



CITY OF GRANTS PASS
COUNCIL AGENDA
December 11, 2017
11:45 a.m. City Council Workshop and
Special Meeting
Courtyard Conference Room - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

Ward 1	Ward 2	Ward 3	Ward 4
Roy Lindsay Tyler Flaming	Valerie Lovelace Rick Riker	Dennis Roler Jason Sharp	Jason Anderson Barry Eames

1. COUNCIL WORKSHOP
 - a. Towne Center Association
 - b. Agenda review
 - c. Review Council roles and relationships
2. ADJOURN WORKSHOP AND CONVENE THE SPECIAL COUNCIL MEETING
3. CONSENT AGENDA
 - a. Resolution adopting the City Manager's annual evaluation.

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: *In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.*

Item: Resolution adopting the City Manager's annual evaluation.

Date: December 11, 2017

SUBJECT AND SUMMARY:

The Council has the responsibility to evaluate the City Manager. The feedback from the Council is critical to ensure the Manager is moving the organization in a direction that meets the goals and work plan set by Council.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by evaluating the City Manager as prescribed in the agreement.

CALL TO ACTION SCHEDULE:

The time line established in the City Manager's employment contract states the final written review should be completed and delivered to the Employee within 30 days of the review meeting; that review was held December 6, 2017. Call to action schedule: December 11, 2017.

BACKGROUND:

On December 6, 2017, the City Council convened in Executive Session to complete their annual evaluation of the City Manager pursuant to the process previously approved by the Council. During this meeting, Council members discussed the Manager's job performance, with the Manager and among themselves, in seven different categories, including Leadership, Fiscal Management and Budgeting, Service Delivery and Administration, Citizen and Community Relations, Personal and Professional Qualities, City Council Relations, City Work Plan, Goals and Policy Execution.

Council members' scores in each category were totaled and averaged to produce a score in each category. These scores were then compiled and calculated to produce a single Total Overall Score for the Manager's performance over the evaluation period.

A summary of all evaluations was compiled by the City Recorder and presented by Council President Dennis Roler. The summary was presented to the Council and City Manager. The City Manager's performance was found to exceed expectations in six categories and perform outstanding in one category rated.

ITEM: 3.a. RESOLUTION ADOPTING THE CITY MANAGER'S ANNUAL EVALUATION.

Staff Report (continued):

City Manager's 2017 Survey

City	Annual Base Salary	Monthly Base Salary	ER Monthly 457 Contribution	ER Monthly HRA VEBA Contribution	Auto and/or Phone Allowance	Other Compensation	Total Monthly Compensation
Corvallis	\$167,140	\$13,928.34	\$1,114	\$139	\$45	\$250	\$15,477
Albany	\$153,456	\$12,788	\$0	\$83	\$380	\$448	\$13,699
Keizer	\$153,795	\$12,816	\$0	\$0	\$75	\$0	\$12,891
McMinnville	\$153,312	\$12,776	\$639	\$63	\$500	\$0	\$13,977
Redmond	\$140,676	\$11,723	\$1,250	\$167	\$50	\$0	\$13,190
Woodburn	\$148,283	\$12,357	\$1,050	\$250	\$67	\$0	\$13,724
Grants Pass	\$144,855	\$12,071.25	\$181	\$234	\$0	\$0	\$12,486
Grants Pass (w/increase)	\$150,649	\$12,554.10	\$188	\$234	\$0	\$0	\$12,976

* excludes 6% PERS pick-up and medical premium costs

COST IMPLICATION:

Revenue Source: General Fund.

Council recommends a 4% salary increase. Increase in total compensation is \$5,878, for a monthly base salary of \$12,976.

ALTERNATIVES:

1. Council can choose to approve the City Manager's evaluation;
2. Modify the salary increase; or
3. Choose to not approve the evaluation.

RECOMMENDED ACTION:

None.

POTENTIAL MOTION:

I move to approve the City Manager's annual evaluation.

RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
ADOPTING THE CITY MANAGER'S EVALUATION.**

WHEREAS:

- 1. The City Manager's employment agreement with the City requires the Council to evaluate the Manager and to consider adjustments to compensation on an annual basis; and
- 2. On December 6, 2017, the City Council completed the annual evaluation of the City Manager; and
- 3. The City Manager met or exceeded expectations in all categories evaluated; and
- 4. The City Manager's evaluation process dictates the Council formally accepts the evaluation.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass to approve the City Manager's annual evaluation and grant a 4% salary increase.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage and signature by the Mayor in accord with the Grants Pass City Charter.

ADOPTED by the Council of the City of Grants Pass, Oregon, in special session this 11th day of December 2017.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of December 2017.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney _____