



City of Cambridge

O-23.

IN CITY COUNCIL

September 10, 2001

COUNCILLOR BRAUDE
COUNCILLOR BORN
COUNCILLOR DAVIS
COUNCILLOR DECKER
MAYOR GALLUCCIO
VICE MAYOR MAHER
COUNCILLOR REEVES
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY

ORDERED: That the attached order, which is part of the Government Operations Committee Report recommending a process for evaluation of the City Manager (Calendar Item #4 of 9/10/01) be amended as follows:

In the first three bulleted items under paragraph number one, the dates be changed from September 30 to September 15; from October 31 to October 15; and from November 30 to November 15.

In City Council September 10, 2001.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST: 

D. Margaret Drury
City Clerk



City of Cambridge

Committee Report #2

Calendar Item #4

IN CITY COUNCIL

February 5, 2001

September 10, 2001

COUNCILLOR BRAUDE
COUNCILLOR DAVIS
VICE MAYOR MAHER
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY

ORDERED: That the City Council approve the following schedule and format for evaluation of the City Manager.

2. In years in which the City Council is required to take action on the contract, the schedule shall be as follows:
 - ◆ Members of the City Council shall schedule individual meetings with the City Manager to provide him with feedback as to his performance. Individual meetings shall be completed by September 15th. An evaluation form shall be supplied to each member for the member to use or not use in the meeting as he or she chooses. The form may be filled out and given to the City Manager, filled out and used by the member as an aid to the discussion but not given to the City Manager, left blank and used as a guide for discussion, or not used at all.
 - ◆ No later than October 15th, the Government Operations Committee shall schedule a public hearing to receive public testimony relative to the City Manager's performance and evaluation.
 - ◆ No later than November 15th, the Government Operations Committee shall schedule a working session with the City Council and to discuss what if any action should be taken on the contract and make recommendations to the full City Council on this matter.
 - ◆ At a City Council meeting (not necessarily a Special Meeting) held no later than December 31, the City Council shall consider the matter and take whatever action it deems appropriate.
3. In years in which the contract terms do not establish December 31 as a date by which the Council must give notice relating to contract termination, evaluation, consisting of the steps outlined above shall take place during the months of November and December.

In City Council September 10, 2001.

Adopted as amended by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in cursive script, reading "D. Margaret Drury".

D. Margaret Drury
City Clerk



City of Cambridge

Original Order

IN CITY COUNCIL

COUNCILLOR BRAUDE
COUNCILLOR DAVIS
VICE MAYOR MAHER
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY

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1. In years in which the City Council is required to take action on the contract, the schedule shall be as follows:
 - ◆ Members of the City Council shall schedule individual meetings with the City Manager to provide him with feedback as to his performance. Individual meetings shall be completed by September 30th. An evaluation form shall be supplied to each member for the member to use or not use in the meeting as he or she chooses. The form may be filled out and given to the City Manager, filled out and used by the member as an aid to the discussion but not given to the City Manager, left blank and used as a guide for discussion, or not used at all.
 - ◆ No later than October 31st, the Government Operations Committee shall schedule a public hearing to receive public testimony relative to the City Manager's performance and evaluation.
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City of Cambridge

GOVERNMENT OPERATIONS, RULES

AND CLAIMS COMMITTEE MEMBERS

In City Council February 5, 2001

*Councillor Jim Braude, Chair
Councillor Henrietta Davis
Vice Mayor David P. Maher
Councillor Michael A. Sullivan
Councillor Timothy J. Toomey, Jr.*

The Government Operations, Rules and Claims Committee (hereinafter Government Operations Committee) held a public meeting on Wednesday, January 24, 2001, beginning at 8:47 a.m. in the Ackermann Room for the purpose of evaluating the process used by the City Council to evaluate the City Manager.

Present at the meeting were Councillor Jim Braude, Chair of the Committee, Vice Mayor Maher and City Clerk D. Margaret Drury. Also present were City Manager Robert W. Healy and Sandra Albano, Assistant to the City Council.

Councillor Braude convened the meeting and stated the purpose. He expressed disappointment that those members of the City Council who were most critical of the process were not present. Councillor Braude then summarized the issues that had come to his attention as follow:

- ◆ The evaluation form. Is it useful? Is it a public record if it is filled out by a city councillor and given to the city manager?
- ◆ Should there have been another, more deliberative step between the public hearing and the vote on renewal of the contract?
- ◆ Complying with the contractual obligation for an annual evaluation of the city manager.
- ◆ Would a fixed schedule for the evaluation be preferable?

Councillor Braude announced that Councillor Davis was not in attendance because of illness and that she had requested that she be recorded as favoring the addition of another step to the process between the public hearing and the vote on the city manager's contract.

Thereupon there ensued a general discussion of the above issues by those present. With respect to the evaluation form, it was noted that a new SJC case holding that in certain circumstances an evaluation is a part of a personnel file and is not public may pertain to this issue. It was agreed that the committee will seek and provide to the full Council more information as to this matter before the next evaluation begins. Vice Mayor Maher said that the form can be filled out and used as a tool to structure the

discussion without physically giving the form to the city manager. It was agreed by all present that the following recommendations would be presented to the full City Council.

Ordered That the City Council approve the following schedule and format for evaluation of the City Manager.

1. In years in which the City Council is required to take action on the contract, the schedule shall be as follows:
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 - ◆ No later than October 31st, the Government Operations Committee shall schedule a public hearing to receive public testimony relative to the City Manager's performance and evaluation.
 - ◆ No later than November 30th, the Government Operations Committee shall schedule a working meeting with the City Manager to provide an opportunity for a group evaluation of the Manager by the members of the City Council and to discuss what if any action should be taken on the contract and make recommendations to the full City Council on this matter.
 - ◆ At a City Council meeting (not necessarily a Special Meeting) held no later than December 31, the City Council shall consider the matter and take whatever action it deems appropriate.
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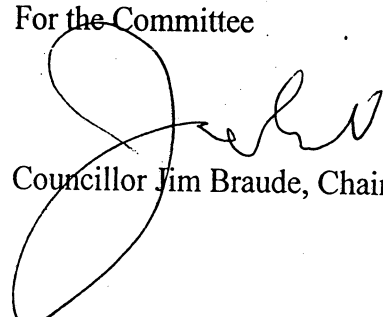
The committee then agreed that the issue of evaluation of its other employees shall be placed on the agenda for discussion at the next meeting of the Government Operations Committee.

Councillor Braude then invited public comment.

Stash Horowitz, 12 Florence Street, stated that if the committee truly wants to hear from the public on these issues, the meetings should be scheduled at a time that is more convenient for the public to attend.

The meeting was adjourned at 9:48 p.m.

For the Committee



Councillor Jim Braude, Chair

City of Cambridge

GOVERNMENT OPERATIONS, RULES

AND CLAIMS COMMITTEE MEMBERS

In City Council February 5, 2001

*Councillor Jim Braude, Chair
Councillor Henrietta Davis
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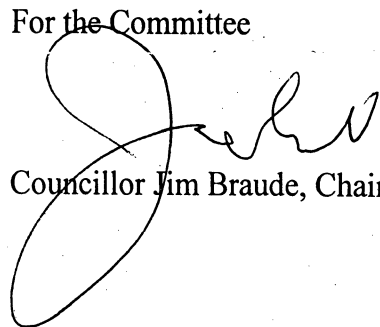
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The meeting was adjourned at 9:48 p.m.

For the Committee



Councillor Jim Braude, Chair

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Committee Report #2

Committee Report from Councillor
Jim Braude, Chair of the
Government Operations, Rules and
Claims Committee for a meeting
held on January 24, 2001 for the
purpose of evaluating the process
used by the City Council to
evaluate the City Manager.

In City Council February 5, 2001

Placed on the Table
on the motion of
Councillor DAVIS

An City Council
September 10, 2001

Report accepted as
Amended by Order #23