

RECEIVED AT **COUNCIL MEETING OF:**

OCT 1 5 2013

OFFICE OF THE CITY CLERK CITY OF BERKELEY

SUPPLEMENTAL or REVISED **AGENDA MATERIAL**

Meeting Date:

10/15/2013

Item Number:

32

Item Description: Status Report on City Manager Evaluation

Supplemental/Revision Submitted By: Vice Mayor Linda Maio

"Good of the City" Analysis:

The analysis below must demonstrate how accepting this supplement/revision is for the "good of the City" and outweighs the lack of time for citizen review or evaluation by the Council.

Consideration of supplemental or revised agenda material is subject to approval by a two-thirds vote of the City Council. (BMC 2.06.070)

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REVISED

INFORMATION CALENDAR October 15, 2013

To:

Honorable Mayor and Members of the City Council

From:

Councilmembers Maio, Capitelli, and Wengraf (Ad Hoc Committee on City Manager Evaluation)

Subject:

Status Report on City Manager Evaluation

CURRENT SITUATION AND ITS EFFECTS

As a result of a unanimous City Council vote at its meeting of April 3, 2012, the members of the ad hoc City Manager evaluation committee (Maio, Capitelli, Wengraf, Worthington) have been working to create an evaluation process of the City Manager.

Members of the subcommittee want to inform the City Council and Mayor that the members are moving forward with the following to establish the formal performance evaluation of our City Manager, Christine Daniel:

It was determined that the assistance of a professional and experienced facilitator is appropriate and desired. After some research, and several interviews, a consultant/evaluator has been chosen. The following is the process to be used to include an appropriate and broad set of perspectives.

- 1. Consultant meets with City Manager and Chairperson Maio to go over process established by the Council, below. and discuss contract terms. Contract terms will reflect process (below), normal contract language, and cost which is expected to be well below City Manager threshold.
- 2. <u>City Manager prepares a profile of her accomplishments to go to Councilmembers.</u>

2. Committee finalizes contract terms

- 3. Consultant contacts interviewees to introduce purpose and go over process. S/he provides interviewees with general expectations for a City Manager, any other informational documents s/he believes will be helpful, and provides a questionnaire designed to elicit broad feedback.
- 4. Consultant meets with each Councilmember (interviewee) to review the completed questionnaire and elicit feedback verbally. Questionnaires remain confidential.

- 5. Consultant does the same with the following (interviewees) direct reports/department heads, including the City Auditor: Deputy City Manager; Public Works; Human Resources; Planning; Information Technology; City Attorney; City Clerk; Parks, Recreation & Waterfront; Fire; Finance; Police; Fire; Economic Development, Housing & Community Services; to elicit feedback verbally. Questionnaires remain confidential.
- 6. Consultant folds all comments together and prepares a summary document, taking care to preserve the anonymity of respondents, and drafts recommended performance goals and expectations for the coming year.
- 7. Ad Hoc committee reviews draft summary.
- 7. Summary and recommended performance goals and expectations form the basis of a closed session discussion wherein Council and consultant review and finalize these documents.
- 8. Consultant City Council and Consultant meet with City Manager in closed session to present the evaluation, performance goals, and expectations for the coming year.

CONTACT PERSON

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