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**City Council Work Session Meeting Minutes
City Manager Performance Criteria**

**Monday, April 11, 2022
Zoom Community Auditorium**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented May 9, 2022.***

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing (via Zoom); Mariana Valenzuela; Malynda Wenzl, Council President; and Peter Truax, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager (via Zoom); Paul Downey, Assistant City Manager/Finance Director; and Anna Ruggles, City Recorder.

A. 5:45 PM – COUNCIL WORK SESSION (CITY MANAGER PERFORMANCE CRITERIA AND PROCESS):

Mayor Truax called the work session meeting to order at 6:05 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

Downey and Mayor Truax facilitated the work session, noting the purpose of the work session was to review the process for the City Manager Performance Review Criteria and Proposed Completion Dates as outlined in Attachment A of the staff report. Pursuant to the City Manager's Employment Agreement, Section 6, Performance Review, the Council shall evaluate the City Manager's performance at least once a year, and establish criteria for evaluation in accordance with the State's open meetings law. Upon conclusion of the evaluation, the Council may make an adjustment to the annual base salary, as established in Section 5 of the Employment Agreement. Pursuant to ORS public meeting laws:

- The evaluation criteria and policy directives must be adopted in a meeting open to the public in which the public has had the opportunity to comment.
- The Council may hold an executive session "to review and evaluate" the performance of the City Manager.
- The Council may not discuss salary in executive session in connection with the job performance evaluation.
- The Council may not use an executive session "to conduct a general evaluation of goals, objectives, operations or programs."
- The City Manager may request an open hearing for the performance evaluation with advance notice.

The evaluation of the City Manager serves two purposes: to evaluate the performance of the City Manager, and to act as a communication bridge for the Mayor, Councilors and the City Manager. The Council evaluates the City Manager on: performance standards, Council relations, technical knowledge, problem solving and decision making, external relations,

fiscal management, personnel management and supervision, and Council's future expectations. The City Manager's Annual Performance Review is conducted as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.355(4).
3. City Attorney compiles submitted comments into a single document and distributes results directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits directly to Mayor their performance appraisals.
6. Mayor and Council President tabulate and summarize results of the performance appraisals and presents findings to City Manager in Executive Session.

In conclusion of the above-noted staff report, Downey advised upon completion of the performance review with the City Manager the Council summarizes the performance review appraisal in open meeting and as provided in the Employment Agreement, Section 5 and 6, the Council may adjust salary annually by Resolution. As provided in Section 9, the Council may provide a monthly vehicle allowance in lieu of the City providing the use of a city-owned vehicle for city business purposes. The amount of the vehicle allowance is set annually as part of the salary resolution.

Council Discussion:

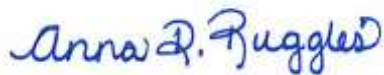
Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review and discuss Attachment A, which outlined the step-by-step process for the City Manager Performance Review and Proposed Completion Dates. In conclusion of the above-noted Council discussion, Downey advised staff will bring back a proposed resolution at the next meeting for Council consideration adopting the City Manager Performance Review Criteria and Proposed Completion Dates as outlined in Attachment A, to which Council collectively concurred.

Council took no formal action nor made any formal decisions during the work session.

B. Adjournment:

Mayor Truax adjourned the work session at 6:13 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder