



Date: September 8, 2025

To: Mayor and Town Council

From: Sean O’Keefe, Town Manager

Re: Discussion: **Scheduling the Town Manager Performance Evaluation Review Date**

Objective:

To discuss the process and timeline for conducting the Town Manager’s annual performance evaluation, as required by Section 8 of the Town Code. The Town Manager received his last review on April 3, 2025, and this review would be for the intervening six-month period since then (up to the end of September, 2025).

Summary:

The Town Code requires that the Town Council conduct an annual review of the Town Manager’s performance.

The proposed review process includes the following steps:

1. **Town Manager Self-Assessment:**
 - The Town Manager will complete the Town Manager Performance Evaluation Form, providing a self-assessment of achievements, challenges, and proposed areas for improvement.
2. **Council Evaluations:**
 - Each Council member will complete the evaluation form based on the Town Manager’s self-assessment and their observations, submitting the form to the Town Clerk for compilation. Evaluations will focus on ten performance dimensions.
3. **Outcome:**
 - In a dedicated workshop session, the Council will review the compiled evaluations and provide formal feedback to the Town Manager, identifying goals and priorities for the coming year and determining areas for improvement or recognition.

Fiscal Impact:

There is no direct fiscal impact associated with this process.

Staff Recommendation:

Staff recommends approval of the proposed evaluation process and determination of a timeline to ensure a structured and comprehensive review of the Town Manager’s performance while providing clear and actionable feedback.