

**CITY OF LA VISTA
COUNCIL POLICY STATEMENT**

CITY ADMINISTRATOR PERFORMANCE EVALUATION

**Issued: May 4, 2010
Resolution No. 10-054**

Purpose

The La Vista Mayor and City Council annually will evaluate the City Administrator's performance to accomplish the following purposes:

- provide accountability for the delivery of services, and use of City staff and other resources under the supervision and responsibility of the City Administrator;
- determine to what extent the City Administrator has accomplished performance goals established by the governing body;
- establish the City Administrator's performance goals for the next review period;
- identify other performance expectations that will enhance the Administrator's public service to the governing body and community;
- promote ongoing and constructive two-way communication between the governing body and Administrator about performance expectations; and
- determine, based on the governing body's findings, adjustments in the Administrator's compensation consistent with City's pay for performance philosophy.

Applicability

This policy shall apply to anyone who holds the position of City Administrator, except that a newly hired Administrator shall be evaluated at six month intervals during the first year after appointment and at least annually thereafter. The Mayor and City Council retain discretion to conduct an evaluation more frequently if a majority has concerns about the Administrator's performance.

Evaluation Process

The Mayor or his/her designee shall be responsible for initiating and facilitating the City Administrator's performance evaluation as follows:

1. Six weeks before the Administrator's performance evaluation is due for completion, the Mayor will request that he/she prepare a performance self-evaluation based upon performance goals established for the review period and the competencies identified in the City Administrator evaluation form.
2. Four weeks before the Administrator's performance evaluation is due for completion, the Mayor will distribute the evaluation form, the Administrator's current performance goals and the Administrator's self-evaluation to all governing body members who will have ten days to complete their individual evaluations.

3. The following numerical scale shall be used by each governing body member to evaluate competencies in the evaluation form and the Administrator's achievement of performance goals:

(1) Fails to Meet Expectations. Consistently fails to meet the specific performance competency. Represents a general performance weakness. Performance requires remediation. May have received previous warning from the governing body related to this competency.

(2) Meets Expectations. Consistently and routinely meets parameters of a performance competency. Administrator does what is necessary. Performs without the need for repeated reminders from the governing body.

(3) Exceeds Expectations. Fully and routinely excels in performing a particular performance competency. Consistently performs beyond the established minimum parameters. His or her performance of a particular competency serves as a model for the performance of department heads and other staff.

(4) Exemplary. Consistently far exceeds a competency standard in a way that yields unprecedented benefits and the highest possible value for the community and City organization.

4. The Mayor or his/her designee shall combine the evaluations of each governing body member into a consolidated evaluation document. Scores from all individual assessments by governing body members shall be totaled and all written comments reported.

5. Two weeks before the Administrator's performance evaluation is due for completion, the Mayor and City Council shall meet in executive session to review the consolidated evaluation document and determine the governing body's evaluation the Administrator's performance as follows:

- a. An overall finding of the Administrator's performance shall be determined by adding individual scores from each governing body member's completed form. The following scale shall be used to arrive at a general finding of performance:

Total Point Score	General Performance Finding
0 – 270 points	Fails to meet expectations
271 – 450 points	Meets expectations
451 – 630 points	Exceeds Expectations
631 – 720 points	Exemplary

- b. A general finding of the Administrator's performance shall be determined by identifying: *Areas of unanimous/substantial agreement on Administrator's performance.*

- c. Disagreement among members of the governing body as to the Administrator's performance shall be noted by identifying: *Areas of disagreement on Administrator's performance.*
5. During the same executive session, the Mayor or his/her designee shall facilitate and document ideas for the City Administrator's performance goals for the next review period.
6. At the next regularly scheduled meeting and in executive session, the Mayor and City Council shall:
 - a. review the consolidated performance evaluation document and determine final agreement on the governing body's evaluation of the Administrator's performance;
 - b. seek agreement on any desired adjustments to the City Administrator's compensation based on the performance evaluation;
 - c. seek tentative agreement on the Administrator's performance goals for the next review period;
 - d. meet with the City Administrator to report his/her performance evaluation, compensation adjustment and proposed performance goals, and invite his/her feedback and discussion; and
 - e. amend as needed and give final approval to the Administrator's performance goals for the next review period.

Additional Guidelines

1. All documents related to the City Administrator's performance evaluation are confidential personnel records, and all related discussions shall occur in executive session and remain confidential.
2. Decisions related to adjustments in the City Administrator's compensation shall be finalized in an open meeting through a formal motion and vote.
3. The final consolidated performance evaluation document, along with approved performance goals shall be placed in the personnel file of the City Administrator.
4. The Mayor may elect, subject to City Council approval, to retain the services of an outside facilitator to assist with the City Administrator's performance evaluation.

