

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF WORKSHOP DINNER MEETING

Monday, May 23, 2011
5:45 p.m.

Conference Room C-104 - Shoreline City Hall
17500 Midvale Avenue N.

PRESENT: Mayor Keith McGlashan, Deputy Mayor Will Hall, and Councilmembers Chris Eggen, Doris McConnell, Chris Roberts, Terry Scott, and Shari Winstead

ABSENT: none

STAFF: Scott Passey, City Clerk

GUEST: Dick Cushing, Waldron & Company

Mayor McGlashan called the meeting to order at 5:52 p.m.

Mr. Cushing outlined the performance evaluation process for evaluating Julie Underwood, the new City Manager. He explained that it begins with the City Manager completing a self-evaluation, after which Mr. Cushing would interview each Councilmember then prepare a draft evaluation that he would send to each Councilmember for feedback. He explained that the evaluation is really the discussion and feedback process that takes place between the City Manager and the City Council regarding the draft evaluation.

The Council discussed the general criteria for the City Manager's evaluation. Mr. Cushing said the intent is to make this a positive experience that will remove the surprises and stress from the process. He noted that the evaluation would include the Council's expectations so Ms. Underwood can get a sense of her progress and how she is tracking. Mr. Cushing briefly discussed the need to include accomplishments and ways to measure them.

There was a discussion about the use and effectiveness of self-evaluations. The Council then discussed the overall goal of the evaluation. It was noted that a good evaluation would ultimately help the City Manager improve over time, and it is also an opportunity to review the Council's expectations; therefore, a feedback element will be critical. It was noted that it is important for the City Manager to have evaluations for legal reasons because the makeup of the City Council changes over time. The Council also discussed the fact that the self-evaluation would provide useful insight into the City Manager's judgment and self-awareness.

Mr. Cushing and the Council noted the importance that the evaluation reflect a consensus or majority decision of the Council, and if there are aspects of the City Manager's performance that require improvement in the future, the evaluation will serve as a useful document.

Mr. Cushing stated that the Council Goals are but one element of the evaluation. He noted the existing City Manager Evaluation Criteria and asked the Council if there were other expectations that would serve to supplement those. In doing so, he noted the importance of being specific and trying to define measures so accomplishments can readily be determined. The Council identified the following items:

- Continue weekly updates
- Strengthening partnerships
- Maintaining efficiency and staff morale
- Commitment to provide Council information within a specified timeframe
- Budget reports/holding departments accountable for living within budgets
- Communications/press releases/public relations
- City Manager Feedback to the City Council

There was discussion that many elements mentioned thus far were already included in the previous City Manager's evaluation. There was Council consensus to use the previous evaluation as a starting-point and modify it based on any new ideas brought forward.

The Council then discussed the desire for the City Manager to provide constructive feedback to the Council both as a body and individually. Mr. Cushing pointed out that immediate feedback, both positive and negative, is vital to maintain a strong Council-City Manager relationship.

The Council then discussed whether it is reasonable to expect Ms. Underwood to provide critical feedback to the Council, given the superior-subordinate nature of the relationship. There was consensus that the Council is open to feedback from the City Manager, and this element should be included in the evaluation.

The meeting adjourned at 6:55 p.m.

Scott Passey, City Clerk