City of Cincinnati

RDH/C BBM

An Ordinance No. 25 - 2016

AMENDING the City Manager Performance Review Process followed by the Mayor and members of Council in evaluating the job performance of the City Manager of the City of Cincinnati on a periodic basis in order to provide appropriate oversight and to allow for such performance reviews by one representative of each political party represented on City Council at the time such a performance review is commenced, and repealing Ordinance Nos. 324-2006 and 377-2012 which established the prior methods for engaging in such performance reviews.

WHEREAS, City Council is committed to producing high quality local government services for the people of Cincinnati, and are supported in such efforts by the City Manager of the City of Cincinnati; and

WHEREAS, Article IV of the Charter of the City of Cincinnati establishes that the City Manager is the Chief Executive and Administrative Officer of the City and is responsible for supervising the administration of the affairs of the City; and

WHEREAS, modification of the current City Manager Performance Review Process is necessary in order to provide appropriate oversight and to allow for such reviews by one representative of each political party represented on City Council on a periodic basis; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the City Manager Performance Review Process is hereby established as follows:

> Council shall designate one representative from each political party represented on City Council to work with the City Manager to complete future performance evaluations of the City Manager on a yearly basis, with such reviews to be commenced within a date no later than thirty days prior to the anniversary of the City Manager's hiring. In the event that fewer than three political parties are represented on City Council at any time scheduled for such a performance review to commence, then the members of Council, by an affirmative vote, shall select one or more of their members as needed to provide for three members of Council to commence and complete the performance review of the City Manager. For the purposes of this ordinance, the Charter Committee shall be considered a political party.
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> The performance review shall include and consider all duties and responsibilities designated to the City Manager by Article IV of the City Charter. An initial

review shall be conducted by the designated members of Council within six months after the City Manager is employed in such position, and shall be repeated on a yearly basis. As part of this initial performance review, the City Manager shall work with City Council and the Office of Performance and Data Analytics to establish a performance agreement and all expectations as determined by a majority of Councilmembers for the City Manager, which will provide designated members of Council with objective criteria from which to base future performance reviews, and to provide appropriate guidance and direction to the City Manager in relation to his or her duties and responsibilities during his or her tenure as City Manager. Such evaluations shall consider the ability of the City Manager to manage the pressures and demands of the administrative leadership position while guiding the City Administration in its stewardship of City resources, its ongoing development initiatives, and the delivery of vital services to Cincinnati residents. As part of the annual performance review, the City Manager shall be given the opportunity to lay out his or her accomplishments over the previous year.

City Council will consider recommendations for raises after completing its evaluation under this ordinance. Any such compensation recommendation must be approved by passage of a Council ordinance prior to implementation. The performance review and the compensation ordinance shall be recorded in the City Manager's employment file.

Section 2. That Ordinance No. 324-2006, passed by Council on November 8, 2006, and Ordinance No. 377-2012, passed by Council on October 17, 2012, are hereby repealed.

Section 3. That an initial performance review process for the current City Manager, incorporating a performance agreement and a written statement listing all expectations as determined by a majority of Councilmembers as outlined in Section 1 herein, shall commence no later than 30 days after this ordinance becomes effective.

Section 4. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: February 3, 2016

Mayor

Attest: Clerk

HEREBY CERTIFY THAT ORDINANCE No. 25-2016
WAS PUBLISHED IN THE CITY BULLETIN
IN ACCORDANCE WITH THE CHARTER ON 2-16-2016
CLERK OF COUNCIL