



	Approved	Denied
Action taken <i>Amended</i>	<i>4/11/05</i>	
Other:		
Verified by: <i>K. Smithers</i>		

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 05-10(AM)

TITLE: COUNCIL POLICY ON CITY CLERK EVALUATION AND GOAL SETTING

Agenda of: March 7, 2005

Date: February 25, 2005

Originator: Kristie Smithers, MMC, City Clerk

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	
X	Clerk	<i>K. Smithers</i>

REVIEWED BY MAYOR DIANNE M. KELLER:

Dianne M. Keller

FISCAL IMPACT: yes\$ or no

Funds Available yes no

Account name/number:

Attachments: *CM 03-14*

SUMMARY STATEMENT:

Over the past few months, several council members have asked me about the process of the Clerk Advisors, as well as, the process of evaluating the City Clerk. I hope this memorandum helps all the Council Members to understand the existing process, as well as, consider changing the process we currently have in place.

For the past several years the City Council has appointed two advisors to annually review the performance of the City Clerk and be the point of contact, rather than the entire council.

While attending conferences, I have asked several clerks, mayors and council members how they evaluate their clerk. Most Council's evaluate the employees, who are appointed by the council in an executive session annually, and some also provide work sessions with their staff to give firm direction on what the council wants them to dedicate

time to. Many do not have an evaluation form to fill out, and some don't even meet at all with their council regarding performance. So there is no standard that I can find, however, I have found no municipalities that use the process we currently have in place.

I feel it is important for the entire City Council and City Clerk to have meaningful communication and a productive working relationship. I believe this could be best accomplished if the entire Council and Clerk meet together as needed; such a process has other benefits as well. This would allow us to set goals that have a consensus of the entire Council. For instance, about three years ago, during the budget process when my advisors gave me one direction to go and the other four members of the Council had another vision. This conflict caused a great deal of anguish for all involved and could be avoided with a revised process.

By having two members of the Council act as Clerk advisors, they are a subcommittee of the Council and all meetings and discussions are subject to the Open Meetings Act. This makes it difficult to have a casual discussion with the two advisors since a meeting must be advertised before the two advisors can speak about my performance, or other matters they wish to bring up to me, as well as, me discussing items with them.

With our current process, the two advisors give me an evaluation annually and decide upon an annual salary adjustment. Over the year they occasionally meet with me, mainly to go over the goals the two of them have given me during my prior year's evaluation.

Since by code the City Clerk is appointed by the Council, I would respectfully request that the entire Council consider annually evaluating the City Clerk and holding goal setting work sessions with the City Clerk as needed. This will allow me to hear from each council member. I realize that this will take more of a commitment of your time; however, I feel as the city grows, we need to grow together too, to be sure we offer the most efficient government to the residents of our great the city. I work for the entire City Council and would like to hear from all of you.

Should the City Council desire, they may designate the Deputy Mayor as the point of contact for the City Clerk for items that may arise from time to time. By doing this, the Open Meetings Act would not come into play since one Council Member or the Deputy Mayor is not considered a subcommittee, and can converse with the City Clerk at any time.

CLERK RECOMMENDED ACTION:

Repeal CM No. 03-16 effective July 1, 2005; the City Council will meet as a body to evaluate the City Clerk on an annual basis and that all council members participating in the evaluation process attend a training session on the focal review process; the City Council as a body will hold goal setting meetings with the City Clerk as needed; and the Deputy Mayor will be the point of contact for the City Clerk as needed and be the point of contact for the evaluation process.



	Approved	Denied
Action taken <i>5/12/03</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:		
Verified by: <i>JN</i>		

WASILLA CITY COUNCIL MEMORANDUM

CM No. 03-16

TITLE: APPOINTMENT OF CLERK ADVISORS

COUNCIL MEETING DATE: May 12, 2003

ADMINISTRATION INITIAL:

REQUESTED BY: Deputy Mayor O'Neil *A.C.O.* and Council Member Lowe *WAL* *DMK*

PREPARED BY: K. Smithers, City Clerk

Date Prepared: May 1, 2003

FISCAL IMPACT: None

If yes, amount requested: \$ Account No.:

SUMMARY STATEMENT:

For the past few years, Council Member Lowe and Deputy Mayor O'Neil have served as the clerk advisors. Recently, Council Member Lowe has expressed interest in resigning this duty.

Deputy Mayor O'Neil has been one of the clerk advisors for about two years and has agreed to continue to serve in this capacity. Council Member Straub has expressed interest in being appointed as a clerk advisor and has also recently attended the necessary supervisor training. It is recommended that the council appoint Deputy Mayor O'Neil and Council Member Straub as the clerk's advisors.

FISCAL IMPACT: __No __Yes, amount requested: \$ Fund:

RECOMMENDED ACTION:

Appoint Council Members Straub and Deputy Mayor O'Neil to act as the city clerk's advisors and allow them to evaluate the clerk's performance.