

Proposed City Manager Annual Performance Review Process:

February:

- By February 15th each year, the City Council and City Manager will approve no more than 10 (ten) shared annual goals (e.g. Universal Pre-K, Affordable Housing, Municipal Broadband), the performance review process and timeline, and City Council survey or written template with appropriate metrics. (See attached example of a survey or written template we could consider)
- The Mayor will designate a City Manager Performance Review Ad Hoc Committee with a chair to coordinate the process
- Process to hire an outside, independent, vendor who will perform a climate survey of all City employees in August/September annually will be determined with Purchasing and Personnel departments
- City Partners to involve in the review process will be named

June:

- The City Manager Performance Review Ad Hoc Committee Chair will meet with the City Manager to review progress on shared goals by June 30th annually, to provide an opportunity to check in mid-way through the year

August/September:

- Climate survey of all City employees performed by chosen vendor. (Note: This survey shall serve as a useful tool for all departments, not just this specific purpose)

November:

- By November 15th, the City Manager will submit a **self-review** to the City Manager Performance Review Ad Hoc Committee
- The Chair of the City Manager Performance Review Ad Hoc Committee will gather feedback from the City Council through survey or written template on the City Manager's performance, in the form of appropriate metrics
- Reviews from direct reports will be collected with an agreed set of 10 questions provided by the City Manager Performance Review Ad Hoc Committee. Direct reports include the *Deputy City Manager, Assistant City Managers, City Solicitor, DEI Director, Chief People Officer, Police Commissioner, Fire Chief etc.*
- The community will have opportunities to give feedback through written communication to the Council at-large and/or the Ad-Hoc Committee
- Reviews from City partners (Universities, Business Associations, Non-Profit Coalition etc.) will be collected with an agreed set of questions provided by the City Manager Performance Review Ad Hoc Committee
- The Chair of the City Manager Performance Review Ad Hoc Committee will write a consolidated review of the employee Climate survey, direct report reviews, City partner surveys, and input from the City Councillors on shared goal metrics

December:

- The review will be delivered to the City Manager in open session by December 20th annually
- The written review will be provided to the City Manager at least 48 hours in advance of the open session
- There will be an opportunity for the City Manager to respond both verbally during open session and in writing afterwards if desired