



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Minutes - Draft General Government Committee

Tuesday, October 16, 2012

5:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Councilmember Karen Rogers and Councilmember Jim Cooper

2. CALL TO ORDER

Chair Roe called the meeting to order at 5:35 p.m.

3. APPROVAL OF MINUTES

3.A 12-0186 Approval of September 18, 2012 General Government Committee Minutes

Attachments: [1. Minutes](#)

Councilmember Rogers moved, seconded by Councilmember Cooper, to approve the minutes as submitted. The motion carried by the following vote:

Aye: 3 - Chair Roe, Councilmember Rogers and Councilmember Cooper

4. COMMITTEE BUSINESS

4.A 12-0641 Process for Conducting the City Manager's Performance Evaluation

Attachments: [1. 2004 Form](#)
[2. ICMA Form](#)
[3. Bonner Springs Form](#)
[4. Form of Municipal Govt](#)
[5. Public Management Magazine Article](#)
[6. Focus for 2012](#)

Mr. Hall reviewed the evaluation format that he proposed to City Council when he first became City Manager. He said the main value for him is each Councilmember providing feedback on all evaluation area on the form, plus their comments about how they arrived at the assessments and areas needing improvement. He said the format needs to work for Council, too, otherwise he does not receive the feedback he needs. He commented that when Mark Foutch was Mayor, Mark formalized the Council's consensus and overall evaluation in a letter to the City Manager.

Councilmember Cooper said that he likes the 2004 format. He suggested Council fill out the form and use it as the basis for discussion by the Council and feedback to the

City Manager.

Mr. Hall said that at times in the past, he asked a couple of members of the Executive Team and a couple of community leaders for evaluation.

Councilmember Rogers said that she does not necessarily like 360 evaluations. She commented that the City Manager is already doing that as part of his annual evaluation with his direct reports.

Councilmember Rogers said that she likes the combination of the 2004 and the ICMA forms, especially the break out of the individual scoring on the ICMA form.

Councilmember Cooper proposed using the 2004 format and revising the scoring style in the manner of the ICMA form.

Chair Roe suggested changing "doesn't count votes" to "respects the views of each individual Councilmember." She likes the idea of something that is written, formal, and with an opportunity for individual Councilmembers to provide input in advance. She suggested a set format for the City Manager's performance review, with an agenda with specific discussion time frames and someone to help facilitate the time.

Committee members unanimously agreed to recommend:

- *Use the 2004 evaluation with modification to add numeric ranking.*
- *Change the "doesn't count vote" wording as suggested by Chair Roe.*
- *In Advance of the Performance meeting:*
 - ☐ *City Manager will include a written "year in review" assessment with the evaluation form.*
 - ☐ *Forms will be completed by individual Councilmembers. The rankings/comments will be compiled and provided to Council in advance of the meeting.*
- *Evaluation Meeting :*
 - ☐ *Overview by the City Manager*
 - ☐ *Round Robin of 5 minutes per Councilmember - How is the City Manager doing in the areas of competency?*
 - ☐ *Up to 30 minute group discussion - How is the City Manager doing in advancing our goals?*
 - ☐ *Up to 10 minutes (if needed) - How is the City Manager doing in his professional development?*
- *Option – whether City Manager is present for Council discussion.*

The report was received.

4.B 12-0198

2013 Advisory Committee Work Plan and Committee Recruitment Schedule

Committee members unanimously agreed to the following schedule for 2013:

- *November / December recruitment.*
- *January – General Government Committee will review all applications and set interview process / dates.*
- *Interview process in February / March.*
- *Appointments by April 1.*

Chair Roe suggested and the committee agreed that staff should do outreach to business community / organizations. Interview process in February / March.

Councilmember Cooper suggested and the committee agreed that staff should ask each committee chair and vice chair or co-chair to share with General Government Committee their assessment of any specific needs on committee, e.g. diversity, type of representation.

The report was received.

4.C 12-0642

**Oral Report: Outdoor Community Events on Public Property -
Schedule and Locations**

Ms. Butler distributed a list of outdoor community events on City, State, and other public property. She displayed a downtown map showing location of events with City permits.

The report was received.

4.D 12-0643

**Oral Report: Plan for November 20 Presentation on Council Guideline
Recommendations**

Committee members agreed that Chair Roe should work with staff on a presentation that would:

- First present the routine items;*
- Second provide rationale and background about the committee's discussion and recommendations for Shared Leadership and Shared Responsibility for Council Business.*

Committee members agreed that they are hoping most of the time will be available for meaningful discussion about the Shared Leadership and Shared Responsibility concepts.

The report was received.

5. ADJOURNMENT

There being no further business, Chair Roe adjourned the meeting at 6:45 p.m.