

POLICY TITLE CITY MANAGER—ANNUAL PERFORMANCE EVALUATION

POLICY STATEMENT:

Under the Charter the Santa Cruz City Council is responsible for the appointment, supervision and performance review of the City Manager. The purpose of this policy is to ensure that the Santa Cruz City Council undertakes and completes a formal performance evaluation during each calendar year. In addition the City Manager performance evaluation will increase communication between the members of the elected body and the City Manager concerning his/her performance in the accomplishment of assigned duties and responsibilities and the establishment of new goals and objectives for the coming year. The annual evaluation should contain performance goals, objectives, and targets that are linked to the elected body's established strategic plans, goals and priorities.

The City Council will annually review the performance of the City Manager, typically one year after the City Manager's date of hire. The City Council, by a majority vote, may also decide to do an out of cycle review of the City Manager. The process shall include the opportunity for the City Council and City Manager to:

1. Prepare written evaluations,
2. Meet and discuss the final evaluation in a closed session meeting,
3. Present a written summary of the evaluation, and
4. Determine compensation adjustments.

The Human Resources Director in consultation with the City Attorney will meet with the Mayor each year to coordinate the evaluation process.