



Council Agenda Item

Meeting Date: November 21, 2023

Agenda Item: City Manager Performance Evaluation Tool and Surveys

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BACKGROUND

(Enter the who, what when, where, why)

1. Per the City Manager Annual Review Policy, no later than November 1, the HR Manager will provide Common Council with a draft of the proposed evaluation tool, which will include a survey component and questionnaire for distribution to all participating employees and officials.
2. At the second regular meeting of November, the Common Council will provide final feedback along with corrections or suggested additions.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 1) June 20, 2023 – Common Council reviewed the current City Manager Annual Policy. Suggested changes included the addition of a six-month review and incorporation of the management plan.
- 2) August 1, 2023 – HR presented policy changes to the City Manager Performance Evaluation Policy. Minor changes were requested regarding the addition of a private session with the City Attorney and/or HR and the deletion of the phrase “complete anonymity”.
- 3) August 15, 2023 – Competency categories were further discussed at the Common Council meeting. Discussion was held regarding staff surveys and citizen feedback.
- 4) November 7, 2023 – Common Council reviewed the initial draft of the City Manager Performance Evaluation Tool. Requests were made to add comment lines beneath each category and to ensure that Exit Interview Summaries, City Manager Public Speaking Survey Summaries and Departmental Budget Goal Achievement Recaps are provided with the supplemental material.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Placeholders have been added to the Self-Evaluation for supplemental information regarding exit interviews, public speaking surveys, departmental budget goal achievement recaps and a memo regarding the status of City Manager goals including the management plan.

Staff is recommending that the City Manager Performance Evaluation Tool be approved for use for distribution to all common council members, directors and direct reports of the city manager for review and completion.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

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1. City Manager Annual Review Policy
 2. City Manager Performance Evaluation Tool
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