TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER
DEPARTMENT: CITY MANAGER’S OFFICE
DATE: OCTOBER 6, 2008
CMR: 403:08

SUBJECT: Council Appointed Officers (CAO) Committee Recommendation to Direct the City Attorney to Set a Public Employee Performance Evaluation Closed Session With City Manager James Keene for the Purpose of Performance Evaluation Goal Setting

RECOMMENDATION

The Council Appointed Officers (CAO) Committee recommends that the City Council schedule a special closed session with City Manager James Keene to begin the performance evaluation goal setting process.

BACKGROUND

On July 31, 2008, the CAO Committee met to discuss the determination of goal setting sessions and evaluation schedule for the new City Manager. The Committee suggested implementation of a more frequent evaluation schedule that would allow for the Council and the City Manager to review performance goals several times each year. The Committee voted 4-0 to establish a work plan and performance goals in September 2008, to schedule a follow-up session in January 2009 and to conduct the formal performance review at the end of the fiscal year.

At the direction of the CAO Committee, the City Manager is bringing this report forward in order to facilitate the scheduling of a closed session in October for the establishment of performance evaluation goals for the City Manager, to serve as the basis for subsequent performance evaluations. The closed session would be scheduled under the authority of the Brown Act provision for Public Employee Performance Evaluation.

RESOURCE IMPACT

There is no resource impact associated with the recommendations in this report.

POLICY IMPLICATIONS

The recommendations in this report are consistent with current City Council policies.
ENVIRONMENTAL REVIEW

This report is not a project under the California Environmental Quality Act (CEQA).

ATTACHMENT

Attachment 1: Minutes from July 31, 2008 CAO Committee Meeting

CITY MANAGER APPROVAL:

JAMES KEENE
City Manager