

To: Mayor and City Commission

From: Ed Beecher, Human Resources Director



Subject: Performance Evaluation for Charter Officers – City Manager, City Clerk and Internal Auditor

Date: April 12, 2019

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At the City Commission's direction, each Charter Officer, reporting directly to the City Commission, is to be evaluated annually on the established hire date anniversary.

Pursuant to further direction of the Mayor and City Commission, the Human Resources Department will submit, to the City Commission, an agenda item for discussion and consideration for the annual performance evaluation for all Charter Officers.

In anticipation of the Commission's review, Human Resources has prepared the attached suggested performance evaluations for your consideration. A printed version of this correspondence and this emailed version has been provided for your convenience. If you so desire, please review and complete, at your leisure, and return to me upon completion. I will share your written assessments of performance with the respective Charter Officer.

Staff will submit an item for your discussion and consideration at your meeting of April 23, 2019; further discussion can take place at that time.

If you have any questions, please do not hesitate to call me.

Thank you.

CC: Gregory P. Harrison, City Manager  
Asceleta H. Hammond, City Clerk  
Deusdedit C. Kiyemba, Internal Auditor

EB/City Mgr/ Performance Evaluations