

Council Policy #CP-9
Adopted 8/31/09 by Resolution 2009-31

SUBJECT: Recruitment and eEvaluation of City Manager, City Attorney, and Municipal Judge

POLICY STATEMENT: This policy is to ~~reduce the timeframe within which the City is without a City Manager and to~~ expedite the hiring process for a City Manager.

~~Upon termination, City Attorney, and Municipal Judge and to~~ establish a framework for evaluation of the City Manager, those officials.

A. Recruitment.

1. When there is or acceptance will be a vacancy in the position of the City Manager, City Manager's Attorney, or Municipal Judge (from resignation, or receipt of a letter of resignation by the City Manager, termination, or any other reason), the Mayor shall schedule a special meeting of the Council within five (5) business days to initiate procedures and to actively conduct a the recruitment of a qualified replacement or request such action at an earlier regular meeting.
2. The City Council shall act promptly to appoint a qualified person to replace serve in an acting or interim capacity.

B. Evaluation.

1. Council as a whole will determine any specific measurable goals for performance that are different from the broad City goals.
2. Council will use evaluations to provide meaningful feedback and to set clear and consistent expectations for the City Manager, City Attorney, and Municipal Judge, in addition to evaluating and discussing the employment of these positions. Council generally should rely on established council goals and policy direction, established performance goals, and legal standards for performance.
3. Council shall provide the City Manager with an initial annual evaluation, usually in April or May, and a semi-annual facilitated evaluation, usually in April or May and October or November.
4. Council shall provide the City Attorney and Municipal Judge with annual evaluations, usually in October or November.
- 1.5. Council may conduct additional discussions of the performance of the City Manager, City Attorney, or Municipal Judge at any time and may do so in executive session in compliance with the Open Meetings Law.