



AGENDA

CITY OF CAMARILLO POLICY COMMITTEE

Wednesday, December 16, 2020 – 8:30 a.m.

Camarillo City Hall
601 Carmen Drive, Camarillo

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER AND THE ORDER OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER (STAY WELL AT HOME).

In order to minimize the spread of the COVID-19 virus, City Hall is closed to in-person public attendance at this meeting and will be held via Zoom. To join via computer, click the Public Access Attendee Link on the meeting date and time:

<https://us02web.zoom.us/j/83956978271>

Webinar ID: 839 5697 8271 Passcode: 884968

PUBLIC COMMENT OPTIONS:

Email – You may submit written comments regarding a specific agenda item via email to Kathy Talley at ktalley@cityofcamarillo.org. If your email is received by 3:00 p.m. Tuesday, December 15, 2020, your email will be copied and distributed to the Policy Committee members prior to the start of the meeting.

Online During the Meeting – Raise your hand to make a verbal comment limited to three minutes, or use the Q&A panel to submit a written comment; OR

By Phone During the Meeting – (669) 900-9128. Press *9 to raise your hand, *6 to send a request to be unmuted before making any verbal comments.

1. Call to Order
2. Approval of Minutes of November 13, 2020
3. Public Comments
4. Policy 1.06, City Manager and City Attorney Evaluations
5. Committee Comments
6. Adjournment

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (805) 388-5316. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations to ensure your access to this meeting. (28 CFR 3.102.35.104 ADA Title II)

**MINUTES
CITY OF CAMARILLO
POLICY COMMITTEE
FRIDAY, NOVEMBER 13, 2020 at 3:30 p.m.**

1. **Call to Order:** The meeting was called to order at 3:30 p.m. ¹
Committee Members Present: Mayor Tony Trembley and Councilmember Charlotte Craven.
Staff Present: City Manager Greg Ramirez, Assistant City Manager Carmen Nichols, City Clerk Jeffrie Madland, Community Relations Officer Michelle Glueckert D'Anna, Sr. Management Analyst Roger Pichardo and Management Assistant Kathy Talley.
2. **Approval of Minutes of October 5, 2020:** Approved as presented.
3. **Public Comments:** None.
4. **Policy 2.01, Public Information and Communication Media**
Recommendation: Move content of Policy 12.04 to Policy 2.01 and incorporate the Committee's revisions. Forward Policy 2.01 to City Council on December 9, 2020.
5. **Policy 12.04, Use of Social Media**
Recommendation: The Committee agreed with the suggested redline changes to the Policy. Move content of Policy 12.04 to Policy 2.01, including redline changes, and rescind Policy 12.04. Forward Policy 12.04 to City Council on December 9, 2020.
6. **Policy 1.01, City Council Reorganization, Committees, and Appointments**
Recommendation: Incorporate the Committee's revisions and forward to City Council on December 9, 2020.
7. **Review Draft 2021 Meeting Schedule**
Recommendation: Incorporate the Committee's revisions and forward to City Council on December 9, 2020.
8. **Committee Comments:**
The Committee requests that the City Attorney and City Manager Evaluation forms come to the Committee for review.
The Committee requests Policy 1.02, City Council Communications, Policy 7.09, Inclusionary Housing, and Council Norms come to the Committee for review after new Committee appointments are made in January.
9. **Adjournment:** Meeting was adjourned at 4:52 p.m.

¹ This meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20 and the Order of the Ventura County Public Health Officer (Stay Well at Home). The conference rooms were closed to the public and the Committee Members and staff participated via Zoom.



City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: 1989
Last Amended: June 13, 2007

Subject: **City Manager and City Attorney Evaluations**

Number: 1.06

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PURPOSE

To provide guidelines for City Manager and City Attorney performance evaluations.

POLICY

The City Council shall evaluate the performance of the City Manager and City Attorney annually.

EVALUATION PROCESS

Evaluations shall occur six months after initial hire and, thereafter, on an annual basis within three months after the close of the fiscal year.

A. City Manager

The City Manager will prepare a written summary of accomplishments in the past year, including progress towards meeting the goals and objectives established by City Council, and present the summary to Councilmembers before the evaluation meeting.

City Councilmembers should complete the standard evaluation forms and meet with the City Manager in closed session. At the conclusion of the session, the City Council shall by consensus determine an overall evaluation of the City Manager's performance in the past year, and shall complete a group evaluation form that is signed by the Mayor.

B. City Attorney

The City Manager, with input from Department Heads, will prepare a written summary of the City Attorney's accomplishments in the past year, including performance in meeting the legal needs of the City, and present the summary to Councilmembers before the evaluation meeting.

City Councilmembers should complete the standard evaluation forms and meet with the City Attorney in closed session. At the conclusion of the session, the City Council shall by consensus determine an overall evaluation of the City Attorney's performance in the past year, and shall complete a group evaluation form that is signed by the Mayor.