



# COUNCIL REPORT

**DATE:** May 14, 2024

**CATEGORY:** Consent

**DEPT.:** Human Resources

**TITLE:** **City Council Policy D-9, Council Appointee Communications and Performance Evaluation Process**

## **RECOMMENDATION**

Adopt a Resolution of the City Council of the City of Mountain View Amending City Council Policy D-9, Council Appointee Communications and Performance Evaluation Process.

## **BACKGROUND**

Council Policy D-9 outlines the process for the City Council Appointee communications and performance evaluation. The evaluation process described in Policy D-9 has not been updated in several years and does not reflect the more modern evaluation process currently used by City Council.

In 2022, the City Council authorized contracting with a consultant to facilitate a more professional, enhanced annual Council Appointee evaluation process. The facilitated process the City currently uses is considered a local government best practice. The recommended policy updates reflect the modern performance evaluation process that the City follows.

## **ANALYSIS**

### **Council Appointee Evaluation Process**

In the current process, the Vice Mayor works closely with a professional facilitator to develop a work plan and timelines for the performance evaluation process.

The facilitator leads the main steps, which include:

- Meeting with each Council Appointee;
- Collecting year-in-review memorandums from Council Appointees;
- Meeting with each Councilmember individually to discuss performance themes;

- Facilitating closed session performance meetings; and
- Summarizing Council's feedback for each Council Appointee and coordinating evaluation meetings between the Vice Mayor and each appointee.

Staff recommends revising Policy D-9 to accurately reflect the current evaluation process, including the use of a professional facilitator to implement the action steps and assist the City Council.

Importantly, updating the timeline to conclude the process in September allows Council and Council appointees to set goals that are closely aligned with the timing of the City Council's goals and projects, which are set on a fiscal-year basis.

#### Communication Between Council Appointees and City Council

Since the Policy was implemented, there have been a variety of formats and frequency in which each appointee communicates with the City Council. Staff recommends deleting this section of the Policy and providing flexibility for Council to request how each appointee communicates with Council on a case-by-case basis.

#### **FISCAL IMPACT**

The cost of the professional facilitator is approximately \$40,000 and is included in the Fiscal Year 2024-25 Recommended Budget.

#### **ALTERNATIVES**

1. Decline to amend City Council D-9, Council Appointee Communications and Performance Evaluation Process.
2. Provide other direction.

**PUBLIC NOTICING**—Agenda posting.

Prepared by:

Maxine Gullo  
Human Resources Director

Approved by:

Arn Andrews  
Assistant City Manager

Approved by:

Kimbra McCarthy  
City Manager

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Attachment: 1. Resolution Adopting Council Policy D-9