



To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: May 19, 2021
RE: Update: City Manager's Evaluation/Appraisal Process

April 2021

Met with Mayor and City Council individually via phone, Zoom, and in-person for concerns and suggestions regarding updating and revamping the City Manager's evaluation process.

April 22- Met with the Mayor, Mayor Pro-tem, and City Manager, via Zoom, to review suggestions and examples of evaluation/appraisal process.

Attached:

- Assessment of the Evaluation/Appraisal Process
- Ratings System

Goals:

May-June 2021

1.) Meet with the Mayor and Council regarding pertinent areas for evaluation.

Example:

- "Economic Vitality"
- "Adaptive City Government"
- "City Council Relationships"
- "Environmental Stewardship"

2.) Establish a format for the evaluation form.

Assessment of the Evaluation/Appraisal Process

City of Manor

1st FISCAL QUARTER	2nd FISCAL QUARTER	3rd FISCAL QUARTER	4th FISCAL QUARTER
October	January	April-May	July
Completed appraisal is signed by Mayor and City Manager	State of the City address	Re-assess goals, objectives, and performance	City Manager Self Assessment
Determine compensation and/or contract renewal (if applicable)			Lead staff evaluates City Manager's performance (360)
Sign completed contract (if applicable)			August
November-December			Self assesment and Lead evaluation results are provided to the City Council
City Council and City Manager set goals and objectives for upcoming fiscal year			City Council receive the City Manager's Appraisal Packet
			September
			City Council evaluates the City Manager
			City Council and City Manager review and discuss results

The following pages define significant areas of responsibility for the City Manager position. In each section, examples of performance and responsibility are articulated to better explain each subject head. Please rate the Manager's performance based on the following categories:

Rating	Performance	Definition
6	Outstanding Far exceeds all expectations	Generally applies to the top 1% of <u>all</u> employees in the workplace. This person's overall skills and abilities greatly exceed all expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Consistently outstanding results beyond the scope of the performance plan over the entire period. Anticipates the City's needs and executes plans flawlessly.
5	Excellent Exceeds all expectations	Generally applies to the top 5-10% of <u>all</u> employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond the scope of the performance plan in some key areas of responsibility over entire performance period.
4	Very Good Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative, and concern for the quality of the work or service produced for the City.
3	Good Meets all Expectations	Generally applies to 40-50% of employees. Met <u>all</u> expectations of the position and is competent in the performance of responsibilities.
2	Fair Meets most Expectations	Generally applies to 20%. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations.
1	Poor Fails to meet most expectations	Generally applies to the bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion, or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Generally applies to the bottom 1% of employees. Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employees should be evaluated for continuation of current position, demotion, or termination of employment.