



MEDINA, WASHINGTON

AGENDA BILL

Monday, September 11, 2023

Subject: City Manager Review

Category: City Business

Staff Contact(s): Scott Missall, City Attorney and Jessica Rossman, Mayor

Summary

One of the Council's responsibilities is to supervise and review the City Manager. This agenda item is intended to provide an update on the current status of and plans for the 2023 evaluation process.

- In July 2020, the Council passed Resolution 411 (attached to this AB), adopting an outline and structure for evaluating the City Manager. The Resolution was developed by the City Attorney with input from the Personnel Committee and former City Manager.
- In 2022, Council appointed and hired Steve Burns as the City's new City Manager. The hiring process substituted for the annual review process that year and included changes to the annual review components and goal-setting timelines to facilitate the integration of the new City Manager.
- The Council's Personnel Committee is now initiating the current year's evaluation process as described in Resolution 411. The Committee is working to streamline the process as much as possible and is hopeful that certain meetings and discussions described in the Resolution may not be needed (e.g., without requiring a second November meeting in 2023). As the 2023 review process gets underway, the Personnel Committee, City Manager, and City Attorney may find that Resolution 411 needs further updates or modification, and if so, will bring those to Council for discussion and decision.
- The Personnel Committee is planning a meeting with the City Manager and the City Attorney for later in the week of September 11th, and the Committee expects it will have a more comprehensive review plan after that meeting, including a revised timeline to complete the Manager's review.
- The Committee's current work on the Manager's evaluation includes the following:
 - A new anonymized online form for staff evaluation of the Manager (i.e., a "360 Review"); and
 - An updated evaluation form for Council member use.Each of these changes should make the Manager's evaluation process more comprehensive and more efficient, enabling a better review outcome and a more thorough result.

This meets and supports Council's priority #3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character

Attachment

Resolution No. 411

Budget/Fiscal Impact: None.

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 10 minutes