

Operating Ground Rules for the Evaluation Meeting

Evaluation Date: June 26, 2018

The Mayor determines a designee (if appropriate) and the members of the Evaluation Sub-Committee.

Prior to the evaluation meeting

The City Manager completes the self-evaluation and submits it to the Mayor, or designee.

Each Council member submits a completed draft evaluation form to the Mayor, or designee.

The Mayor, or designee, compiles the City Council members' ratings and comments, and sends the compiled evaluation along with the City Manager's self-evaluation and the previous performance year's review to the Evaluation Sub-Committee.

Deliverable: Compiled evaluation

The Evaluation Sub-Committee meets in executive session to discuss the City Manager's performance in relation to the feedback documents and the themes expressed in the narrative evaluations.

Deliverable: Draft evaluation

The Mayor, or designee, will send the draft evaluations to the full City Council.

During the evaluation meeting

The Council meets in closed session, without the City Manager, to discuss the City Manager's performance. The Council discusses the draft evaluation and makes revisions as necessary. Ratings are finalized during the session.

The Council then meets with the City Manager to jointly discuss the City Manager's performance.

After the evaluation discussion takes place, the Mayor, or designee, tabulates the evaluation results and provides the final review to the City Council. If there are no revisions, a motion to accept will be made, and the document will be signed at the City Council meeting.

If significant changes are requested, the Council may decide to defer the motion to approve until the next Council meeting.

After the evaluation meeting

If the document is not approved during the Council meeting, the Mayor, or designee, will edit the document and send it to the Council and the City Manager. An additional executive session will be scheduled to approve the document and get signatures.

Deliverable: Final, signed evaluation