

## CITY COMMISSION POLICY

**Policy 34  
May 4, 1993**

**Subject: City Manager Evaluation**

It shall be the policy of the City Council of the City of Wichita to have an annual performance evaluation of the City Manager. Under provisions of State law and City Ordinance, the City Manager is appointed by the City Council solely on the basis of administrative ability and his or her salary is established by Ordinance (K.S.A. 12-1011 et seq., Code 2.04.110). A procedure is established under this policy to give the Council the opportunity to review the performance of the City Manager on a regular basis and to take such action as is deemed appropriate. This process is also intended to foster open communication between the Council Members and the City Manager as to the expectations for the position.

Evaluation Procedure:

1. On or before June 1 of each year, the Personnel Director shall notify the City Council that the performance evaluation of the City Manager is due.
2. The Council, by motion, shall set a date for the evaluation.
3. The Council may conduct the evaluation in executive session under the procedures of the Kansas Open Meetings Act. Under normal circumstances, no one should be present in the executive session with the Council Members except when the presence of the Manager is required. The evaluation session may be continued from time to time as deemed appropriate.
4. The criteria attached to this Policy may be used as general guidelines in order to provide consistency from year to year. The Council may determine its own procedure for evaluation; however, the Council may request that the City Manager submit goals, self-evaluation, reports, and other information that will assist in this process.
5. Any written evaluation shall be considered a personnel action and will be exempt from public disclosure to the extent allowed by the Kansas Open Records Act. The Council shall have the authority, however, at the direction of a majority of the Council, to make any or all of the evaluation public.
6. If a salary adjustment is deemed appropriate after the evaluation, the Council shall set the salary by Ordinance. This shall be included in the general salary ordinance for City of Wichita employees.

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### **CITY MANAGER EVALUATION CRITERIA**

1. Accomplishment of mission, goals, programs, strategies, and job responsibilities, with performance measures and work standards.
2. Administrative/organizational skill, leadership, internal and external relationships.
3. Affirmative action commitments/dedication and accomplishments.
4. Cost containment/risk management including accidents, injuries, and management of nonproductive time (sick leave).
5. Management of resources (personnel and budget) and operational efficiencies.
6. Professional and personal growth and development; knowledge and use of technology.
7. Citizen responsiveness, access and availability to public and employees, promotion of better communication in the work unit.
8. Intergovernmental cooperation.
9. Support of the City Council.