



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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Study Session Summary of February 17, 2015 - Review of Performance Evaluation Tools for the City Manager and City Attorney

Call to Order:

Vice Mayor Martin-Milius called the meeting to order at 7:40 p.m.

City Councilmembers Present:

Mayor Jim Griffith
Vice Mayor Tara Martin-Milius
Councilmember David Whittum
Councilmember Pat Meyering
Councilmember Jim Davis
Councilmember Glenn Hendricks
Councilmember Gustav Larsson

City Councilmembers Absent:

None.

Study Session Summary:

Director of Human Resources, Teri Silva distributed a memo and draft evaluation document for the City Manager and City Attorney from Nadine Levin, Consultant, Municipal Resource Group (MRG), LLC.

Vice Mayor Martin-Milius introduced MRG Consultant Nadine Levin. MRG Consultant Nadine Levin provided a brief background on the company and articulated the services that MRG will provide to Council.

MRG Consultant Nadine Levin outlined the recommended multi-step performance evaluation process, as discussed with the Mayor's Subcommittee:

1. City Attorney and City Manager will complete a self-evaluation.
2. Each Councilmember will complete an evaluation form and survey for their appointees.
3. Consultant will meet with each Councilmember to review the responses and discuss any additional information.
4. Consultant will prepare a draft report compiled from individual Council surveys based consensus or majority and reference minority thoughts or opinions about specific competency areas.
5. Consultant will meet with Council in closed session to present the draft report and receive requested changes.
6. Consultant will submit a final report for each appointee to Council.
7. Consultant will prepare Council for their evaluation meetings with City Attorney and City

Manager where the reports will be delivered.

8. Consultant will suggest a process for a mid-year check-in to find out where each of the appointees are compared to the Council-established performance goals.

MRG Consultant Nadine Levin referenced the draft City Attorney and City Manager evaluation forms, as discussed with the Mayor's Subcommittee, and distributed to Council.

MRG Consultant Nadine Levin pointed out commonalities in each:

- a competency rubric
- a range or rating scale of 1 - 5 (1 indicating Poor performance and 5 indicating Exceptional)
- each category has indicators of successful performance
- and areas for comments and narratives

Council discussion included questions and comments relating to the draft documents and evaluation process.

MRG Consultant Nadine Levin discussed next steps and timing with Council. The Mayor commented that the evaluation process should start in October 2015 (at the latest) with the final report for the City Attorney and City Manager completed in time for their respective performance evaluations in December 2015.

Public Comment:

None.

Adjournment:

Vice Mayor Martin-Milius adjourned the meeting at 8:19 p.m.