

City of Pacific Grove

City Council Policy

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City Manager Performance Evaluation	000-27	February 2, 2022	1 of 1

PURPOSE:

To align City Manager with City Council goals and expectations and promote excellent City Manager performance.

POLICY & PROCEDURE:

A City Manager performance evaluation:

- Plans, reviews, and provides feedback on City Manager performance.
- Demonstrates organizational accountability to citizens and employees.
- Aligns City Manager responsibilities with City Council goals and expectations.
- Identifies further professional development of the City Manager.
- Is input for future compensation.

Council shall conduct annual City Manager performance evaluations consisting of:

1. Goal setting – The City Manager’s goals are those established at the beginning of the performance review period as per Council Goals Policy 000-26.
2. Interim feedback– Any Council Member who wishes to provide interim feedback to the City Manager may do so. These optional, informal discussions will remain private between the Council Member and City Manager.
3. End of year feedback - Process steps are, in order:
 - a. City Manager completes Council goals scorecard and self-evaluation form.
 - b. Council Members individually complete performance evaluation form and sends to a designated Council Member for consolidation.
 - c. Council reviews consolidated performance evaluation and finalizes document with facilitation of an outside human resources professional. The facilitation goal is to reach consensus.
 - d. Council meets with City Manager to discuss performance evaluation.

Performance evaluation should address the following:

- Characteristics of performance
 - Leadership and managerial ability
 - Community and regional relations
 - Knowledge and skills
 - Fiscal management
 - Council relations
 - Overall performance
- Strengths and areas for improvement/development
- Goals

The Brown Act authorizes performance evaluation of a public employee to be conducted in closed session. This applies to City Manager performance evaluations.

Adopted February 2, 2022 - Resolution 22-007