CITY OF SALEM

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Legislation Details (With Text)

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Type:	Action Item	**Status:**	Passed
		In control:	City Council
On agenda:	10/24/2016	**Final action:**	10/24/2016
Title:	Revised Report - Proposed Changes to Council Policy A-6, Procedure for Reviewing Performance and Setting Salary of City Manager, and Approve Evaluation Criteria Ward(s): All Wards Councilor(s): All Councilors Neighborhood(s): All Neighborhoods		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Proposed Changes to Council Policy A-6, 2. City Manager Perf Review Evaluation Feedback Form		

Date	Ver.	Action By	Action	Result
10/24/2016	1	City Council	approved	Pass

TO: Mayor and City Council

FROM: Council Committee for City Manager's Performance Evaluation

SUBJECT:

Revised Report - Proposed Changes to Council Policy A-6, Procedure for Reviewing Performance and Setting Salary of City Manager, and Approve Evaluation Criteria

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods

ISSUE:

Shall the City Council approve changes to Council Policy A-6, Procedure for Reviewing Performance and Setting Salary of City Manager, and Approve Evaluation Criteria.

RECOMMENDATION:

Amend Council Policy A-6 and approve evaluation criteria.

SUMMARY AND BACKGROUND:

This report is revised to; (1) Identify the members of the City Manager Evaluation Committee; (2) Identify revisions to the Policy (Attachment 1), and; (3) Identify revisions to the Feedback Form (Attachment 2).

Council Policy A-6, adopted in 1995 and amended in 2000, establishes a specific process for City Council's Evaluation of the City Manager. When Steve Powers, City Manager, accepted the position of Salem City Manager, City Council committed to a robust evaluation process that would assist Mr. Powers in managing the organization and help ensure that Salem continues to be an economically thriving community and one of the nation's best places to live.

FACTS AND FINDINGS:

The Committee, which consists of Mayor Peterson, and Councilors Bennett, McCoid and Nanke, has been assisted by Ken Van Osdol Consulting, LLC. The Committee developed the Performance Review Process Flow with Mr. Van Osdol. Mr. Van Osdol assisted the Committee and Mr. Powers in the development of the evaluation feedback form, which is attached to the proposed amended Policy (Attachments 1 & 2). The process and form will guide City Council's evaluation of Mr. Powers. Mr. Van Osdol will assist and facilitate the evaluation.

As identified in this Revised Report, Section 6 of the Policy (Attachment 1) is being further revised to indicate that staff shall not be present at the meeting where the evaluation is being conducted if held in executive session, but will be present if conducted in open session.

The Feedback form is being further revised to note that, in order to encourage complete and accurate feedback, comments should be submitted anonymously, and that persons filling out the form should not sign or write their name on the form.

Attachments:

1. Proposed Changes to Council Policy A-6
2. Management and Leadership Feedback Form

09/02/2016

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