

**To:** Petersburg Borough Assembly Members

**From:** Becky Regula, Borough Clerk

**Date:** December 15, 2025

**Subject:** 2025 Borough Manager Performance Evaluation Timeline

It's time to begin the performance evaluation for Borough Manager Giesbrecht. We will follow the same process as in prior years. Please review the timeline below and plan accordingly.

**Evaluation Timeline:**

<b>Evaluations Issued</b>	December 15, 2025
<b>Selection of Assembly Member to Assist Mayor</b>	December 15, 2025 Assembly Meeting
<b>Completed Evaluations Returned to Clerk</b>	January 16, 2026 - end of day
<b>Clerk Prepares Combined Evaluation Form</b>	January 19 - 23, 2026
<b>Conference with Mayor, Selected Assembly Member, and Manager</b>	January 26 - 30, 2026
<b>Assembly Reviews Draft Evaluation</b>	Executive Session - February 2, 2026

If you have any questions or need assistance, please contact me. Thank you for your attention to this important process.