

# Memorandum



CITY OF DALLAS

DATE August 9, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **2018-19 Mayor and City Council Office Employee Evaluations**

September 1 marks the start of the performance self-evaluations for Mayor and City Council staff. As in previous years, I will be working to schedule one-on-one meetings with each Council Member to review and request your feedback on Council staff's self-evaluations. Your input is critical to providing thoughtful and informative reviews. For your reference, please find the detailed process below.

The evaluation process will be conducted electronically via the NeoGov portal (<https://login.neogov.com>).

- All employees should have access to [NeoGov](#) via their city email address and/or may be prompted to create a login.
- Employees will be asked to complete self-evaluations by Friday, September 13.
- As the department director, I will review self-evaluations and complete proposed ratings.
- After proposed ratings are completed, I will meet with each Council Member and review with you a copy of the proposed rating and 2019-20 goals and objectives prior to finalizing the evaluation and goals.
- Performance evaluations will be finalized and submitted to Human Resources and communicated to staff.
- Evaluations are anticipated to be finalized before November 1.

Please let me know if you have any questions.



Carrie Rogers  
Director  
Mayor and City Council Office

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Biliera Johnson, City Secretary  
Mark Swann, City Auditor  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors