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CITY OF ROCHESTER HILLS

**H**uman  
**R**esources

Pamela M. Lee, Director ext. 2521

DATE: March 4, 2004

TO: City Council

RE: Performance Appraisals for  
Council Appointed Directors

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I have been advised that Council approved The Policy for Review of Performance Appraisals for City Council Appointed Department Directors at its March 3, 2004 meeting. I have enclosed under confidential cover copies of performance appraisals completed by Mayor Somerville for Beverly Jasinski, City Clerk and Kurt Dawson, Treasurer, as well as self-evaluations completed by both directors. Copies of the self-evaluations have also been forwarded to the Mayor.

As the policy states, only Council members will receive copies of the appraisals. However, all AIS committee members will receive copies of the directors' self-evaluation for the April AIS meeting. You are asked to forward any comments or concerns regarding director performance to AIS Committee Council members prior to the April meeting date.

C: Mayor Somerville  
Bev Jasinski, City Clerk  
Kurt Dawson, Assessor/Treasurer