

AGENDA

WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA,
TO BE HELD JULY 11, 2017, AT 6:00 PM., AT THE COUNCIL CHAMBERS BUILDING, 826
NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE
DIRECTION TO STAFF:

***Comments regarding items listed on the agenda are limited to a 5
minute time period per speaker.***

- 15 minutes 1. EVALUATION FORM(S) TO BE USED FOR THE CITY MANAGER,
CITY ATTORNEY, & CITY CLERK & CITY MAGISTRATE'S
EVALUATIONS.

- IV. ADJOURNMENT

Pursuant to A.R.S. 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. 38-431.03.(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal 504 and ADA laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

Members of the City Council will attend either in person or by telephone conference call.

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting
Date: July 11, 2017
Subject: Contract Employees' Evaluation Form.
Department: Mayor
From: Mayor Tim Elinski

REQUESTED ACTION

Determination of Evaluation Form to be Used for the City Manager, City Attorney, City Clerk & City Magistrate.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

N/A--direction only.

BACKGROUND

The Council last discussed this matter at the April 11, 2017, work session and the consensus was to use the same evaluation procedures as in past years for contract employees for 2017 evaluations. We also discussed reviewing evaluation forms to be used starting in 2018.

Attached are sample forms provided by the Human Resource Director, Amanda Wilber, that I distributed to the Council for review last April, and the city's newly revised evaluation form that was released this month. We will discuss the forms and make notes or modification to the forms provided in order to create a form to be used for contract employee evaluations in 2018.

ATTACHMENTS:

File Name	Description	Type
COC_Perf_Review_Rev._7-1-17_Fillable.pdf	New City Evaluation Form	Cover Memo
City_Manager_Performance_Evaluation.pdf	City Manager Performance Evaluation	Cover Memo
City_Manager_Leadership_Questionnaire.pdf	City Manager Leadership Questionnaire	Cover Memo
City_Manager_Effectiveness.pdf	City Manager Effectiveness	Cover Memo

City_Clerk_Effectiveness.pdf

City_Attorney_Effectiveness.pdf

Judge_Evaluations.pdf

City Clerk Effectiveness


City Attorney Effectiveness

Magistrate Evaluations

Memo

Cover
Memo

Cover
Memo

	<p align="center"><i>Performance Evaluation</i> <i>(Effective January 1, 2007)</i> <i>(Revised July 1, 2017)</i></p>
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Employee Name:***Job Title:******Evaluation Period From:***

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Probation:***Monthly******6 Month******Evaluator Name:******1 Year******Evaluator Title:******Annual*****MISSION STATEMENT**

Cottonwood employees are committed to providing responsive, innovative, respectful and sustainable services to our community members and visitors in an effort to effectively improve the quality of life in our community.

OUR VALUES

Treat Everyone with Dignity and Respect

Ensure for Uncompromising Integrity

Communicate and Actively Listen

Be Responsive and Accountable

Be Innovative

Be a Professional in Attitude, Conduct, and Appearance

Strive to Provide Effective and Efficient Services

Part I: DEVELOPMENT AND REVIEW**A. SELF EVALUATION :**

Please allow the employee to fill out the self-evaluation form and submit it to the evaluating supervisor prior to completion of the performance evaluation.

B. FORTHCOMING YEAR'S GOALS:

(Goals should not be tied to financial obligations. Goals should be related to the overall goals and mission of the department. Use the S.M.A.R.T. goal outline to ensure goals are specific, measurable, achievable, relevant, and time bound):

NEW GOALS	TIMELINE

C. PROFESSIONAL DEVELOPMENT:

(Actions, duties, and tasks which the supervisor and the employee have agreed upon to further develop and improve employee's capabilities. Note in the NEED HELP section if the City or supervisor needs to provide assistance with the item.)

Employee Development	NEED HELP?	TIMELINE

Part II: PERFORMANCE STANDARDS

This form is a template, therefore, compatible with including as much information as you wish to include in the comments area.

Instructions:

- (1) Check the box above the description that **most nearly** expresses your overall assessment of each quality.
- (2) Provide written comment in support of your overall assessment for each quality. Merit increases will not be given unless an employee receives a score of at least 3 in all categories.
- (3) If employee has been rated unsatisfactory in any category, the employee must be put on a performance improvement plan.

Part A: Organizational Values Assessment

Initiative <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to self-start on projects or toward approved goals. Willingness to collaborate and offer valid and innovative solutions.	Exceptional ability to self-start. Motivated to work toward and meet approved goals while motivating peers by collaborating and creatively problem solving.		Usually self-starts on projects and works toward approved goals. Often collaborative and offers valid solutions.		Adequately self-starts on projects and approved goals. Will work collaboratively if asked to do so. Rarely provides solutions.	Substandard self-starter. Unengaged in the workplace. Attempts to achieve the minimum and is unsuccessful at that. Does not attempt to achieve approved work goals.

Comments:

Professionalism	5	4.5	4	3.5	3	Unsatisfactory
<i>Check One Box</i> →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the degree of professionalism in attitude, conduct, appearance, and fiscal responsibility. Actions display integrity and organizational interests are taken above personal interests.	Exceptional attitude, conduct, and integrity in the workplace. Decision making is based on best interest for the City and not on personal bias. Consistently practices fiscal responsibility.		Usually has good attitude, conduct, and integrity in the workplace. Typically takes action in the best interest of the city over personal bias. Commonly practices fiscal responsibility.		Adequate attitude, conduct and integrity. Has propensity to communicate in fashion that may have negative effect on peers. May occasionally speak poorly of organization, colleagues and public or act fiscally irresponsible.	Substandard attitude and conduct in the workplace. Poor attitude and demeanor. Negatively effects organization, colleagues and public. Consistently fiscally irresponsible.

Comments:

Internal/ External Customer Service	5	4.5	4	3.5	3	Unsatisfactory
<i>Check One Box</i> →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to effectively be responsive to the needs of internal/external customers by actively listening, communicating clearly, working collaboratively and taking accountability for actions.	Exceptional ability to communicate with colleagues and public. Actively engages people. Sets and meets expectations.		Above average ability to communicate with colleagues and public. Commonly is responsive and accountable for actions.		Adequate ability to communicate with colleagues and public. Often needs to be reminded to follow up.	Substandard ability to communicate with colleagues and public. Unengaged in communication. Lacks ability to set and meet expectations.

Comments:

Part B: Performance Standards

Competency	5	4.5	4	3.5	3	Unsatisfactory
Check One Box →	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Consider the employee's ability to meet department and personal goals and objectives through their skills, abilities, and knowledge of position.	Meets all personal goals. Exceptional ability to strive toward and meet personal goals. Maximizes use of skills and abilities.		Meets more than half of personal goals. Shows above average skills, abilities and knowledge of position.		Meets less than half of personal goals. Does not fully utilize skills and abilities.	Does not meet personal goals. Does not use skills and abilities. Does not perform minimum function of position.

Comments:

Work Productivity	5	4.5	4	3.5	3	Unsatisfactory
Check One Box →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to provide effective and efficient services in a timely manner. Utilizes internal/external collaborative efforts to meet departmental goals and objectives.	Exceptional ability to organize and utilize time. Collaborates to improve efficiency and effectiveness of services. Always meets internal/external deadlines.		Above average ability to organize and utilize time. Commonly is collaborative. Almost always meets internal/external deadlines.		Adequate ability to organize and utilize time. Sufficiently contributes to meet department objectives. Often meets internal/external deadlines.	Substandard ability to organize and utilize time. Does not contribute to meet department objectives.

Comments:

Quality of Work <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to safely develop accurate and dependable results. Provides visible/tangible contributions to meet departmental goals and objectives.	Exceptional ability to produce accurate and reliable results. Always conducts work in a safe manner.		Strong ability to produce accurate and reliable results in a safe manner.		Adequate ability to produce accurate and reliable results in a safe manner.	Substandard ability to provide sufficient results. Results are unreliable and inadequate.

Comments:

Part C: Occupational Specific:

A minimum of one and up to three occupational specific categories should be included in each evaluation. These categories should be directly related to the specific functions of the position currently held by the employee. The rating supervisor and department head should work together to ensure the created category is appropriate.

EXAMPLE: Administrative Assistant – Finance/Human Resources

Category <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to accurately count and receipt in money daily from departments in a timely manner. Takes accountability for mistakes.	Exceptionally accurate and timely counting and receipting in money. Mistakes are rare or non-existent.		Above average ability to count and receipt in money. Usually accurate and usually takes accountability for mistakes.		Sufficiently able to count and receipt in money. Not consistently accurate and doesn't always take accountability for mistakes.	Substandard ability to count and receipt in money. Usually inaccurate and does not take accountability for mistakes.

Category <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Category <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Category <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Part III: Supervisor/Manager Standards:

The following additional section is to be completed for individuals with supervisory responsibilities including supervision of interns, part-time, or seasonal staff.

Leadership Skills <i>Check One Box</i> →	5	4.5	4	3.5	3	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the employee's ability to motivate staff to work cooperatively as a team. Provides clear direction and shows willingness to participate. Is a clear communicator and active listener.	Exceptional ability to maximize efforts of staff. Promotes teamwork, sets clear expectations and is an exceptional example.		Commonly leads by example and provides clear direction. Frequently sets clear expectations and participates often.		Adequately leads by example. Provides direction that is not always clear. Is able to participate, but does not always make it a priority.	Substandard ability to lead. Staff is not motivated and does not work together as a team. Provides little direction with no willingness to participate.

Comments:

Management Skills	5	4.5	4	3.5	3	Unsatisfactory
<i>Check One Box</i> →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the employee's ability to increase the department's capacity to provide effective and efficient services. Utilizes departmental goals to effectively monitor progress.	Exceptionally implements successful department processes that allows for efficient workflow and productivity to meet or exceed departmental goals.		Above average ability to implement effective and efficient processes to meet departmental goals.		Adequately monitors departmental effectiveness. Utilizes departmental goals. Sustains department's capacity to provide effective and efficient services.	Substandard ability to provide effective and efficient services. Departmental goals are not utilized.

Comments:

Employee Development	5	4.5	4	3.5	3	Unsatisfactory
<i>Check One Box</i> →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the ability to treat staff fairly in opportunity for decision making, professional development, and special projects. Uses positive reinforcement to recognize and encourage productive behaviors for all employees.	Exceptional ability to invest in employees equitably based on skills, abilities, and performance. Consistently recognizes employees for positive behavior. Ensures staff is treated fairly and with dignity.		Above Average ability to equitably distribute opportunities to staff. Staff is usually recognized for positive behavior and is treated fairly.		Adequate ability to treat staff fairly in opportunity. Recognizes staff regularly.	Substandard ability to treat staff fairly. Opportunities for training and projects not based on merit but on preferential treatment. Does not recognize staff.

Comments:

1. Additional evaluator comments:

2. Department Head comments if any:

Part IV: MERIT INCREASE

Employee's Name: _____

Effective Date of Merit Increase: _____

To complete merit increase, take the Total Rating Score from the Summary Evaluation. This will give you a number between 3-5. The evaluation number will equate to a merit increase percentage on the chart below.

Summary Evaluation Score = Achievement Level:

Achievement Levels	3.0-3.24	3.25-3.74	3.75-4.24	4.25-4.74	4.75-5.0
Merit Increase Percent	3	3.5	4	4.5	5

Merit Increase (%):

No Merit Increase Due at This Time

Merit Increase for Completion of Six-Month Orientation Period (1/2 Merit Increase)

Merit Increase for Completion of First Year of Employment (1/2 Merit Increase)

Annual Merit Increase

Evaluator's Name: _____

Evaluator's Signature: _____ **Date:** _____

I understand the contents of this evaluation and it has been discussed with me.

Employee's signature: _____ Date: _____

Do you wish to make an appointment with HR to discuss your evaluation? Yes ____ No ____



CITY OF COTTONWOOD

City Manager Performance Evaluation Form

(Please return the completed form no later than July 8, 2016 to the Human Resources Manager in a confidential sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Manager, 340-2717.)

SECTION 1

Ratings: 1=Below Expectations, 3=Meets Expectations, 5=Exceeds Expectations, N/O=Not Observed

Evaluation Categories	1	2	3	4	5	N/O
<u>Communication with Council</u> – Maintains effective written and verbal communication with Council. Maintains availability to Council. Establishes and maintains a system of reporting current plans and activities of the staff to Council. Ensures that staff reports are useful, timely, provide alternatives, and, where applicable, recommend actions.						
<u>Policy Implementation and Development of Goals</u> – Plans, organizes and executes approved Council policies and assists the Council in the development of annual and long-range goals.						
<u>Staff Relations and Development</u> – Sufficient training and development are provided for the personal/professional development of the staff. Keeps employees informed appropriately of City affairs and policies which may affect them. Inspires and motivates the staff through confidence, competence and enthusiasm, to achieve their best and fulfill the objectives of their department and the City.						
<u>Financial Planning and Administration</u> – Demonstrates budget skills and experience and proposes a balanced, understandable and well-documented budget. Controls expenses within the levels set by the budget.						
<u>Delivery of Town Services</u> – Ensures that City services are delivered effectively and efficiently, as authorized and budgeted by the City Council.						
<u>Community Relations</u> – Demonstrates effective communication with citizens and shows an honest interest in the community. Effectively deals with the news media and avoids politics and partisanship. Properly conveys the policies and programs of the City to the press and to the citizens.						
<u>Intergovernmental Relations</u> - Deals effectively with other units of government at the local, regional, state and federal level. Develops relationships that are beneficial to the City. Is able to facilitate cooperative efforts among various local agencies and the City.						
<u>Personal/Professional Development</u> – Keeps informed and abreast of the latest information and technology available in his profession and in municipal affairs.						
<u>Integrity</u> – Fulfills responsibilities and duties in accordance with the ICMA Code of Ethics.						

SECTION 2: Accomplishments

Has the City Manager accomplished, or satisfactorily worked toward accomplishing, the goals established by the Council? Why or why not?

SECTION 3: Strengths

Based upon your overall evaluation of the City Manager, what areas would you list as his strong points as a Manager?

SECTION 4: Suggested Improvements

Based upon your evaluation, what areas would you suggest the City Manager work on to improve his skills and to be more effective in specific areas or situations?

SECTION 5: Goals

What are the major goals on which the City Manager needs to focus in the coming year?

SECTION 6: Council/Manager Relations

Do you have any suggestions for improving the effectiveness between the Council and the City Manager?

Are there any other suggestions or comments you wish to have discussed at his evaluation session?

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS 60637

City of Cottonwood
Performance Review

Leadership Team Questionnaire for City Manager 360 Evaluation:

Please rate the following statements on a scale of 1-5 as follows:

1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

1.	Manager is fully engaged with the Leadership Team	
2.	Manager maintains a high standard of professionalism	
3.	Manager is willing and eager to assist other departments	
4.	Manager follows through on commitments	
5.	Manager evaluates and seeks all information before drawing a conclusion	
6.	Manager has a vested commitment to the City	
7.	Manager is regularly available to meet with Leadership Team members	
8.	Manager is clear and direct in communicating expectations of Leadership Team	
9.	Manager makes decisions in the best interests of the City	
10.	Manager utilizes staff time effectively and efficiently	

The areas where the City Manager excels:

The areas where the City Manager needs improvement:

Any additional comments you would like to make about the City Manager?



CITY OF COTTONWOOD

City Manager Effectiveness Evaluation

In keeping with the City of Cottonwood's goal to continuously improve, we are asking for your candid feedback on our City Manager. A summary of results will be prepared, given to City Council, so they can use them to evaluate the City Manager's effectiveness. Your individual responses will remain completely confidential.

Please return the completed form no later than **October 7, 2016** to the HR Manager in a confidential, sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Manager, 340-2717.

Valuing	Never	Seldom	Sometimes	Frequently	Always
Shows respect for all team members	1	2	3	4	5
Seeks input from team members	1	2	3	4	5
Measures results instead of methods or styles	1	2	3	4	5
Gives support when and where needed	1	2	3	4	5
Recognizes good actions and good results "catches people doing things right"	1	2	3	4	5
Maintains a balance between "people" issues and "business" issues	1	2	3	4	5
Shows genuine concern for team members	1	2	3	4	5
Keeps the focus on fixing problems rather than finding someone to blame	1	2	3	4	5
Treats people fairly, without favoritism	1	2	3	4	5
Protects confidentiality	1	2	3	4	5

Interdependence	Never	Seldom	Sometimes	Frequently	Always
Supports a team environment – places a premium on collaboration, cooperation, and contributing to others' success	1	2	3	4	5
Recognizes and rewards team -- supportive actions and behaviors of others	1	2	3	4	5
Protects the absent – doesn't criticize those who are not present	1	2	3	4	5
Considers the impact of actions and decisions on other departments before implementing	1	2	3	4	5

Communication	Never	Seldom	Sometimes	Frequently	Always
Listens effectively	1	2	3	4	5
Encourages others to express different ideas and perspectives	1	2	3	4	5
Takes time to understand other perspectives -- open to changing his/her position	1	2	3	4	5
Open to constructive feedback	1	2	3	4	5
Gives enough information, keeps me informed	1	2	3	4	5
Gives enough open and honest feedback	1	2	3	4	5
Effectively deals with conflict	1	2	3	4	5
Lets me know how I am doing	1	2	3	4	5
Involves me in decision making	1	2	3	4	5
Communicates openly and honestly	1	2	3	4	5

Valuing Diversity	Never	Seldom	Sometimes	Frequently	Always
Discourages devaluing comments/behaviors	1	2	3	4	5
Seeks input/feedback from diverse individuals, groups, and internal/external customers	1	2	3	4	5
Demonstrates commitment to valuing diversity	1	2	3	4	5
Open to diversity discussions and issues	1	2	3	4	5

Leadership	Never	Seldom	Sometimes	Frequently	Always
Encourages and embraces change – challenges status quo	1	2	3	4	5
Provides cross-functional development opportunities for team members	1	2	3	4	5
Encourages and supports my involvement in training and development	1	2	3	4	5
Encourages and supports my involvement in community activities and events	1	2	3	4	5
Actions and behaviors are consistent with words	1	2	3	4	5
Is trustworthy	1	2	3	4	5
Is a role model for continuous improvement	1	2	3	4	5
Uses a coaching management style rather than a boss management style	1	2	3	4	5
Supports a customer service approach for both internal and external customers	1	2	3	4	5
Deals with issues that need to be addressed	1	2	3	4	5
Provides a clear sense of purpose and direction	1	2	3	4	5



CITY OF COTTONWOOD

City Clerk Effectiveness Evaluation

In keeping with the City of Cottonwood's goal to continuously improve, we are asking for your candid feedback on our City Clerk. A summary of results will be prepared, given to City Council, so they can use them to evaluate the City Clerk's effectiveness. Your individual responses will remain completely confidential.

Please return the completed form no later than **May 15, 2017** to the HR Manager in a confidential, sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Manager, 340-2717.

Valuing	Never	Seldom	Sometimes	Frequently	Always
Shows respect for all team members	1	2	3	4	5
Seeks input from team members	1	2	3	4	5
Gives support when and where needed	1	2	3	4	5
Shows genuine concern for team members	1	2	3	4	5
Keeps the focus on fixing problems rather than finding someone to blame	1	2	3	4	5
Treats people fairly, without favoritism	1	2	3	4	5
Protects confidentiality	1	2	3	4	5

Communication	Never	Seldom	Sometimes	Frequently	Always
Listens effectively	1	2	3	4	5
Encourages others to express different ideas and perspectives	1	2	3	4	5
Effectively explains processes when needed to council, employees, and public	1	2	3	4	5
Open to constructive feedback	1	2	3	4	5
Gives enough information, keeps me informed	1	2	3	4	5
Gives enough open and honest feedback	1	2	3	4	5
Effectively deals with conflict	1	2	3	4	5
Communicates openly and honestly	1	2	3	4	5
Effectively provides research and information to council, public, and City employees.	1	2	3	4	5

Interdependence	Never	Seldom	Sometimes	Frequently	Always
Supports a team environment – places a premium on collaboration, cooperation, and contributing to others' success	1	2	3	4	5
Considers the impact of actions and decisions on other departments before implementing	1	2	3	4	5
Effectively distributes relevant information, policies, and procedures regarding City matters to departments and general public.	1	2	3	4	5
Actions and behaviors are consistent with words	1	2	3	4	5
Is trustworthy	1	2	3	4	5
Uses a coaching management style rather than a boss management style	1	2	3	4	5
Supports a customer service approach for both internal and external customers	1	2	3	4	5
Deals with issues that need to be addressed	1	2	3	4	5
Provides a clear sense of purpose and direction	1	2	3	4	5



CITY OF COTTONWOOD

City Attorney Effectiveness Evaluation

In keeping with the City of Cottonwood's goal to continuously improve, we are asking for your candid feedback on our City Attorney. A summary of results will be prepared, given to City Council, so they can use them to evaluate the City Attorney's effectiveness. Your individual responses will remain completely confidential.

Please return the completed form no later than **July 14, 2017** to the HR Manager in a confidential, sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Manager, 340-2713.

Valuing	Never	Seldom	Sometimes	Frequently	Always
Shows respect for all team members	1	2	3	4	5
Seeks input from team members	1	2	3	4	5
Measures results instead of methods or styles	1	2	3	4	5
Gives support when and where needed	1	2	3	4	5
	1	2	3	4	5
Maintains a balance between "people" issues and "business" issues	1	2	3	4	5
Shows genuine concern for team members	1	2	3	4	5
Keeps the focus on fixing problems rather than finding someone to blame	1	2	3	4	5
Treats people fairly, without favoritism	1	2	3	4	5
Protects confidentiality	1	2	3	4	5

Interdependence	Never	Seldom	Sometimes	Frequently	Always
Supports a team environment – places a premium on collaboration, cooperation, and contributing to others' success	1	2	3	4	5
Recognizes and rewards team -- supportive actions and behaviors of others	1	2	3	4	5
Protects the absent – doesn't criticize those who are not present	1	2	3	4	5
Considers the impact of actions and decisions on other departments before implementing	1	2	3	4	5
Remains up to date on new and emerging laws and regulations that influence and effect the City and keeps respective City leaders informed on the changes					

Communication	Never	Seldom	Sometimes	Frequently	Always
Listens effectively	1	2	3	4	5
Encourages others to express different ideas and perspectives	1	2	3	4	5
Takes time to understand other perspectives -- open to changing his/her position	1	2	3	4	5
Open to constructive feedback	1	2	3	4	5
Gives enough information, keeps me informed	1	2	3	4	5
Gives enough open and honest feedback	1	2	3	4	5
Effectively deals with conflict	1	2	3	4	5
Lets me know how I am doing	1	2	3	4	5
Involves me in decision making	1	2	3	4	5
Communicates openly and honestly	1	2	3	4	5

Valuing Diversity	Never	Seldom	Sometimes	Frequently	Always
Discourages devaluing comments/behaviors	1	2	3	4	5
Seeks input/feedback from diverse individuals, groups, and internal/external customers	1	2	3	4	5
Demonstrates commitment to valuing diversity	1	2	3	4	5
Open to diversity discussions and issues	1	2	3	4	5

Leadership	Never	Seldom	Sometimes	Frequently	Always
Encourages and embraces change – challenges status quo	1	2	3	4	5
Actions and behaviors are consistent with words	1	2	3	4	5
Is trustworthy	1	2	3	4	5
Is a role model for continuous improvement	1	2	3	4	5
Uses a coaching management style rather than a boss management style	1	2	3	4	5
Supports a customer service approach for both internal and external customers	1	2	3	4	5
Deals with issues that need to be addressed	1	2	3	4	5
Provides a clear sense of purpose and direction	1	2	3	4	5

Dear Litigant or Witness:

The Cottonwood City Council requests your help in evaluating the performance of **Judge A. Douglas LaSota**. Your evaluation of the judge is important. Please complete the survey personally. Be candid in your response; your anonymity and confidentiality will be protected. Please take the time to complete and return the survey promptly – within a week after it is given to you if at all possible.

The results will be used by the City Council in its review of the judge's performance.

When you have completed the survey, please return it to the Court staff in this building, or you may return or mail it to the Human Resources Department, 816 N. Main St., Cottonwood, AZ 86326.

Thank you for participating in this process.

JUDICIAL PERFORMANCE STANDARDS

The judge shall decide cases based on applicable law, demonstrating competent legal analysis; be free from personal bias, administering justice fairly, ethically, and uniformly; issue prompt and understandable rulings and directions; be dignified, courteous, and patient; and manage the courtroom and office effectively.

	<u>Unacceptable</u>	<u>Poor</u>	<u>Satisfactory</u>	<u>Very Good</u>	<u>Superior</u>	<u>Can't Rate</u>
Section I: Integrity						
1. Basic fairness and impartiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Equal treatment regardless of race.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Equal treatment regardless of gender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Equal treatment regardless of religion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Equal treatment regardless of national origin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Equal treatment regardless of disability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Equal treatment regardless of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Equal treatment regardless of sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal treatment regardless of economic status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

Section II: Communication Skills

10. Explained proceedings to the jury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Explained reasons for delays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clearly explained the juror's Responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

Section III: Judicial Temperament

13. Understanding and compassion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dignified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Conduct that promotes public confidence in the court and judge's ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

Section IV: Administrative Performance

18. Punctual in conducting proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Maintained proper control of courtroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Was prepared for the proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

Amanda Wilber

From: Randall, Janie <JRandall@courts.az.gov>
Sent: Wednesday, February 15, 2017 10:49 AM
To: baylesslaw@gmail.com; Michael Shaw (michael.shaw@shawlawfirmaz.com); 'sebrina.shaw@shawlawfirmaz.com'; 'david@gordonlawaz.com'
Cc: Iris Dobler
Subject: Re-appointment Judge LaSota
Attachments: Judicial Staff Survey Form.pdf

Our Presiding Magistrate, Judge LaSota, will be approaching the end of his appointment term in April, 2017. The Mayor and City Council have asked Human Resources to conduct a survey of all court staff and court users. Please feel free to fill out the attached survey and return to Iris Dobler at City of Cottonwood Human Resources. Completed surveys may be mailed to Attn: Iris Dobler, 816 N. Main Street, Cottonwood, AZ 86326. Completed surveys can also be sent by email to idobler@cottonwoodaz.gov. If you have any questions, please feel free to contact me or contact Iris at (928) 340-2717. Thank you for your participation.

Janie B Randall
Court Administrator/Associate Magistrate
Cottonwood Municipal Court, #1342
665 East Mingus Avenue
Cottonwood, AZ 86326
(928)340-2183 (Direct Line)
(928)634-7864 (f)
jrandall@courts.az.gov

"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." - John Quincy Adams

CITY OF COTTONWOOD
JUDICIAL PERFORMANCE REVIEW
Staff Survey

Dear Judicial Staff Member:

The City Council has requested your participation in the Judicial Performance Review survey process for the Judge listed below.

Be assured, the information on the returned surveys is treated confidentially. If you have provided staff assistance to this judge and are able to respond to the questions, please take the time to complete and return the survey promptly, preferably within the same week. Please complete the survey personally. Be candid in your responses; your anonymity and confidentiality will be protected.

When you have completed the survey, please return it to the City Human Resources Department.

JUDGE: Hon. A. Douglas LaSota

Please rate this judge according to the performance standards below. If you are not able to rate this judge in an area, mark "Can't Rate."

JUDICIAL PERFORMANCE STANDARDS

The judge shall administer justice fairly, ethically, uniformly, promptly, and efficiently. The judge shall be free from personal bias in decision making, shall decide cases based on proper application of law and procedure to the facts, and shall issue prompt, clear rulings, and decisions that demonstrate competent legal analysis. The judge shall act with dignity, courtesy, and patience. The judge shall effectively manage the courtroom and discharge the administrative responsibilities of the office.

The surveys will be used by the City Council when they prepare to do the judge's performance review. If you wish to submit any other comments, please do so on a separate sheet of paper, but submit with this survey form. Thank you for your participation.

	Unaccept- able	Poor	Satis- factory	Very Good	Super- ior	Can't Rate
Section I: Integrity						
1. Basic fairness and impartiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Equal treatment regardless of race.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Equal treatment regardless of gender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Equal treatment regardless of religion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Equal treatment regardless of national origin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Equal treatment regardless of disability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Equal treatment regardless of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Equal treatment regardless of sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal treatment regardless of economic status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

	Unaccept- able	Poor	Satis- factory	Very Good	Super- ior	Can't Rate
Section II: Communication Skills						
10. Clear and logical communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

	Unaccept- able	Poor	Satis- factory	Very Good	Super- ior	Can't Rate
Section III: Judicial Temperament						
11. Understanding and compassion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dignified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Conduct that promotes public confidence in the court and judge's ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

	Unaccept- able	Poor	Satis- factory	Very Good	Super- ior	Can't Rate
Section IV: Administrative Performance						
16. Punctual in conducting proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Maintains proper control over courtroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Prepared for proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Respectful treatment of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Cooperation with peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Efficient management of calendar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

UNITED STATES OF AMERICA
DEPARTMENT OF JUSTICE

Grand Jury

Indictment

IN SENATE COUNTY, NEW YORK

THE GRAND JURY

DOES hereby return and present the following indictment

against

JOHN J. BROWN

for

VIOLATION OF SECTION 160.50, VESSEL CODE

OF THE STATE OF NEW YORK

IN SENATE COUNTY, NEW YORK

ON OR ABOUT

THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED

AND FORTY TWO

AND ON OR ABOUT

THE MONTH OF

THE DAY OF

AT

IN

SENATE COUNTY, NEW YORK

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