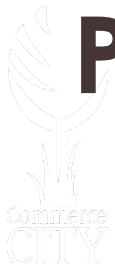


Performance Evaluation Forms for Council- Appointed Positions

February 10, 2025





Performance Evaluation Sub-Committee

The Committee focused on identifying an evaluation tool to recommend for use when providing feedback to the three Council-appointed employees.

Goal: Annually review each employee's success in meeting their established performance metrics and then utilize a more efficient and effective way for Council to share their performance feedback and identify new metrics for the coming year.

- Council-appointed positions: City Manager, City Attorney, and Municipal Court Judge
- Committee Members: Mayor Pro Tem Noble, Councilmember Douglas, and Councilmember Madera
- Meetings held on January 23 and February 5

Recommendation

Performance evaluation templates created by the International City/County Management Association (ICMA) were reviewed and discussed.

The templates are specific for each position and focus on key performance criteria for each role.

The sub-committee recommends these templates to the full Council as an evaluation tool to assist in providing feedback to Council-appointed employees.



Next Steps

- Council discussion and feedback
- If Council chooses to utilize the forms, share input and proposed edits
- Human Resources would incorporate any changes
- Each year, the employee's performance metrics that were previously agreed to by Council and the employee will be added to each form
- Per their contracts, Council is required to gain approval from the City Manager and City Attorney in order to utilize the form



Questions and Discussion