



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavalley, City Manager **E-SIGN:**
FROM: Alan Bullock, HR Director
DEPARTMENT: Human Resources

DATE: August 16, 2022

MEETING DATE: August 23, 2022

SUBJECT / TOPIC: Charter Officer Performance Appraisals

BACKGROUND INFORMATION:

This was the subject of discussion at the June 28, 2022 Council meeting. In subsequent discussion we resolved to formulate a simplified form and establish appropriate timing for now and future.

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

COUNCIL ACTION REQUESTED: For Staff Direction by Council Consensus
[Click or tap here to enter text.](#)

Format:

Please see attached, drafted to be clear, concise and cover pertinent areas. Charter Officers should supply goals and objectives to Councilmembers in advance of the appraisal.

Timing:

For FY22, Councilmembers should use the new form any time after August 23. Moving forward, these should tie in with pay increases. Accordingly, for future years the forms should be completed in June of each year so as to allow funds to be budgeted as appropriate.

Yes	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document(s) Reviewed for ADA compliance <small>(required if for agenda posting)</small>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	City Attorney Reviewed/Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Risk Management Review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Finance Department Review/Approval
		Funds Availability (account number): Click or tap here to enter text.

Original(s) attached:

Cc: