



**MEETING TYPE
STAFF REPORT**

Agenda Date: June 11, 2024

**Eric Buckman, City
Manager:**

Department: Community Development

Department Head Name:

Presenter: Renée Barron

Kim Berry, City Clerk:

This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE:

DDA Coordinator Evaluation

BACKGROUND:

The DDA Coordinator position was due for an annual evaluation. DDA Chair; Jay Bostwick and Vice Chair; Kyle Closs met with Community Development Director; Renée Barron to discuss and evaluate the DDA Coordinator; Patricia West. Her review considered the main facets of her job including quality of work, attendance & punctuality, communication skills, judgement & decision-making, initiative & flexibility, cooperation & teamwork and knowledge of her position. In all categories the review group felt that Patricia exceeded expectations. Ms. West was given two main goals to work on for the upcoming year to enhance her skill set within her position. The goals include; 1) look for ways to streamline processes to utilize technology in a way to improve efficiencies and 2) look for ways to improve the city's and DDA's image in the public through better communication, web design, marketing, branding and other outlets to positively promote the city and DDA.

FISCAL EFFECT:

\$1,822 increase in wage line item.

SUPPORTING DOCUMENTATION:

RECOMMENDATION:

The review committee recommends that Patricia West's title be changed from DDA Coordinator to DDA Director and the funding allocated for this position be raised to \$25,000.