

## Legislation Text

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**File #:** 18-506, **Version:** 2

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Presenter/Contact

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**SUBJECT:**

Discuss and consider approval of a resolution designating the Mayor Pro Tem as the official responsible for working with City Council and staff in the implementation, maintenance, and coordination of the annual evaluations of the city manager, city attorney, and municipal court judge.

**BACKGROUND / RATIONALE:**

This item was placed on the agenda at the request of Mayor Casteel and Councilmember Meadows. This resolution designates the Mayor Pro Tem as the coordinator of the evaluations for the three City Charter officers: City Manager, City Attorney, and Municipal Court Judge. This policy provides continuity to the annual evaluation process by placing the Mayor Pro Tem in charge of entire evaluation process, with help from the Human Resources Department as needed. The responsibilities include, but are not limited to, coordinating schedules, ensuring evaluation discussions are placed on agendas, distributing and collecting the evaluation forms, preparing the final evaluation summary, and reviewing the results with the individual Charter officers.

**ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:**

N/A

**FISCAL IMPACT:**

N/A

**COMMITTEE RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

N/A