RESOLUTION NO. 22-007

A RESOLUTION OF THE CITY OF PACIFIC GROVE CITY COUNCIL
ESTABLISHING A CITY MANAGER PERFORMANCE EVALUATION POLICY

FINDINGS

1. Currently, a City Manager Performance Evaluation Policy does not exist.
2. A City Manager Performance Evaluation provides job performance feedback, promotes alignment with City Council goals, demonstrates organizational accountability, identifies areas for professional development, and is input for future compensation.
3. The purpose of the City Manager Performance Evaluation Policy is to establish a formal performance evaluation process.
4. City governance will be more effective with a City Manager Performance Evaluation Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes adoption of a Resolution to create a new City Council Policy establishing a City Manager performance evaluation process.
3. The City Manager Performance Evaluation Policy is hereby approved as attached to this Resolution, which by this reference is incorporated as set forth in its entirety.
4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 2nd day of February 2022, by the following vote:

AYES: Mayor Peake, Mayor Pro Tem McAdams, Councilmembers Amelio, Coletti, Poduri, Smith, and Tomlinson.
NOES: None.
ABSENT: None.

APPROVED:

BILL PEAKE, Mayor
ATTEST:    2/21/2022
DATED:________________________

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney
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