



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 9, 2023

Subject: City Manager Review

Category: City Business; Update

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

Summary

The Council is responsible to supervise and annually review the performance of the City Manager. This agenda item reports the current status of the City Manager's Review and upcoming schedule.

Current Status

The City Council's annual City Manager review process is underway and on schedule. No schedule changes are currently anticipated.

Following the last update presented to Council at its September 25 meeting, the following tasks are in process:

- * The Council Personnel Committee (JR; HG; MJ) finalized and circulated 360 Feedback Surveys to all Councilmembers and all Director/Departmental Manager employees on September 28. The 360 Surveys seek anonymous assessments and comments concerning the City Manager's current-year performance.
- * The 360 Surveys are expected to be completed and returned to Councilmember Johnston on or before October 9. All 5 staff reviews have already been completed and returned' Councilmember Johnston will compile the information received into a report for presentation to the Council.
- * The Council will review and discuss the 360 Survey information in executive session per RCW 42.30.110(g) at the Council's October 23 meeting.

Upcoming Schedule

Pursuant to the Medina Personnel Manual, Chapter 8.04, and Council Resolution No. 411, the next steps in the City Manager review process are currently scheduled as follows:

- * **Oct Mtg #2:** Personnel Committee presents preliminary report to Council for discussion and review (open and/or ex. session as may applicable).
- * **Nov Mtg #1:** Confidential Council discussion and review in ex. session; Council discussion with City Manager in ex. session; Council provides direction to Personnel Committee to prepare draft final evaluation.
- * **Nov. Mtg #2:** Council considers Planning Committee draft final evaluation in ex. session; Council discussion with City Manager in ex. session; Council provides direction to Personnel Committee to prepare final evaluation.

* Dec Mtg #1: Council takes final action on City Manager evaluation and sets next year compensation in open session.

Attachment

None

Budget/Fiscal Impact: None.

Recommendation: Status Update.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 10 minutes