

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: July 16, 2007

Agenda Item:	3 (K)	Prepared By: A. William Moss
		Date: July 3, 2007
Agenda Section:	Business: Discussion	
Subject: Procedure for City Manager Performance Review	Department: City Manager	

BACKGROUND:

City Council is asked to provide direction as to the process used for the annual performance review of the City Manager.

City Council's performance review of the City Manager is now held in September of each year. For the past four years the City Manager has provided to City Council a summary of accomplishments and a performance-based self-assessment.

As an alternative to the submittal of a summary of accomplishments, City Council may wish to consider the use of a performance appraisal form designed for city managers. A copy of a suggested form is attached.

Previous discussions on the performance review process suggest that some Councilors may not wish to complete a formal performance appraisal form. Therefore, unless otherwise determined by City Council, the form may be completed at the option of each City Council member.

RECOMMENDED ACTION:

Consider use of a performance appraisal form, at the discretion of each Councilor, in lieu of a summary of accomplishments and performance-based self-assessment.

Reviewed by Department Director	Reviewed by City Manager	<i>A. William Moss</i>
Council Action:	Motion by:	Second by: