



ANNUAL PERFORMANCE REVIEW - CITY MANAGER

Date Issued: 13.Jul.81

Mandated by: 28.Sep.92-RCM

Current Revision: 31.Jan.00

Cross-reference: HUM-004, HUM-007,
HUM-010, HUM-013, HUM-018

Next Review Diarized: Under Policy Committee Review

Responsibility: Mayor

POLICY

The Evaluation Committee, consisting of the entire City Council, conducts an annual salary review of the City Manager's position in April of each year. Responses from the review of the performance evaluation criteria form the basis for a narrative-style evaluation.

PROCEDURES

1. City Council meets with the City Manager informally. At this time, the City Manager provides a report of the specific accountabilities and previous year's objectives. A schedule for the following is finalized at this meeting.
2. Council completes the performance evaluation anonymously. The Mayor distributes the forms to all of Council and they are returned to the Mayor under CONFIDENTIAL cover.
3. The Recording Secretary in random-order compiles the evaluations into one report and distributes a copy of such to each member of Council. The individual evaluations are shredded.
4. Council meets informally to review the report and make any warranted revisions. The Recording Secretary distributes copies of the final report to Council members and the City Manager.
5. Council meets with the City Manager to discuss the report and hear the City Manager's responses.
6. Council again meets informally to discuss conclusions and recommendations.
7. The Mayor privately informs the City Manager of City Council's conclusions and recommendations.
8. A copy of the final report is retained in the Mayor's personal files to be turned over to his eventual successor.