POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX Administrative/Council/City Manager			
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City Manager Evaluation Process	Supersedes 01/03/11	Prepared by:	Approved by:	

1.0 Purpose

The purpose of the evaluation is to discuss, assess, and summarize the results and performance of the City Manager. It is also a time to clarify expectations regarding the City Manager's performance, set objectives for the upcoming year, and identify actions which can be taken to maintain and/or increase the City Manager's effectiveness.

Beginning one year after the City Manager's date of hire and thereafter on an annual basis, the City Council will meet with the Manager in Executive Session to conduct a performance evaluation. The evaluation will be completed within one month after the City Manager's anniversary date with the City. Council, by a majority vote, may also decide to do an out of cycle review of the City Manager.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3227, June 14, 1999
City Council Resolution M-3257, November 22, 1999
City Council Resolution M-3317, December 4, 2000
City Council Resolution, M-3730, January 3, 2011
City Council Resolution M-3844, December 15, 2014.

4.0 Policy

4.1 Pre-evaluation Information for Council

Prior to initiating the evaluation, copies of the City Manager's current employment contract, prior year's objectives, and prior year's accomplishments will be made available to the entire Council.

The Mayor, Councilmembers and City Manager will meet and agree on the evaluation criteria and format for the process prior to the initiation of any surveys.

4.2 Survey of Councilmembers

Two months prior to the City Manager's scheduled evaluation, a mutually agreeable external facilitator will conduct, with Council's guidance, a survey of every Councilmember and the City Manager to enable a confidential, group assessment of the City Manager's performance. No summary of the group assessment shall be completed until all Councilmembers have been surveyed. The survey should be comparable to the previous year's survey so changes from one year to the next can be analyzed. Only the Council can disclose the results of the survey to the City Manager.

4.3 Survey of City Staff

During the two months prior to the City Manager's scheduled evaluation, the outside facilitator may, with Council's guidance, conduct a survey of executive staff, department heads, division and service managers, to enable their perspective to be incorporated into the evaluation process. The survey should be comparable to the previous year's survey so changes from one year to the next can be analyzed. The results of this survey will be provided to Council only after Council has completed their survey. The Council and the City Manager will simultaneously receive the survey results.

4.4 Discussion with City Manager

At an Executive Session, Council will provide summary comments, as well as individual comments by Councilmembers. The City Manager may wish to respond at the conclusion of the Council comments. Multiple Executive Sessions may be required.

4.5 Goals for Next Year

The City Manager and Council will jointly create a written list of goals and measures for the upcoming year.

The goals will be reviewed at least on an annual basis, modified as determined appropriate by Council and the City Manager, and results documented. Goals may be reviewed more frequently at either the City Manager's or Council's request.

4.6 Compensation Changes

Prior to the completing the evaluation, the Mayor and Council will discuss and reach consensus on recommendations for the City Manager's employment contract amendments, including but not limited to salary, bonus, and/or cost-of-living increase.

4.7 Written Documentation of Evaluation

The Council will provide the City Manager with a written summary of the past year's contributions, areas for improvement, and mutually agreed upon goals and measurements for the upcoming year.

4.8 Employment Contract Amendments

The final step of the evaluation process will be to have the City Attorney prepare amendments, if any, to the City Manager's employment contract, which will then require approval as a Consent Agenda item at a Council meeting.

4.9 Press Release

The Mayor will prepare a press release within three working days following the last Executive Session regarding the City Manager's evaluation.

5.0 Procedures

The primary objective of this procedure shall be to promote a systematic and coordinated process for evaluating the City Manager's performance.

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