



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Date: May 19, 2021

RE: **Update: City Manager's Evaluation/Appraisal Process**

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## **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.



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:

<b>Rating</b>	<b>Performance</b>	<b>Definition</b>
<b>6</b>	<b>Outstanding</b> 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.
<b>5</b>	<b>Excellent</b> 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.
<b>4</b>	<b>Very Good</b> 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.
<b>3</b>	<b>Good</b> 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.
<b>2</b>	<b>Fair</b> 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.
<b>1</b>	<b>Poor</b> 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.
<b>0</b>	<b>Unsatisfactory</b> 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.