

CITY OF KINGMAN
SPECIAL WORK SESSION OF THE COMMON COUNCIL

City Complex
310 N. 4th Street, Kingman AZ 86401

SUBCOMMITTEE MEETING – PERFORMANCE MEASURES
JANUARY 16, 2017 10:00 AM

ATTENDEES: Vice-Mayor Jen Miles, Councilmembers Jamie Scott-Stehly and David Wayt

PURPOSE: To discuss the development of performance measures for the City Manager, City Attorney and City Magistrate

MEETING SUMMARY

The attendees agreed that the subcommittee will create recommendations as follows:

1. Performance evaluation documents that the City Council will use when conducting annual reviews of the City Manager, City Attorney and City Magistrate;
2. Self-evaluation document to be utilized by the City Manager, City Attorney and City Magistrate that is aligned with evaluation objectives;
3. Performance Measurement and Reporting System to be implemented by City Manager pertaining to all City departments capable for performance measurement. This system will utilize key performance indicators (KPI) regarding departmental performance.

Prior to the meeting, relevant documents pertaining to performance had been collected from various sources including the Arizona League of Cities and Town, Mohave County Human Resources, and evaluation instruments provided by the City's Human Resources and Attorney's departments. The subcommittee selected certain documents to review and revise as follows:

City Manager: Councilmember Jamie Scott Stahly
City Attorney: Councilmember David Wayt
Self-Evaluation instrument: Vice-Mayor Jen Miles

In addition, HR Director Jackie Walker will be asked for current job descriptions for City Manager, City Attorney and City Magistrate. Vice-Mayor Miles will meet with City Attorney Cooper to discuss an potential ordinance establishing a Performance Measurement and Reporting System.

NEXT MEETING: January 25, 2017, 11:15 AM, City Complex