

KATE McKENNA, AICP
Executive Officer

DATE: February 22, 2010
TO: Chair and Members of the Formation Commission
FROM: Kate McKenna, AICP, LAFCO Executive Officer

**SUBJECT: MID-YEAR REVIEW OF PERFORMANCE EVALUATION RATING
FORM AND ANNUAL WORK PROGRAM**

SUMMARY OF RECOMMENDATIONS:

The Executive Officer Evaluation Committee recommends that the Commission:

1. Approve revisions to the performance rating form for Fiscal Year 2009-2010 (Attachment 1), and
2. Accept a mid-year review of the LAFCO work program.

EXECUTIVE OFFICER'S REPORT:

The Executive Officer's annual performance evaluation program requires a routine mid-year review to assign numerical weights to six performance factors, and a mid-year review of the Commission's annual work program. These reviews were conducted by the Executive Officer Evaluation Committee on January 20. The Committee consists of LAFCO Chair Salinas, Commissioner Perkins, and Commissioner Rubio.

Attachment 1 is the recommended performance rating form. No changes are recommended to the numerical weights for the six performance factors. Changes are recommended to the overall rating categories, to split a large "satisfactory" category into two categories of "good" and "satisfactory". The rating scale has been adjusted to include the two categories. These changes are consistent with direction given by the

Commission last year. Upon approval, the form will be sent to all Commissioners in March as part of the Executive Officer's annual evaluation process.

Attachment 2 is a mid-year review of the annual work program. It contains a new task recommended by the Committee (bids for computer services).

ALTERNATIVE ACTIONS:

The Commission may remove this item from the Consent Calendar and direct changes to the rating form and/or work program.

Respectfully Submitted,

Kate McKenna, AICP
Executive Officer

Attachment 1: Recommended Performance Rating Form
Attachment 2: Mid-Year Review of Adopted Work Program