

ADMINISTRATIVE POLICIES AND PROCEDURES

**SUBJECT: PERFORMANCE EVALUATION OF CITY MANAGER, CITY ATTORNEY
AND FINANCE DIRECTOR**

EFFECTIVE: May 3, 2016

PURPOSE:

To establish a protocol for the City Council's evaluation of the City's three Charter Officers: the City Manager, City Attorney and Finance Officer ("Charter Officers").

POLICY:

To provide the highest levels of service to the citizens of Merced, it is the policy of the City Council to ensure that the City's Charter Officers be given annual performance evaluations to receive feedback on their performance, and to have objectives set for the upcoming year.

APPLICABILITY:

This Policy is applicable to the City's Charter Officers, including those serving in the role of an Acting or Interim Charter Officer.

PROCEDURES:

1. City Manager and City Attorney

Beginning one year after the City Manager and City Attorney's respective dates of hire, and thereafter on an annual basis, the City Council will meet with each individually in closed session to conduct a formal performance evaluation. The City Manager and City Attorney will coordinate and ensure the timely placement of their performance evaluations on the City Council's closed session agenda. It is the desire of the City Council that a constructive evaluation of these employees occur at a City Council meeting when the entire City Council is present to afford each Councilmember the opportunity to participate in the evaluations. However, the performance evaluations should not be unduly delayed due to an extended absence of one or more Councilmembers.

The performance evaluation criteria shall be in a format and manner chosen in the discretion of the City Council. The performance criteria shall include the Council's stated standards and expectations which are formulated by a consensus of the Council. The City Council may provide the City Manager and City Attorney with written feedback or a summary of their performance reviews to ensure that he or she is aware of his or her job performance, strengths and weaknesses and any issues that are in need of improvement. The City Council may also provide guidance on future efforts.

2. Finance Officer

Beginning one year after the Finance Director's date of hire, and thereafter on an annual basis at a time approximate to the employee's anniversary date (in that position), the Finance Officer will have a formal performance review. Pursuant to the City Charter, the City's Finance Officer is hired, and may be removed by a majority vote of the City Council, yet he or she works at the direction of the City Manager. It is the stated policy of the City Council that the task of conducting the Finance Officer's annual performance evaluation be delegated to the City Manager. Thereafter, before becoming final, City Council reserves the right to discuss and provide input on the Finance Officer's performance evaluation in closed session, at a City Council meeting when the entire City Council is present to afford each Councilmember the opportunity to provide input. An extended absence of one or more Councilmembers should not unduly delay the finalization of the performance review. The City Manager shall coordinate the timely placement of the performance review on the City Council's closed session agenda.

The performance evaluation criteria shall be in a format and manner acceptable to the City Council, and shall include stated standards and expectations. The City Manager and City Council may provide the Finance Officer with written feedback or a summary of his or her performance review to ensure that he or she is aware of his or her job performance, strengths and weaknesses and any issues that are in need of improvement. Guidance on future efforts may also be provided.

3. Right to Review

Nothing in this policy shall prevent the City Council (or the City Manager in relation to the Finance Officer) from scheduling an informal or formal

performance review of a Charter Officer at any time during the year, in accordance with the City Charter, Personnel Rules and Regulations and/or any applicable employment agreements.

APPROVED:

**Steve Carrigan
City Manager**