

## **City Council Agenda Summary Sheet (Non Purchases)**

**Agenda No:** 2221  
**Date:** February 23, 2004  
**Prepared By:** Pamela M. Lee, Director of Human Resources, ext. 2521  
**City File No:** [Click [here](#) and type file number if applicable]  
  
**Meeting Date:** March 3, 2004

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### **PURPOSE:**

A policy for City Council review of performance appraisals for Council-appointed department directors is hereby recommended by the Administrative and Information Services Committee.

### **DISCUSSION:**

The Council members of the AIS Committee requested a policy that allows for the bi-annual review of performance appraisals prepared by the Mayor on directors appointed by Council. In addition, a self-evaluation form has been developed in order to provide the appointees with an opportunity to provide additional comments.

### **FISCAL INFORMATION:**

This policy will have no budget impact.

### **RECOMMENDATION:**

It is recommended that the attached policy be adopted.

### **ATTACHMENTS:**

- 1) Policy for Review of Performance Appraisals for City Council Appointed Department Directors
- 2) Department Director Self-Evaluation

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**