

REVISED



City Council Work Session

Thursday, January 22, 2026
4:00 p.m.

Council Chambers Conference Room
88 E. Chicago St., Chandler, AZ



Work Session



Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. 38-431.02, notice is hereby given to the members of the Chandler City Council and to the general public that the Chandler City Council will hold a WORK SESSION open to the public on Thursday, January 22, 2026, at 4:00 p.m., in the City Council Chambers Conference Room, 88 E. Chicago Street, Chandler, Arizona. One or more members of the Chandler City Council may attend this meeting by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at 480-782-2181 (711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Agenda

Call to Order

Discussion

1. **Presentation and Discussion of Performance Evaluation Process for Appointed Officials**

Public Comment

Public comments will be heard only for the item(s) on that published meeting agenda. Up to 15 minutes will be allotted for public comments on the agenda item(s) at the end of the agenda and each speaker will be allocated up to three minutes at the discretion of the Presiding Officer or designated parliamentarian.

Adjourn



City Council Memorandum Human Resources Memo No.

Date: January 22, 2026
To: Mayor and Council
From: Kristin Maier, Human Resources Acting Director
Subject: Presentation and Discussion of Performance Evaluation Process for
 Appointed Officials

Attachments

Presentation of Performance Evaluation Process for Appointed Officials



Appointed Performance Review Process

Human Resources



Appointed Positions

City Manager

City Attorney

City Clerk

City Magistrate

Chandler's Current Process

Individual meetings with City Council in executive session

No standardized evaluation form

Meetings may be different for each appointed staff member

Inconsistent approach across positions

Comparator Cities

Avondale, Mesa, Phoenix, Scottsdale, Queen Creek

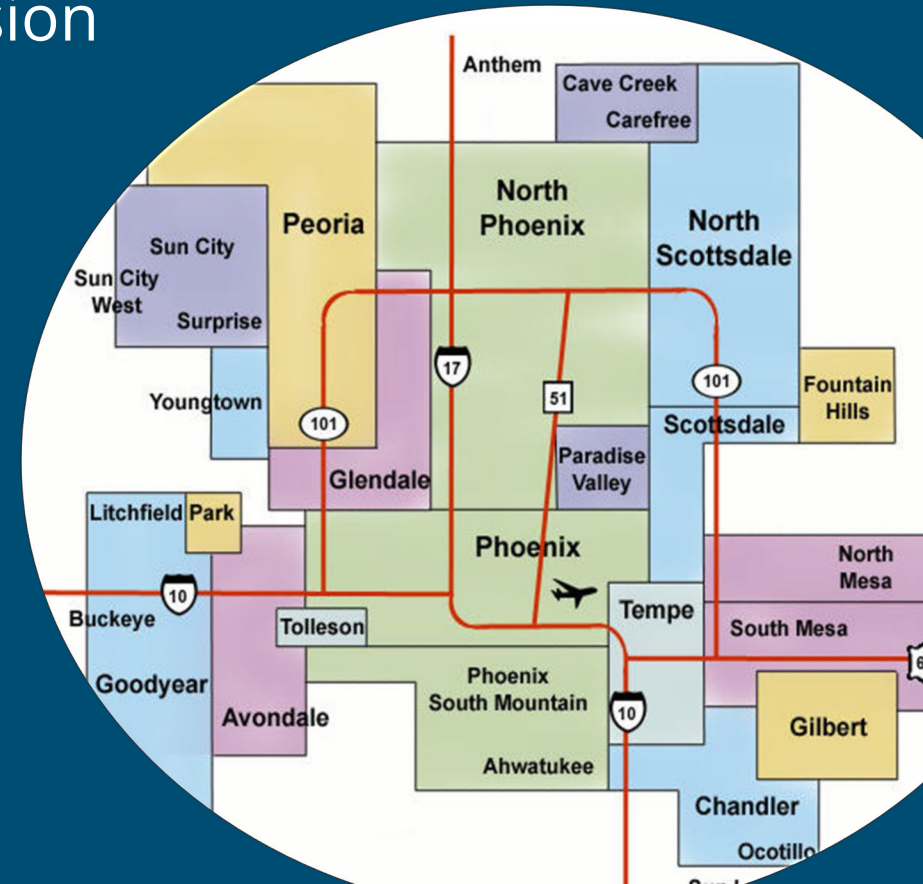
- No formal evaluation form
- Council meets with employee in executive session

Gilbert

- 360-Degree evaluation by direct reports
- Council review in executive session

Goodyear, Tempe, Peoria

- Formal evaluation form



Key Principles for Effective Evaluations



- Six-month evaluations at onset, annually thereafter
- Self-Assessment by appointee
(accomplishments, challenges & needs)
- Performance Goals & Objectives
- Leadership & Management
- Opportunity for Communication

Option 1: Universal Evaluation

- Single Evaluation Form Used for All Appointed Employees
 - Narrative Format
 - 3-6 Evaluation Categories
 - Standardized Process Across All Positions
 - Goal Setting for Future
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Option 1: Universal Evaluation

Considerations

Advantages

- Consistency
- Easy to Administer
- Comparable Results

Challenges

- May Not Capture Role-specific Responsibilities
- Generic criteria may miss unique contributions

Option 2: Role-Specific Evaluation

- Tailored Evaluation for Each Unique Role and Responsibilities
- Position-Specific Performance Categories
- Criteria Relevant to Each Role
- Open ended narrative format

Option 2: Role-Specific Evaluation

Category Examples

City Manager		City Attorney	
Policy Execution Fiscal Management Strategic Planning	Organizational Leadership Community Relations	Legal Advice Accuracy Ordinance Drafting	Litigation Management Risk Management
City Clerk		City Magistrate	
Meeting Minutes Election Management	Records Management	Courtroom Management Customer Focus	Judicial Consistency Legal Compliance

Option 2: Role-Specific Evaluation

Considerations

Advantages

- Captures Role Responsibilities
- Relevant Performance Criteria
- Meaningful Feedback

Challenges

- Increased time to Develop
- Less Comparability across Positions
- Multiple Forms to Manager

Process Support and Options

Process Support from HR

- Work with Council to establish evaluation criteria
- Create online evaluation forms
- Compile Councilmembers' individual evaluations
- Summary of common themes without attribution
- Individual & Final combined evaluations will become public record

Key Decisions and Next Steps



Selection of Evaluation Format
Establish Evaluation Criteria/Categories
Determine Timeline

Development of evaluation forms
Establish evaluation timeline & process
Present final recommendations for Council approval



Thank you!



Questions?