



CITY OF HAYWARD

Hayward City Hall
777 B Street
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Cover Memo

File #: LB 20-046, **Version:** 1

DATE: September 22, 2020

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT

City Attorney Employment Agreement Extension: Adopt a Resolution Approving a One-Month Extension to the Employment Agreement Between the City of Hayward and the City Attorney and Authorizing the Mayor to Execute the Agreement

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving a one-month extension to the employment agreement between the City of Hayward and the City Attorney and authorizing the Mayor to execute the agreement.

SUMMARY

The City Council was unable to complete the City Attorney's annual performance review prior to the June 30, 2020 expiration of the previous employment agreement as Council needed to reprioritize its work with staff to address the unprecedented crises resulting from the COVID-19 pandemic. Therefore, on June 2, 2020, City Council adopted a resolution approving a three-month extension of the employment agreement between the City of Hayward and the City Attorney to allow for the completion of the review process. The City Attorney's performance review is scheduled to be completed at the end of October; therefore, staff recommends that the employment agreement for the City Attorney be extended through October 31, 2020.

ATTACHMENTS

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|---------------|--------------|
| Attachment I | Staff Report |
| Attachment II | Resolution |