

COUNCIL POLICY NO. A-6

TITLE: PROCEDURE FOR REVIEWING PERFORMANCE AND SETTING SALARY OF CITY MANAGER

POLICY: Council reviews the performance and sets the salary of the City Manager as described herein.

REFERENCE: November 13, 1995 Council Agenda Item 10.1.a.; amended July 5, 2000, and October 24, 2016

1. On or before August 1st of each year, the council committee on the city manager's performance evaluation shall meet to review the current city manager performance evaluation form including the criteria for evaluation, and recommend any changes to Council.
2. On or before September 1st of each year, the evaluation form is distributed to each member of council, department directors, and community stakeholders selected by the council committee on the city manager's performance review (Committee). Forms include criteria established in open session and in accordance with manager's employment agreement. Any member of Council may recommend changes to council.
3. Members of Council, Department Directors, and stakeholders complete evaluation forms anonymously and return them to the City's consultant on the City Manager's evaluation by November 1.
4. The City's consultant melds all evaluations received into a single draft document and distributes to Council.
5. By December 1 a preliminary executive session of Council is held without manager present. The City's consultant may attend the executive session at the discretion of Council. The purpose of the session is to review the melded evaluation document and to identify areas which require additional information. Council produces a list of issues to discuss with manager during final executive session. City attorney is on call to answer questions. City recorder does not attend. A member of council takes minutes and gives them to city recorder for keeping. In lieu of written minutes, the session may be recorded. When required, additional preliminary executive sessions may be scheduled and held.
6. A final executive session is held with City Manager present, unless the City Manager requests the evaluation be conducted in open session. Performance is reviewed. If the City Manager elects the evaluation be held in open session of Council, staff shall not attend the executive session. At the executive session, a member of council takes minutes and gives them to city recorder for keeping. In lieu of written minutes, the session may be recorded.
7. Within 30 days after the final executive session, the Committee shall make a recommendation to council as to whether the city manager's salary should be adjusted, and the amount of any

adjustment. If the Committee fails to do so, any member of council may make such a recommendation to council as a policy matter.

8. Council adjusts salary of the city manager in open session.