



## COMMISSION / CITY MANAGER RELATIONSHIP POLICY

### Policy 2.2. Commission Personnel Committee Policy

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This policy establishes a Personnel Committee for the purpose of managing the performance of the City Manager and providing regular feedback to both the City Commission and the City Manager.

Accordingly:

1. The Personnel Committee will consist of the mayor or mayor pro-tem and one other City Commissioner, whose responsibility will be to:
  - 1) Represent the entire commission in the regular assessment of the City Manager's performance and;
  - 2) Provide twice a year or more, feedback to the City Manager on progress and accomplishments.
2. The Personnel Committee will accomplish this twice a year or more:
  - 1) Assessing and discussing with the City Manager, progress on the Annual Performance Plan;
  - 2) Assessing and discussing with the City Manager, compliance with the City Commission policy;
  - 3) Assessing and discussing with the City Manager, progress in areas identified by the assessment to be improvement opportunities;
  - 4) Discussing any current concerns or issues raised by either the City Manager or commission; and
  - 5) Determining any support/resources needed by the City Manager from the commission.
3. The Personnel Committee will be responsible to make a report to the City Commission to coincide with the current review process.
4. The entire City Commission will do a formal annual review of the City Manager in last two months of the fiscal year. This review will be facilitated by the Personnel Committee and will fulfill the requirements of Policy 1.1. Job Description Policy (Subsection 3).
5. A copy of the written assessment of the City Manager's performance will be provided to the City Manager and the original will be placed in the City Manager's personnel file.

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<b>Adopted:</b>	April 2017 (original October 2009)
<b>Monitoring Method:</b>	City Commission
<b>Monitoring Frequency:</b>	Every 2 years on even years

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