

# City of Concord, New Hampshire

Memorandum from Mayor Bouley



TO: Members of City Council  
FROM: Mayor Bouley  
DATE: January 5, 2016  
RE: City Managers Annual Evaluation - 2016

In accordance with section 21 (b) of the City Charter the City Council shall conduct an evaluation of the City Manager's performance in office annually each April. After such evaluation, the City Council shall determine, in public session, whether the City Manager's overall performance in office has been satisfactory or unsatisfactory. The City Council shall also establish the City Manager's compensation for the ensuing year.

I propose the appointment of a City Manager Review Committee charged with the task of organizing and tallying results of evaluation forms submitted by members of City Council. I also propose that the committee draft a revised employment agreement for review by the full Council that contains committee recommended changes to Mr. Aspell's current employment contract. I charge the committee with bringing forward their recommendations for final approval by the full Council.

The appointees I propose to serve on the committee are Councilors that served on the committee for the last few years ensuring continuity in the process: Chair: Councilor St. Hilaire, Councilor Nyhan, Councilor Bouchard and Councilor Grady Sexton. Should any additional member of Council wish to join the proposed committee, I encourage you to express your desire to assist.

Upon approval of this report by City Council, the City Clerk will electronically send to all members of Council the 2016 evaluation form as well as the City Manager's current employment agreement. Evaluation forms should be completed and submitted to the City Clerk – in a sealed envelope on or before February 12, 2016. The City Clerk will collect the confidential reviews and submit to the committee Chair so that the committee can begin their process February 15, 2016.

I ask that Council confirm the membership of this committee and the process as outlined so that we may begin this process as soon as possible in order to finalize a new contract with the City Manager.