



STAFF REPORT

TOWN COUNCIL MEETING OF JANUARY 10, 2012

To: Town Council

From: Town Manager

A handwritten signature in black ink, appearing to be 'J. X.', is written over the 'From: Town Manager' line.

Subject: Council Expectations of Town Manager/Evaluation Criteria

Date: December 19, 2011

ISSUE

At the December 13, 2011 Town Council meeting a consensus was reached to place this item on the January 10, 2012 Town Council agenda for discussion.

RECOMMENDATION

Discuss the item and direct staff as appropriate.

DISCUSSION

This item presents a great opportunity for both the Town Council and Town Manager to set forth the Council's expectations and evaluation criteria for the new Town Manager during the next year. Without these perimeters this potentially poses problems in establishing the Town's priorities for the Town Manager and the expectations on what items the Town Manager was tasked to work on and in what priority. This could lead to miscommunications and unintentional misdirection of the Town Manager.

It is especially important to me given the fact that I am performing two jobs simultaneously as Town Manager and Planning Director. Given my time constraints, it is important to focus my work on the priorities and wishes of the Town Council. I am here to serve at your direction and give you the best professional advice I can.

I look forward to discussing this item with you at the Council meeting.