



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:-

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

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:
 - ◆ 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.
 - ◆ No later than November 30th, 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.
2. 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.



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:-

A handwritten signature in black ink that reads "D. Margaret Drury". The signature is written in a cursive style with a large, looped "D" at the beginning.

D. Margaret Drury
City Clerk

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:**
 - ♦ **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.**
 - ♦ **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.**
- 2. 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.**

O.B.

O.B.
H.D.
~~W.H.~~

Ordered: That The attached order,
which is part of the Govt Op
Com Report ~~on~~ ~~evaluating~~ &
recommends a process for evaluation
of the CAP, be amended as follows:
(For ~~Colleen~~ ~~John~~ #)
In the three bulleted items under
paragraph no 1, the dates be
changed from September 30 to Sept 15;
from October 30 to October 15 and
from November 30 to November 15



City of Cambridge

O-23.

IN CITY COUNCIL

September 10, 2001

COUNCILLOR BRAUDE

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 30 to October 15; and from November 30 to November 15.

3335

Order #23

Amend order from the Government
Operations Committee Report
(Calendar Item #4 of 9/10/01)
recommending a process for
evaluation of the City Manager.

Councillor Braude

In City Council September 10, 2001

ORDER ADOPTED