



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: October 7, 2008

SUBJECT: Set Special Closed Session Meeting Date

### **Report in Brief**

Annually Council is requested to meet in Closed Session for the purpose of evaluating the performance of the City Manager. Typically, this had been done in conjunction with a regular Council meeting date. However this year it is suggested that a closed session be held for the purpose of the evaluation in order to provide the Council with the time necessary to complete the process.

Staff recommends that the City Council set Tuesday, October 14, 2008 at 5:00 p.m. as a Special/Closed Session meeting for the purpose of evaluating the City Manager's performance and to reviewing the City Manager's Annual Report.

### **Background**

There are two positions for which the Council has the authority to employ, evaluate or terminate. Those two positions are that of the City Manager and the City Attorney. As a new City Attorney was recently selected, that position will not be recommended for evaluation at this time. However, the City Manager joined City staff August 1, 2007 and Section 11 of the Employment Agreement requires the City Council to conduct an evaluation of the City Manager's performance by October 31 of each year. Section 11 also requires the City Manager to provide a comprehensive report that will be reviewed by the City Council as part of the evaluation process. The City Manager is currently preparing the FY2007-08 Annual Report that will be received by the City Council no later than October 7.

In addition to reviewing the previous year and evaluating the City Manager's performance, the October 14 meeting also provides the City Council with an opportunity to discuss goals and objectives for the coming year.

**Recommendation for Action**

Staff recommends that the City Council set Tuesday, October 14, 2008 at 5:00 p.m. as a Special/Closed Session meeting for the purpose of evaluating the City Manager's performance and to reviewing the City Manager's Annual Report.

Prepared by: Sue Vannucci  
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Mark G. Deven  
City Manager