

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

1. At the first regular council meeting in September of each year, the city attorney distributes evaluation forms to each councilor. Forms include criteria established in open session and in accordance with manager's employment agreement. The council committee on the city manager's performance review may recommend changes in the criteria to council.
2. Councilors complete evaluation forms anonymously and return them to the city attorney by the third regular council meeting in September.
3. Following the third regular council meeting in September, the city attorney melds all evaluations received into a single document and distributes to council and city manager.
4. At first regular meeting in October a preliminary executive session is held without manager present. 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.
5. When required, additional preliminary executive sessions may be scheduled and held.
6. A final executive session is held with manager present. Performance is reviewed. City attorney and city recorder do not attend. A member of council takes minutes and gives them to city recorder for keeping.
7. Each executive session is scheduled in an open session of the council.
8. Within 30 days after the final executive session, the council committee on the city manager's performance review 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.
9. Council adjusts salary of the city manager in open session.

MEMORANDUM

TO: CITY COUNCIL

FROM: CITY MANAGER'S REVIEW COMMITTEE

DATE: February 27, 2002

SUBJECT: **CITY MANAGER'S PERFORMANCE EVALUATION**

Attached is the City Manager's Performance Evaluation. Please complete the evaluation and return it to Stephanie Smythe by March 15. Stephanie will compile the information and the committee will reconvene to prepare a recommendation for Council review.

**DESIRED SKILLS & INDICATORS
OF PAST PERFORMANCE**

1. ADMINISTRATIVE ABILITY

Ability to discern and explain short term and long term implications of a policy options to the City Council.

Ability to pull together all facets of an issue, whether in discussions with staff to set direction, or in discussions at City Council meetings when staff/council/public present different views.

Ability to provide strong leadership and clear direction to employees.

Ability to delegate authority while still holding staff accountable for the work.

Ability to recognize opportunities for management and operational efficiencies.

Ability to develop creative approaches in addressing emerging and unresolved issues.

A. As the City Administrator, his performance is:	C. Comments for A & B
<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs to be discussed	A.
B. In my role as a City Councilor, I feel my knowledge in this subject area is:	B.
<input type="checkbox"/> Sufficient <input type="checkbox"/> Adequate but I would like to know more <input type="checkbox"/> Inadequate	

2. BUDGET/FINANCE

Must have broad understanding and skills in economics, finance, city budget methods.

Ability to manage a city budget.

Understanding of state and federal funding and consequences of changes.

Develop suggestions for financing techniques other than property taxes.

Ability to develop long range financial planning and strategies to meet city service needs.

Ability to explain complex financial information to the City Council and general public.

Ability to develop a Capital Improvement Plan.

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3. PERSONNEL/LABOR RELATIONS

Ability to work well with employees at all levels in the organization.

Able to motivate employees.

Ability to sustain an acceptable level of staff morale even during stressful times.

Ability to communicate to staff the policies of Council.

Understanding of labor relations including contract negotiations and contract administration.

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4. COMMUNITY RELATIONS

Ability to represent Council at community events and forums. To be active and pursue outreach style of management as a spokesman for city issues.

Must be credible and have trust of Salem citizens, including ability to admit to errors, if appropriate, and to support change if change is necessary.

Ability to help community understand and appreciate the divergence of city problems and needs.

Ability to explain rationale of Council’s priorities and proposed solutions and City’s procedures.

Able to explain City Council and community goals.

Involvement with public information program in local government; working relationship with media.

Involvement with neighborhood associations and an understanding of their role in local government.

Ability to work in a multi-cultured community with an understanding of the growth of diversity in the community.

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5. COUNCIL RELATIONS

Ability to analyze issues and present policy alternatives to Council with documented justified recommendations.

Ability to work with Council members to help Council fully reason out its decisions.

Ability to keep Council members equally informed on issues and be equally responsible to all Council members.

Ability to identify future police issues that the Council will need to address.

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6. INTERGOVERNMENTAL RELATIONS

Ability to maintain a cooperative attitude and good communications with other government managers in the Salem area.

Experience in coordinating provision of services among governmental jurisdictions.

Basic understanding of federal and state grants and appropriations.

Basic knowledge of the state legislative process.

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7. ECONOMIC DEVELOPMENT

Experience in identifying and helping Council create conditions which foster economic development.

Understanding importance of, and knowledge of factors and methods for, maintaining existing businesses as well as recruiting new ones.

Recognition of relationship of local economy to region and beyond.

Ability to understand and develop a capital improvement plan that address community priorities.

Experience with downtown re-development.

Knowledge of how cities finance public improvement costs of economic development, i.e. redevelopment financing, federal problems, local and state bonds, public-private development agreements, and urban renewal districts.

Ability to develop policies and guidelines to reasonably allocate costs of public improvements and services related to economic development between the public and private sectors.

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8. URBAN GROWTH

Familiarity with comprehensive land use planning and land use administration.

Understanding of the use of System Development Charges as they relate to growth management.

Familiarity with urban growth management techniques and policy options to manage growth.

Understanding of public housing programs and their financing.

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