



CAMBRIDGE CITY COUNCIL

Alanna Mallon
Vice-Mayor

Dear Colleagues,

Last week, I held a Government Operations, Rules and Claims committee hearing regarding a potential annual framework for the City Manager annual performance review process. As you may remember, in Mr. Huang's final contract there was a stipulation to codify the annual performance review process within 90 days of his start date, which was September 5th. For your reference, that section of this contract is below:

2.3 The City Council and/or a subcommittee of the City Council shall review and evaluate the performance of the City Manager at one or more meetings each contract year. Said review and evaluation shall be done in open session in accordance with Massachusetts General Laws Chapter 30A, Sections 18-25 (the "Open Meeting Law"). The parties shall agree on the structure and timing of such performance evaluations within ninety (90) days of Mr. Huang's start date.

The Government Operations, Rules and Claims committee voted to move forward the attached process for the *City Manager's annual performance review* with a positive recommendation for consideration, discussion and possible adoption by the full City Council. The charter language states "review and evaluation." However, for our purposes we have chosen to use only the word "review" since it is more encompassing and in line with our desire to have all city staff be reviewed regularly as good management practice. The initial documents have been updated based on the committee conversation, and for timeline readability. I want to thank my colleagues on the committee for their commitment to this important evaluation and transparency tool, and especially Councillor Toner who helped craft it with me.

I look forward to the discussion, and am available for any questions the City Council may have.

Thank you,

A handwritten signature in black ink, appearing to read "Alanna Mallon", with a stylized flourish at the end.

Alanna Mallon
Vice Mayor