions of city employees.
8. Leading short and long-term planning programs and initiatives.
9. Effectively participate in strategic planning and goal setting.
10. Establish and maintain effective working relationships with elected officials, staff, other public officials, local business and organizational leaders and the general public.

Goals identified for 2021 include:

1. Start union negotiations with the Teamsters and LELS in July
2. Start the City budget earlier under the direction of the Council President and Chair of P&F
3. Review and make changes to the performance evaluation form
4. Monitor the interim Public Works Department and make recommendations on next steps
5. Successfully hire a new Police Chief under the direction of the Council
6. Continue to move forward the goals and objectives of the City Council

Council members had very positive comments about City Administrator Bergman's performance during her first year of employment. City Administrator Bergman's overall performance review rating was 2.37 (achieves expectations).

Dated: 2/16/2021