

**RESOLUTION NO. 2020-74**

**A RESOLUTION APPROVING REVISED CITY MANAGER REVIEW POLICY  
REPEALING AND REPLACING RESOLUTION 2012-31**

**WHEREAS**, the City Council of the City of Independence met in regular session on Monday, October 12, 2020 and by majority vote replaced and repealed The Process in Resolution 2012-31; and

**WHEREAS**, the City Council desires to improve and clarify The Process for evaluating the City Manager; and

**WHEREAS**, the City Council has duly discussed and arrived at the procedures set forth in Exhibit A, attached to this Resolution;

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA**, that Exhibit A is approved. The prior process set forth in Resolution 2012-31 is hereby rescinded and replaced with the attached Exhibit A. The City Clerk shall place this policy on file along with this resolution in the City's files in the usual manner.

**Resolution No. 2020-74** was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 12<sup>th</sup> day of October, 2020.

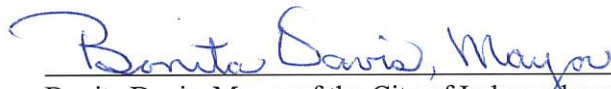
Record of Voting:

Ayes: Rodriguez, Hill, Scharff, Kurtz, O'Loughlin, Hanna, and Callahan.

Nays:

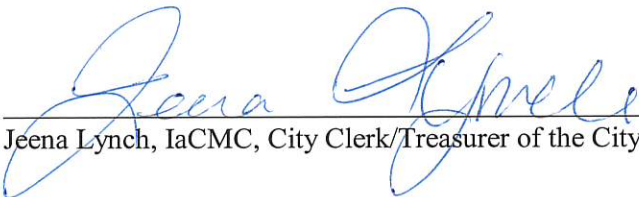
Absent:

**Resolution No. 2020-74** declared passed and adopted by the Mayor on this 12<sup>th</sup> day of October, 2020.



\_\_\_\_\_  
Bonita Davis, Mayor of the City of Independence, Iowa

ATTEST:



\_\_\_\_\_  
Jeena Lynch, IaCMC, City Clerk/Treasurer of the City of Independence, Iowa

## EXHIBT A

# CITY MANAGER REVIEW POLICY CITY OF INDEPENDENCE, IOWA

This policy, duly approved by Resolution of the City Council of the City of Independence, Iowa, is designed to provide uniform guidance to Council Members on the fair and equitable evaluation of the City Manager. It is designed to avoid multiple different criteria for evaluation and ensure that all evaluations are based upon the agreed criteria in the evaluation form approved on September 14, 2020, which may be revised from time to time.

### General Guidelines:

1. Council Members shall promptly advise the City Manager of any deficiencies in conduct or performance as such things are noted, whenever possible, throughout the reporting period. Council Members should strive to provide feedback in real time, rather than wait until the review period to express praise or dissatisfaction. This improves the chances of the City Manager being able to adjust and improve as soon as issues are noted. The City Manager should never hear of a criticism or deficiency for the first time in a formal performance evaluation.
2. Feedback to the City Manager during the reporting period should be specific enough to permit the City Manager to clearly see and appreciate the goals of the Council.
3. All Council Members shall actively participate in the review process.
4. On or before the first regular Council meeting in November, the Clerk will provide an electronic file of the Performance Evaluation form to each Council Member, in order to allow ample time for careful consideration of scoring and comments prior to the formal evaluation.
5. Forms shall be completed by each Council Member and placed in a sealed envelope. The sealed form shall be provided to the Mayor for compilation purposes not later than the first regular Council meeting in January.
6. The Performance Evaluation Committee will meet as soon as practicable following the first regular Council meeting in January to compile the forms, tally the final performance score, and condense all scores and comments into a Consolidated Performance Evaluation document.
7. Prior to the second regular Council meeting in January, and within sufficient time to complete the agenda under Iowa Code Chapter 21, the Mayor shall obtain in writing from the City Manager any request that the performance review be held in closed session under Iowa Code Chapter 21.5(1)(i).
8. The City Manager shall receive a review by the City Council each and every year. Said review shall occur, unless impracticable, at the second regular Council meeting in January, but in no event later than the second regular Council meeting in February.
9. Copies of the Consolidated Performance Evaluation shall be made available at City Hall for review by all members of the City Council, the Mayor, and the City Manager, at least three (3) days prior to the performance review discussion.
10. During the review discussion, one member of the Performance Review Committee shall be designated to read the ratings received by the City Manager and each of the comments, unless the formal reading is waived by the City Manager.
11. At the conclusion of the review session, each member of the City Council and the City Manager shall sign the Consolidated Performance Review.

### Specific Rules for Completion of the Evaluation Form:

1. Each Council Member shall complete the Performance Evaluation form by providing a score in *every* category.
2. Each Council Members shall sign their completed form, evidencing its completeness and accuracy, to the best of their knowledge and belief.
3. Any category marked "not observed," shall not be counted in any ranking or average.
4. The Overall Performance Rating (and not necessarily the average of all scores) shall constitute the final score. The Overall Performance Rating of each Council Member shall then be averaged to determine an aggregate score to be placed in the Consolidated Performance Evaluation. This aggregate score shall be used in determinations relative to the Employment Agreement between the City Manager and the City.

5. A score of 3 in the average of Overall Performance Ratings section ("meets expectations") shall mean "satisfactory" pursuant to Paragraph 2 of the Employment Agreement between the City Manager and the City.
6. Any score of less than 3, or more than 3, shall be annotated by the Council Member with a written explanation, citing specific examples where possible, which justify the score. Scores of less than 3, or more than 3, should not be given for personal reasons unrelated to job performance. Recognizing that the City Manager position is intended to be a professional rather than a political position, Council Members should strive to tie all comments to documented examples of performance.
7. Performance evaluations shall be returned for compilation by each Council Member in a timely manner – i.e. not later than the first regular Council meeting in January, so as to give appropriate time for compilation of the final score and a review to ensure completeness of all forms.
8. The signed Consolidated Performance Evaluation document shall be placed in the personnel file of the City Manager, where it shall remain in perpetuity.