

## City of Shoreline

### City Manager Six Month Evaluation

#### Draft Process

May/June 2023

Introduction: The City Manager's contract provides for an initial six-month evaluation by the City Council. The following is a proposed process that provides for that six-month evaluation which is intended to be a "check in" to be followed later by a more comprehensive annual evaluation in the twelve-month time frame. The objective is an informal discussion about how things are going, celebrate successes, confirm future direction and further strengthen the Council/Manager relationship. Dick Cushing working through Waldron & Company will serve as the consultant/facilitator.

Process:

1. Background, Preparation and Review of Documents:
  - a. Consultant to discuss and finalize the evaluation process with the Mayor and City Manager.
  - b. Consultant review all materials sent to the City Council by the City Manager.
2. Self-Evaluation: City Manager prepares a self- evaluation and sends it to the Council. It should incorporate the following four areas and include any other supplementary information.
  - a. Accomplishments
  - b. What might have gone better.
  - c. Challenges, Opportunities and Areas to Focus On.
  - d. Overall Assessment
3. City Council Executive Session: This is a discussion facilitated by Dick Cushing and focused primarily on the City Manager's self-evaluation.
  - a. The City Council will meet briefly without the City Manager to discuss the City Manager's self-evaluation and overall performance.
  - b. The City Manager will join the City Council for a discussion focus on the four areas in the self-evaluation and overall performance.
4. Final Report: Dick Cushing will develop a written report based on the City Manager's self-evaluation and the executive session discussion and send a draft to the Council for review and feedback. Based on the feedback make any necessary changes and prepare a final report for signature by the Mayor and City Manager.