



# City of Pensacola

222 West Main Street  
Pensacola, FL 32502

## Memorandum

---

**File #:** 17-00571

City Council

10/12/2017

---

### **DISCUSSION ITEM**

**FROM:** City Council Member Sherri F. Myers

**SUBJECT:**

EVALUATION PROCESS FOR CITY COUNCIL STAFF

**SUMMARY:**

Section 4.02(a) of the City Charter allows for the City Council to have certain staff members. In the normal course of action, a mechanism needs to be in place in order to evaluate these staff members.

The Council Executive has created evaluation forms for staff along with a process to be followed for evaluation purposes for your consideration and discussion.

**PRIOR ACTION:**

None

**STAFF CONTACT:**

Don Kraher, Council Executive

**ATTACHMENTS:**

- 1) Council Executive Performance Evaluation Form
- 2) Executive Assistant to Council Performance Evaluation Form
- 3) Executive Assistant Performance Evaluation Form

**PRESENTATION:** No