

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 411

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING A NEW CITY MANAGER EVALUATION AND CITY GOAL SETTING PROCESS AND ANNUAL SCHEDULE

WHEREAS, the City Council desires to update its procedures relating to the annual evaluation of the City Manager; and

WHEREAS, the City Council desires to coordinate and integrate that process with the Council's annual retreat and the City's annual process for developing and implementing City goals; and

WHEREAS, the City Manager Evaluation and City Goal Setting Process and Annual Schedule, attached and incorporated as **Exhibit A** (hereinafter Schedule and Process), will facilitate and enhance the City Council's timely annual review of the City Manager's performance, will facilitate the concurrent development and implementation of annual City goals, and will establish an integrated process furthering the City's interest in efficient management and effective government; and

WHEREAS, the current City of Medina Personnel Manual, Section 8.04 (City Manager Review), may be referenced and applied in conjunction with the Schedule and Process, provided that the Schedule and Process shall supersede all inconsistent portions of Section 8.04; and

WHEREAS, the Schedule and Process assigns tasks to the City Council's Personnel Committee, the City Council itself, and City Manager that should be timely and cooperatively performed to achieve the benefits of Schedule and Process; and

WHEREAS, it is the City Council's intent that the Schedule and Process adopted herein be used by the City until further changes may be authorized by the City Council; and

WHEREAS, the City Council and City Manager should evaluate the utility of the Schedule and Process after two years to determine its effectiveness and need for further changes, and thereafter as they deem appropriate;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:

Section 1. Schedule and Process Adopted. The Schedule and Process attached at **Exhibit A** is adopted for the purposes stated herein and shall be implemented until further action of the City Council.

Section 2. Periodic Review of Schedule and Process. The City Council and City Manager shall evaluate the utility of the Schedule and Process after two years to determine its effectiveness and need for further changes, and thereafter as they deem appropriate.

Section 3. Effective Date. This Resolution shall be effective upon its adoption by the City Council.


PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JULY 13, 2020 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JULY 13, 2020.



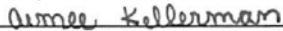
Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:



Scott M. Missall, City Attorney



Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK:7/15/2020
PASSED BY THE CITY COUNCIL:7/13/2020
RESOLUTION NO. 411

EXHIBIT A

City Manager Evaluation and City Goal Setting Process and Annual Schedule

Adopted July 13, 2020

This new City Manager Evaluation and City Goal Setting Process and Annual Schedule (Schedule and Process) is adopted to facilitate and enhance the City Council's timely annual review of the City Manager's performance, to facilitate the concurrent development and application of annual City goals, and to establish an integrated process furthering the City's interest in efficient management and effective government.

The current City of Medina Personnel Manual, Section 8.04 (City Manager Review), may be referenced and applied in conjunction with this Schedule and Process, but the Schedule and Process shall supersede all inconsistent portions of the Section 8.04.

The Schedule and Process assigns tasks to the City Council's Personnel Committee (PC), City Council (CC), and City Manager (CM) using those descriptors below. "Mtg #" refers to the first or second regular monthly meeting of the City Council. City Council retreat is integrated with concurrent development of City Council and City Manager annual goals.

Current Year City Manager Evaluation by Council

- Sep--Oct: PC initiates CM review, assembly of materials, and analysis; PC conducts meeting with and solicits contributions from CM; PC prepares preliminary report to CC
- Oct Mtg #2: PC presents preliminary report to CC for discussion and review (open and/or ex. session as may applicable)
- Nov Mtg #1: Confidential CC discussion and review in ex. session; CC discussion with CM in ex. session; CC provides direction to PC to prepare draft final evaluation
- Nov. Mtg #2: CC considers PC draft final evaluation in ex. session; CC discussion with CM in ex. session; CC provides direction to PC to prepare final evaluation
- Dec Mtg #1: CC takes final action on CM evaluation and sets next year compensation in open session

Council and Manager Goal Setting for Upcoming Year

All City Council meetings are open session.

- Mid-Dec: CM delivers proposed City and CM goals for upcoming year to CC
- Jan Mtg #1: CC discussion of City and CM proposed goals
- Jan Mtg #2: CC discussion and direction to CM to prepare final recommendation for goals
- Feb 1st Sat: CC retreat; Finalize City and CM goals for current year
- Feb Mtg #2: CC takes final action on City and CM goals