



City Council Agenda Form

Meeting Date: February 22, 2021
Department: Executive / Mayor
Public Hearing: Yes No

For Clerk's Use Only
AGENDA ITEM #

	X	
Consent Agenda	Regular Agenda	Closed Session

Presenter: **Mayor Bob Campbell**

Request Type: Informational Discussion Action Item

Does this item require legal review? Yes No City Attorney E-Mail attached? Yes No

Time Required for Request: **10 Minutes**

Agenda Item Title: **Failure to perform employee annual evaluations**

Attachment(s):

Action Requested: Discussion: Request that new policy be developed that better monitors the completion of employee evaluations and reports same to council and the mayor.

Issue Overview:

City personnel policy requires supervisors to conduct an annual performance review of each employee. The former city manager completed only one employee evaluation between January 2020 and Feb 12, 2021, a span of 13 months.

The City Manager should have performed an additional 7 evaluations of his direct reports during these 13 months. Our city attorney and consulting labor attorney were advised of this inaction on February 16, 2021.

Additional efforts are necessary to ensure timely compliance by all supervisors (not just the City Manager), including a formal mechanism which periodically updates the Council and the Mayor that policy is being followed.

It is imperative that city policy on timely employee evaluations be followed from now forward.

Financial Impacts:

Staff Recommendations/Comments: