

## City Manager Plan of Action July 25, 2016

This plan of action established by the City Manager is intended to identify the area of focus and incorporate positive, open and inclusive city management to ensure the City Manager, staff and City Council are moving forward together and applying the Charter, City Code and Administrative Policies formally. It is the basis for a revised City Manager contract to provide a clear approach to improvement.

### Specific Initiatives

1. Aggressively pursue the City's approved 2016 strategy number 3: **Review City Ordinances to address outdated policies and explore the need for new ordinances.** This clearly incorporates the concept of making revisions to existing policies which is ongoing. The purchasing ordinance, other reviewed ordinances during this examination, and all administrative memorandums should be scrutinized immediately in accordance with the 2016 Strategy number 3 and reported to City Council at a regular council meeting. The City Manager will lead the reviewing and revising of ordinances and policies to ensure that progress is a priority weekly. At a minimum, significant progress should be completed by the end of the calendar year (December 31, 2016).
2. The City Manager in connection with City Administration will make it a priority to assure that there is an identified and established system of control over compliance with City Administrative Memos, City Charter, and Code directives as well as State and Federal regulations. Changes to internal policies will be reported to City Council at a regular City Council meeting.
3. The City Manager shall convene a team to identify and determine organizational areas, ordinance and administrative policies to evaluate for effectiveness, efficiencies, and knowledge of existing ordinances and administrative memorandums. This team shall identify specific administrative memos, ordinances and policies that need to be added, deleted and/or amended to be reviewed by the City Attorney.
4. A detailed written status report shall be provided by the City Manager to the executive team and City Council on items detailed in a report and it shall be done monthly and included in the regular City Council meeting agenda materials.
5. Revise and update the City's Whistleblower Policy to provide consistency with state law and clarity for all employees and City Council. This will be reviewed with City Council at a regular meeting.
6. Keeping food purchases to outside normal working hours and documenting specific reasons very clearly.
7. The City Manager shall review the City's insurance coverage and policies for reporting incidences and education.

### Purchasing

1. Review the purchasing ordinance in totality, including the definitions of emergency purchases, authority and reporting.
2. City Management will draft a summary of purchasing steps that must be followed, including blanket resolutions.

3. Purchases that need specific documentation shall be required and the administrative memorandum will be revised to strengthen it.
4. City Management shall draft a plan to identify the responsibilities for purchasing reporting to the City Council including emergency purchases, bids and quotes.
5. City Management shall draft a technology Purchasing policy and report to City Council at a regular City Council meeting.

### **Employment Agreement**

1. On May 18, 2015, the City Manager and City Council agreed to a 5 year contract and currently we are starting year 2.
2. The Employment Agreement and the City Manager's Evaluation Summary will document all of the agreed upon benefits and compensation for the City Manager. The Employment Agreement and the current salary for the City Manager will be reviewed as soon as possible after January 1, 2017, and then annually thereafter. In the interim, the City Manager's salary and benefits have not been changed since July 2015.
3. The City Manager's Plan of Action shall be reviewed on a monthly basis.
4. The City Council will use an outside legal firm to review the contract annually.
5. The City Manager will strictly adhere to the provisions in the Employment Agreement.
6. The ICMA Code of Ethics shall be incorporated by reference into the City Manager's Employment Agreement.

### **Personnel Management**

1. The City Manager will continue to communicate and execute an open door policy for concerns to be heard and addressed as appropriate. The City Manager will also take the necessary professional steps to be open and receptive.
2. The City Manager will maintain focus on the importance of treating all employees with respect and professionalism.
3. The City Manager will meet monthly with direct reports as a group and individually to identify issues and progress.
4. The City Manager will work with the Personnel Board as established in Chapter 11 to update policies on personnel matters. This will ensure a checks and balances situation.