

City Of Piedmont
COUNCIL AGENDA REPORT

DATE: January 2, 2007

FROM: Mayor Nancy McEnroe

SUBJECT: **2007 City Administrator Performance**

BACKGROUND

In November 2006, Council approved a new Statement of Principles - City Administrator for use in 2007 as part of the compensation review process. The Statement of Principles includes language for the use of performance criteria as part of the annual re-evaluation of compensation for this position.

Questions for Council:

- 1) Is there Council consensus to continue past procedures including having the Mayor select/draft the evaluation form? Which members of Council should meet with City Administrator for delivery of performance review?
- 2) Is there Council consensus that the Mayor may request a written report to Council from the City Administrator providing a half-year review of City Administrator's performance in meeting goals as established in 2006-2007 City Budget? Should this report include information on 2006 performance of the City's management team?
- 3) Are there other methods of reviewing performance or gathering performance feedback that the Council might wish to have? Other types of information that might provide useful feedback to the City Administrator?
- 4) The current process of establishing and reviewing the City Administrators' annual goals is done in conjunction with the budget process in June of each year. With the performance review process being conducted in winter, this schedule will need to be revised. Is there Council consensus that a six-month review of the performance goals for the City Administrator take place? Two reviews can be done – one in winter and then a follow-up in July after Council establishes the City budget.

My goal is to complete by mid February the City Administrator's evaluation and establish the position's 2007 compensation. Towards this goal, I offer for discussion the following calendar and outline of procedures for the evaluation process and compensation review.

Early January	Distribution to Council Members: 1) evaluation form 2) copy of 2006-2007 City Budget goals 3) copy of position description for City Administrator
January 16	Report to Council from City Administrator reviewing activities for 2006.
February 5	Compensation established by Council for management and mid-management.
February 9	Completed evaluation forms from each Council Members to be returned to Mayor for compilation.
February 12	City Council meets in closed session to review draft performance evaluation.
Week of 12 th	Meeting with City Administrator for performance review.
February 20	During regular open session Council establishes 2007 compensation for City Administrator.