

Section I. Meetings.

C. Meeting Procedures

7. Reserved.

~~7. **Petitions to the Council.** Written petitions are encouraged and comments are to be received on those topics at a future meeting, thus providing the public with a notice of when the item will return. Only one speaker shall be permitted on each petition, and petitions are limited to 15 minutes per meeting. The Council hears petitions, either written or oral, at the beginning of each regular meeting. By resolution, the Council has agreed that:~~

- ~~1.—Citizens may petition the Council regarding matters germane to Town policies or business but not appearing on the agenda at petition time. Citizens desiring to present such petitions are strongly encouraged to contact the Mayor's or Town Manager's office by the Monday before a Monday night meeting to indicate their desire to petition the Council and so that the agenda distributed to Council members will reflect their petition under the "petition" heading of the agenda.~~

~~Generally, petitions will be limited to three minutes per speaker and only one petition per topic. Comments on the petition are to be received at a future meeting. The Council may, by a two-thirds vote of those present, extend the time for petitions on any subject.~~

~~The Council strongly discourages petitions regarding a matter which recently has been, or which soon will be, before the Council as a public hearing item. Petition time is not intended to substitute for public hearings.~~

- ~~2.—Petitions shall not be acted upon at the time they are presented. After hearing a petition, the Council shall, by simple motion, receive it and dispose of it as follows (receiving does not imply approval, agreement, or consent):~~

- ~~1.—Consideration at a future regular meeting of the Council; or~~
- ~~2.—Referral to another board or committee for study and report; or~~
- ~~3.—Referral to the Town Manager for investigation and report.~~

- ~~3.—It shall take a unanimous vote of the Council members present for a petition to be acted upon immediately upon its presentation. Unless all members of Council are present, only petitions which have been distributed with the Agenda materials in advance may be considered for action upon their presentation.~~

- ~~4.—Any Council Member can bring an idea or topic to the Council for consideration. There are different ways for a Council Member to do this, depending on the type of outcome or action they are seeking.~~

- ~~o—Submit a **Council Petition** to formally request that the Council or the Manager consider taking an action such as adopting a policy, amending an ordinance, allocating resources (including significant staff time and/or funds);~~

or changing a practice. (A Council Petition has similarities to a Community Member Petition, though it is subject to a distinct process as outlined in this document.)

- Draft a **Resolution or Proclamation** for the Council to consider adopting a formal statement about an issue of local, regional, national, or international importance.—

—

The following steps will ensure that Council requests are handled in a timely and transparent manner.—

Please note that a majority of Council members (5 or more) working on a petition or other request could constitute a public meeting, even if done electronically. Council members should consult with the Town Attorney if they have any questions about how to properly collaborate outside of a scheduled meeting.—

Council Petition Process

How a Council Member can submit a petition

First, the Council member should secure the support of at least two additional Council members to bring forth the petition.—

—

Second, the petitioner(s) should write out a simple summary of the request they are making or the idea they want explored, which includes the problem they wish to solve or interest they wish to address.—

—

For example,—

—

"In order to improve wayfinding in our area, I petition the Council to formally support painting all the roads that lead to Oz yellow and to send the resolution to our regional and state transportation partners for their consideration."—OR—

"To ensure the safety of our community, I petition the Council to discuss and consider banning exotic pets, such as lions, tigers, bears, and flying monkeys, within the city limits."—

The Council members bringing forth the petition may also request a response within a specific time frame or by a date certain. This request, along with the reason for indicating a date certain, should be included in the petition.—

The petitioners should share the petition with the Mayor and Manager in advance of the meeting in which they mean to bring it forth (ideally at least a week before) to allow time for clarifying questions or requests. While the Mayor and Manager serve as advisors regarding Council petitions, petitioners can bring a petition forward at a business or public hearing meeting of their choosing.—

—

The petition and any supporting information will be shared with the full Council in the

~~Council packet so that everyone has an opportunity to review the final document and ask questions in advance.~~

~~—~~

~~*During the Council meeting—*~~

- ~~1.—The Mayor will announce the petition and ask the petitioners to provide a brief explanation to Council and the public.~~
- ~~2.—The Mayor will ask for a motion to receive and refer the petition.~~
- ~~3.—If the Council petitioners have requested a response within a certain time frame or by a date certain, then that request must also be voted on and supported by a majority of the Council.~~
- ~~4.—If the motion is seconded, the Council will then vote. If the motion passes, the petition will be referred to the Mayor and Manager for follow-up. One of the petitioning Council members will volunteer to act as the petition's sponsor and serve as a point of contact for the Mayor and Manager.~~

~~—~~

~~*After the Council vote*~~

~~Once the petition has been received and referred, the Mayor, the Manager, and the petition sponsor will discuss what additional information is needed for the Council to make an informed decision on how to proceed and to propose a process and timeline that align with the petitioners' interests. This information might include:~~

- ~~•—A legal determination on whether the idea is allowed under current local, state, or federal laws.~~
- ~~•—Guidance on how the request relates to current Town policies and practices.~~
- ~~•—Estimates on financial resources or time needed to fully explore the idea. If the time required differs from the petition's requested timeline, an explanation for this difference should be provided.~~
- ~~•—Impact and relevance to ongoing projects and initiatives.~~

~~—~~

~~At this point, the petition will be assigned to one or more groups for follow-up. This may include Town departments, a Council working group, a Town Advisory Board, or others with specific expertise.~~

~~The Manager's Office will regularly monitor progress on the status of the petition.~~

~~*How the Council is updated on petition status—*~~

- ~~1.—The Manager's Office will notify Council that the petition has been reviewed and provide information on which group has been assigned to follow up on the petition, ideally within two weeks of its submission. Petitions that have been submitted with a majority of the Council requesting a particular response time or date certain will be~~

~~handled as requested when possible. Additional information may be provided at that time, if available.~~

- ~~2. Once work has begun, the Manager's Office will update the petition sponsor periodically on progress being made and reach out to them and the Mayor should questions arise.~~
- ~~3. The Manager's Office will maintain an updated Council Petition Status database that is accessible online.~~
- ~~4. The Council will receive written updates in its Council packet, via a "Status of Council Petitions" report or other informational item.~~
- ~~5. The Mayor, Manager, and petition sponsor will work together to determine the best way to bring analysis and any recommendations back to the Council for discussion and further guidance at various points throughout the process.~~

~~-~~

~~*When is a petition process complete?*~~

~~-~~

~~Some petition requests are straightforward, and their "completion" can be measured and agreed upon: for example, requests for certain data analysis or a request to provide information about how other municipalities are dealing with an issue of interest. In these instances, the petitions will be "closed out" and removed from Council updates once the information has been provided to the Council and made available to the public.~~

~~-~~

~~Other petition requests are more nuanced; for example, they may be asking the Town to change a scope of work on an existing project; or to make long-term changes to an approach or policy or the application of existing criteria, or to incorporate new ideas into current work methodologies. In these instances, "completion" may only be demonstrated long after the request.~~

~~-~~

~~In these instances, other methods are currently being researched to assure that the Council receives updates on the request and has assurances that the petition remains active and is being handled consistent with Council interests. Further information on the tracking process is forthcoming.~~

Section III. General Policies and Procedures

C. Removed

C. Procedure for Evaluation of Town Manager and Town Attorney

Town Attorney

1. Purpose:

~~The purpose of this procedure is to establish a regular annual process for evaluating~~

the Town Attorney, for communicating the evaluation results, and for following up on the outcome of the evaluation.

~~2. Evaluation Goals.~~

Goals of the annual evaluation are:

- ~~1. To ensure a regular review of the Attorney's performance.~~
- ~~2. To provide an opportunity for constructive discussion of Council Manager and Council Attorney relationships.~~
- ~~3. To set priorities for the Attorney's agenda during the coming year.~~
- ~~4. To establish the Attorney's salary for the coming year, to be effective at the first October pay period.~~

~~3. Evaluation Schedule.~~

Evaluation will be conducted each year no later than October.

Steps in the process will be:

- ~~1. Completion of evaluation forms by individual Council members.~~
- ~~2. Data gathering by the Mayor on comparable salaries. The Human Resources Director will provide such assistance as the Mayor may need.~~
- ~~3. Closed Session of Council to discuss evaluation results and to decide on matters for discussion with Attorney.~~
- ~~4. Closed Sessions of Council and Attorney to discuss evaluations, relationships, and priorities.~~
- ~~5. If desired, written response to Council by Attorney on evaluation matters and priorities.~~

~~4. Town Attorney Evaluation Form.~~

The Council will determine the guidelines for evaluating the Town Manager and Town Attorney.

Town Manager

- ~~1. Purpose. The Town Council is responsible for conducting an ongoing performance evaluation process for the position of Town manager. The purpose of this process is as follows:~~

- ~~1. To establish Performance Objectives for the Town Manager that are aligned with, and intended to execute, the vision and strategy of the Town Council;~~

- ~~2.—To assure that action plans to implement those objectives are developed as that the required resources are available;~~
- ~~3.—To provide feedback to the Town Manager on his/her performance against those objectives;~~
- ~~4.—To provide an opportunity for feedback from manager to Council;~~
- ~~5.—To consider the Town Manager for an annual salary increase and determine the amount of the potential increase.~~

~~2.—Process. This process will follow an annual cycle beginning with the Town Manager's employment anniversary date. The Town Council will meet, in closed session, with the Town Manager three times a year to execute this process. (As an example, if the anniversary date is in September, meetings would be held in February, June and October):~~

~~1.—First Session (February, for example):~~

~~Focus: Developing a shared, written agreement of the Manager's Performance Objectives for the next year. All relevant Town Council documents and actions should be considered as input to these Performance Objectives. (e.g., the Comprehensive Plan, Budget and a Strategic Plan.) Performance Objectives should include specific, measureable action items (the "what") as well as the values, knowledge and skills needed to deliver them (the "how"). Based on these documents and other input from the Council, the Manager will propose a set of objectives to be reviewed and modified by the Council in discussion with the Manager.~~

~~2.—Second Session(June, for example):~~

~~-~~

~~Focus: Evaluating performance against agreed upon Objectives and modifying Objectives as appropriate based on current conditions (e.g., Budget approval and allocation of resources)~~

~~At the end of each quarter, the Manager will provide a written update of progress against each Objective. This document should be the basis of discussion to assure that there is strategic alignment between the Town Manager and the Town Council. The Town Council should assure that all Objectives remain relevant, add any new ones as appropriate and re-prioritize, if necessary. The Town Council must assure that any committed resources are still available. Any resetting of Objectives should also be closely tied into the Strategic Planning Process.~~

~~-~~

~~1.—Third Meeting (October, for example):~~

~~Focus: Annual Performance Evaluation and Salary Consideration Feedback should be gathered formally from Council. Council should evaluate both the "what" and the "how" aspects of the Objectives. Feedback from the Senior Management team should also be gathered at this time for development purposes. Community feedback can also be considered. The Town Council should conduct its salary consideration in this this meeting.~~

Finally, this annual review should include some discussion of the Town Manager's development plan for the next year, with Council giving guidance to the Manager based on experience from the previous year.

~~1. Other Considerations~~

- ~~1. The Town Manger evaluation process should align with the process that the Town Manager uses to evaluate Town staff. This process should be owned and executed by the Town's Human Resources Development department, who must ensure that it is designed and implemented in an efficient, fair and consistent manner.~~
- ~~2. In each annual cycle, it is imperative that the Town Manager be evaluate against the agree to Performance Objectives.~~
- ~~3. The Council may consider using an outside, neutral, facilitator to facilitate the three review meetings. Human Resources should assure that the process is well documented.~~
- ~~4. The time guideline for the first two meetings is ninety (90) minutes each. The annual performance evaluation meeting should be at least three hours.~~

~~It should also be noted that this forma, annual review process, is not intended to displace the informal, ongoing discussions between the Town Manager and any individual Council member. Any Council member should feel free to provide feedback on a one-on-one basis, or to request more information on any specific action item, on an ongoing basis.~~