

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council DST  
**FROM:** Deborah S. Traffenstedt, Administrative Services Director/City Clerk  
**DATE:** January 9, 2008 (CC Meeting of 1/16/08)  
**SUBJECT:** Consider a City Manager Evaluation Policy

**BACKGROUND AND DISCUSSION**

Mayor Hunter requested that an agenda item be scheduled for consideration of a new City Council policy that would establish a more consistent practice for conducting a performance evaluation for the City Manager. The suggested policy language is as follows:

The City Council will conduct an annual performance evaluation for the City Manager within 60 days from his/her anniversary date. The form of the evaluation shall be as approved by the majority of the City Council, and following completion, the Mayor shall sign the evaluation and a memorandum that provides direction to the City's Personnel Officer regarding any related personnel action.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Approve a policy requiring an annual performance evaluation for the City Manager, as described in the agenda report, and direct staff to incorporate the new policy into the next update of the City Council Policies Resolution.