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ACTION CALENDAR
October 29, 2013

To: Honorable Mayor and Members of the City Council

From: Kriss Worthington, District 7, Berkeley City Council

Subject: Establish an Annual City Manager Evaluation Policy

RECOMMENDATION

Establish a policy to conduct an annual performance evaluation of the City Manager in order to ensure efficient city operations.

BACKGROUND

The City Manager is responsible for ensuring the city's overall effectiveness and for acting as a conduit between legislative and executive branches. Conducting a regular evaluation of staff members in an organization is an essential part of maintaining transparency and accountability.

The City Council should conduct regular, systematic assessments of the City Manager by consulting different constituencies within the city in order to gain a complete picture of where the City Manager's strengths and weaknesses lie. The City Manager's performance affects the performance of the entire organization—one of the Council's chief concerns. By failing to adequately evaluate the City Manager, the City Council might miss an opportunity to express support for the Manager and strengthen their performance. Neglect can be costly, possibly resulting in high turnover, mistrust, and ongoing poor performance.

Such proposed policy should also be implemented on any acting-City Manager personnel. Under such circumstances the interim City Manager should be evaluated six months after they assumed such position.

In the past, neighboring cities such as Walnut Creek have also done past City Manager evaluations to ensure that their city reaches full efficiency. The City of Berkeley should take from the example of other cities in order to strengthen its accountability to its constituents.

FISCAL IMPACTS

Minimal.

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