



## City of Murrieta City Council Policy

POLICY: PERFORMANCE EVALUATION OF CITY  
MANAGER AND CITY ATTORNEY

POLICY NO.: 100-15

DATE: August 7, 2012

### ***PURPOSE***

To establish a protocol for the evaluation of the City Manager and City Attorney's ("employee's") performance.

### ***POLICY***

In order to ensure the highest level of service, it is important that the City Manager and the City Attorney receive periodic assessments and feedback for performance. It is the policy of the City Council to conduct a formal evaluation on an annual basis, with a mid-year informal review. The purpose of the informal review is to identify strengths and weaknesses of the employee in sufficient time to allow for correction prior to the formal review process.

### ***PROCEDURES***

1. The City Manager will place the reviews on the agenda in consultation with the Mayor (and City Attorney in the instance of his/her review). The reviews will be under the Closed Session portion of the agenda.
  - a. It is highly desirable to conduct the reviews with all five City Council members present to ensure that the employee receives input from the complete body.
2. Performance evaluation criteria shall include the City Council's stated expectations and standards, gained through consensus, as well as goals and other outcome measures determined through an annual City Council goal setting workshop.
3. If corrective action is expressly provided to the employee, re-assessment should be provided every six months thereafter until no further corrective action is given.
4. The City Manager and the City Attorney should each receive the first informal evaluation of job performance approximately six months from the date of employment.
  - a. Subsequent informal reviews will be held annually approximately six months after the formal review.
5. Formal reviews will be held on an annual basis, at approximately the employee's anniversary date in the position.
  - a. Feedback from the formal review process should be provided in writing to the employee to ensure that he/she is fully aware of their strengths and weaknesses and areas in need of improvement.
  - b. A consultant may be used, at the request of either the City Council or the employee, to facilitate the review process.

6. Nothing in this policy prevents the City Council from scheduling a review of the City Manager or City Attorney at any time during the year, in accordance with the Murrieta Municipal Code and the employee's contract.

***HISTORY***

Adopted



Douglas R. McAllister  
Mayor