



Item No. 166

# AGENDA ITEM REQUEST FORM

**Town Manager**

**Connie Hoffmann** *CH*

Department Submitting Request

Dept Head's Signature

**REGULAR**  
**COMMISSION MTG**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO**  
**Town Clerk**

**ROUNDTABLE/**  
**SPECIAL MEETING**  
**Meeting Dates / TIME**

**DEADLINE TO**  
**Town Clerk**  
**7 Days Prior (noon)**

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1<sup>st</sup> PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2<sup>nd</sup> PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

**FY2011 DESIGNATED HIGH PRIORITY ITEM**  
**PRIORITY TOPIC:**

**SUBJECT TITLE: TOWN MANAGER EVALUATION & GOAL SETTING**

**EXPLANATION:** At the last meeting the Commission decided to do my performance evaluation on October 11<sup>th</sup> and set performance goals for the new fiscal year later in October. I am going to be on vacation and will miss the second Commission meeting in October, and it is my understanding that the Mayor will not be present for the November 8<sup>th</sup> meeting. So that means the goal-setting session would likely not take place until late November.

I would like to endorse Commissioner Clotney's suggestion that a special meeting be held to do my evaluation and, if time permits, to also work on setting goals for the year at that session. If we cannot finish the goal setting, we could do so at the October 11<sup>th</sup> meeting.

**EXPECTED OUTCOME: Consideration of a special meeting to conduct the Town Manager's evaluation and goal setting discussion.**

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials *CH*