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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** June 17, 2025

**TOPIC** Schedule Annual Review(s) - Executive Staff

**BACKGROUND BRIEF:**

Completing an annual executive staff assessment and review for the Downtown Development Authority (DDA) is essential to ensure accountability, support professional growth, and align staff performance with the organization's strategic goals. This process provides an opportunity to evaluate the effectiveness of leadership, identify strengths and areas for improvement, and set clear objectives for the year ahead. It also fosters transparency between the board and executive staff, ensuring that expectations are met and that resources are being used efficiently to advance the DDA's mission of revitalizing and promoting the downtown district. Regular reviews help maintain high performance standards and ensure the DDA continues to serve the community effectively.

**FINANCIAL IMPACT:**

**RECOMMENDED MOTION**

Move to Schedule separate, annual assessment and review of performance for each of the Executive Director And Assistant Director by \_\_\_\_\_ (board or committee) on or before \_\_\_\_\_, to include a recommendation on compensation for fiscal year 25-26