

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** September 5, 2023

**DEPARTMENT:** City Attorney

**TITLE:**

Performance Evaluation Form for Carmen Davis

**SUMMARY:**

Development of a proposed Performance Evaluation Instrument for the City Manager in accordance with her Employment Agreement

**BACKGROUND AND JUSTIFICATION:**

In accordance with the Employment Agreement between Carmen Davis and the City, attached is a proposed Performance Evaluation instrument that the city attorneys have developed in consultation with Ms. Davis, the Mayor and the Commission. This Evaluation Form is being presented for your consideration and approval. Upon your approval, I would suggest that you schedule a time to individually meet with Ms. Davis to discuss her performance evaluation. This would be followed by her formal evaluation at a Commission meeting.

**MOTION:**

Move to approve/disapprove the performance evaluation form for City Manager.

**ATTACHMENT(S):**

Performance Evaluation Form