

CITY COUNCIL POLICY

SUBJECT: COUNCIL APPOINTEE
PERFORMANCE EVALUATION PROCESS

NO.: D-9

PURPOSE:

To establish procedures governing the performance evaluation process for Council appointees.¹

POLICY:

The City Council shall follow the process as described below for evaluating the performance of City Council appointees.

Council Appointee Evaluation Process

1. The City Council shall implement a professionally facilitated performance evaluation process annually, where a facilitator will be utilized to assist and guide the process. A facilitated process is a local government best practice which provides a neutral facilitated dialogue between the City Council and the Council appointees. The City Council shall appropriate funding for this process accordingly.
2. In April/May, the Vice Mayor meets with the Human Resources Director, or designee, to identify and enter into a contract with a professional facilitator to conduct the Council appointee evaluation process. This step will occur if a contract does not already exist from the prior year(s).
3. In May, with assistance from the facilitator and the Human Resources Director, the Vice Mayor shall develop a work plan with anticipated deadlines, based on the guidance in this Policy, for the appointee performance evaluation process. The work plan may include: debrief from the previous year process, timelines, and other process topics.
4. The Human Resources Director shall work with the facilitator to schedule meetings between the facilitator and each City Councilmember in May to gather a limited

¹ This Policy shall apply to the City Auditor only if the City Auditor position is not combined with another position that reports directly to the City Manager. See Charter Section 710 (authorizing the City Council to combine the City Auditor position with any other City officer position). In the event the City Auditor position is combined with a position that reports directly to the City Manager, the City Manager will conduct the annual performance evaluation.

CITY COUNCIL POLICY

SUBJECT: COUNCIL APPOINTEE
PERFORMANCE EVALUATION PROCESS

NO.: D-9

number of areas of emphasis that the City Council wants the appointees to include in their memorandum.

5. The facilitator shall meet in May with each Council appointee to initiate the performance review process and discuss the following topics:
 - a. The procedures and timeline for the evaluation process;
 - b. Any specific issues an appointee would like to discuss during the process;
 - c. Any particular areas of emphasis that the City Council wishes to make an appointee aware of prior to the beginning of the evaluation process; and
 - d. The timeline shall provide each Council appointee no less than 45 days to prepare their year-in-review memorandum.
6. In June/July, the Council appointees shall submit their individual year-in review memorandum to the City Council. Each memorandum shall include: a self-assessment of personal growth over the past year, an evaluation of how the feedback in the previous year's performance evaluation was addressed, and for the coming year: (a) personal growth focus area(s); (b) impediments to executing operational responsibilities; and (c) how the Council work plan will be accomplished. It should also include any interests relative to compensation.
7. The Human Resources Director shall work with the facilitator to schedule a second set of meetings between the facilitator and each City Councilmember in July/August to review the year-in-review memorandums.
8. The facilitator shall develop a draft performance evaluation memorandum and questions the City Council will discuss in Closed Session with each Council appointee at the Closed Session in August.

CITY COUNCIL POLICY

SUBJECT: COUNCIL APPOINTEE
PERFORMANCE EVALUATION PROCESS

NO.: D-9

9. The Human Resources Director, or designee, shall conduct annual total compensation surveys for the City Attorney, City Auditor,² City Clerk, and City Manager positions. The surveys will be provided to the Council appointees and the facilitator prior to the first Closed Session in August each year.
10. The City Council and facilitator shall meet in August in Closed Session(s) to hear presentations by, and have discussions with, the City Attorney, City Auditor, City Clerk, and City Manager regarding their written memorandums. After each presentation, the City Council shall discuss with the facilitator the performance themes for the Council appointees. The City Council will also decide on the compensation adjustments, if any, for later sharing with each appointee.
11. The facilitator shall summarize the feedback in a draft written evaluation format. The City Council shall review the draft evaluations developed by the facilitator and confirm that the wording of the draft written consensus evaluations is consistent with the City Council's input from the Closed Session discussions.
12. The facilitator and Vice Mayor shall meet with the Council appointees individually in September to discuss the written evaluations and any compensation adjustments. The compensation adjustments are implemented as follows:
 - a. The amount of equity adjustments and merit increases shall be at Council's discretion. Appointees shall receive the compensation adjustments (cost-of-living (COLA), lump-sum payments, one-time leave hours) approved by the City Council in the same amount and at the same time as they are provided to unrepresented department heads.
 - b. The Mayor and Vice Mayor shall instruct the Human Resources Director to prepare Council agenda items on appointee compensation for City Council action in open session in September.
13. This Policy acknowledges that the timing of the process milestones may change if there are contributing factors to consider.

² The Human Resources Director is not required to conduct a compensation survey for the City Auditor if the City Auditor position is combined with another City officer position and reports to the City Manager pursuant to Charter Section 710.

CITY COUNCIL POLICY

SUBJECT: COUNCIL APPOINTEE
PERFORMANCE EVALUATION PROCESS

NO.: D-9

14. This Policy acknowledges that other formal and informal methods of Council/appointee communications, goal-setting, and performance evaluations exist. This policy does not preclude the use of these other methods by a majority vote of Council.

Revised: _____, Resolution No. _____

Revised: June 22, 2021, Resolution No. 18583

Revised: April 24, 2007, Resolution No. 17202

Revised: November 19, 2002, Resolution No. 16745

Revised: April 28, 1998

Revised: February 9, 1993, Resolution No. 15532

Effective Date: January 9, 1978, Resolution No. 15038

CNL POL

D09-601CP-Clean—04-26-24