CITY COUNCIL POLICY	**CP 1-8** Category: General
	Department: Office of the City Attorney
TITLE: Evaluation Format for Charter Officers	Approved: TBD

A. Purpose

As required by City Charter Art. III, § 1(B), the City Council in City Code § 2-62 adopted a detailed process for the annual evaluation of the City Manager. For its annual evaluation of the City Attorney and Presiding Municipal Judge, the Council in City Code § 2-78 adopted a general process. The intent of this Policy is to reference the City Manager's detailed procedures and provide additional specificity on the annual evaluation processes for the City Attorney and Presiding Municipal Judge.

B. Definitions

The following terms shall have the following meanings:

1. "Charter Officer" shall mean the positions of City Manager, City Attorney, and Presiding Municipal Judge as they are defined by the Peoria City Charter.

2. "Evaluation" shall mean the concept of discussion and review of the performance of a Charter Officer in their position as set forth in this policy.

C. Evaluation Process for the City Charter Officers

1. Thirty(30) calendar days prior to the Charter Officer's hiring anniversary date, Human Resources shall distribute performance surveys to the relevant groups for each position: for the City Manager, surveys will be sent to Department Directors and Deputy City Managers; for the City Attorney, to Department Directors, Deputy City Managers, and the City Manager; and for the Presiding Municipal Judge, to Department Directors, Deputy City Managers, City Manager, Prosecutors, and Attorneys. All surveys will include an "N/A" option if the respondent has not interacted with the Charter Officer. Human Resources shall compile and summarize the results for City Council review.
2. Each Charter Officer shall submit a confidential written self-assessment to Human Resources no later than their hiring anniversary date, and no earlier than 14 calendar days prior. The document shall be 2 pages in length (8.5 x 11 paper, Times New Roman font, size 12, 1" margins, single spaced) and include

a summary of accomplishments, challenges, and progress on goals from the previous year, proposed goals for the coming year, and any requests for contract modifications.

D. City Council Review for City Charter Officiers

1. The evaluation shall be carried out by the City Council.

2. A formal review meeting shall be held in Executive Session within thirty calendar (30) days following the Charter Officer's anniversary date. If no City Council meeting is scheduled during that 30-day period, the review shall take place at the first City Council meeting immediately following the anniversary date.

3. The Executive Session shall include a presentation and/or recap of the self-assessment by the Charter Officer.

4. The Human Resource representative will lead a review of survey summaries, followed by facilitating an open discussion among the Mayor and Council, and concluding with salary adjustment deliberations and any contract modifications.

5. This policy does not limit the authority of the City Council to initiate additional evaluations or discussions regarding the performance of any Charter Officer, as deemed necessary or appropriate or at any time during the term of the contract.

APPROVED:

/S/
Jason Beck, Mayor

APPROVED AS TO FORM:

/S/
Emily Jurmu, City Attorney

Adopted: 12/19/95, CC #95-383 [Prior Numbering: PPR Section 1-6]
Amended: 7/10/07, CC #SS3B
Amended: 9/20/11, CC #SS2
Amended: TBD