

MEMORANDUM

To: City Council members

From: Mayor Kathy Coffey

Date: September 20, 2018

RE: City Manager annual evaluation

Based on Cliff Moore's employment agreement, Council is to complete an annual performance review of his employment. To comply with his agreement, Council needs to complete a performance evaluation and meet with the City Manager to discuss the results.

The City Manager will also complete the evaluation form. His responses will be available for Council discussion as well.

The purpose of the evaluation is to assess the City Manager's performance over the past year. I would ask that Council members complete the evaluation form and return it and any deliverable to Cally **no later than Tuesday, September 25.** Cally will be scheduling a 2 hour meeting on Thursday, September 27 from 5:00-7:00 p.m. for Council members to discuss the evaluation with the City Manager.

If you have any questions on the process or form please contact me at 910-4758.