



CITY OF WHITTIER

Gateway to Western Prince William Sound

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MEMORANDUM

To: Mayor Shen and Council Members

Through: Jackie C. Wilde, City Manager

From: Shelby Carlson, Acting City Clerk

Date: May 26, 2026

Subject: City Attorney Semi-Annual Performance Review Process

Background

The City Attorney's contract requires the City Council to conduct semi-annual performance reviews. The next review is scheduled for the June 16, 2026 regular Council meeting.

In preparation for that review, Administration recommends using the same online survey format the Council has used for prior City Attorney evaluations. This approach allows each Council member to provide written feedback in advance of the meeting and creates a consolidated summary for discussion.

The City Attorney has requested that the review occur in open session rather than executive session. Accordingly, Administration proposes that the survey results be summarized and provided to the City Attorney and Council for discussion at the June 16 regular meeting.

Proposed Process

Administration recommends the following process:

1. Council members complete the online City Attorney review survey before the June 16 meeting.
2. Administration downloads the summary of the survey results.
3. The summary is provided to the City Attorney and Council for discussion during the June 16 regular meeting.
4. No separate Council review committee is formed for this review cycle.

This process is intended to keep the review straightforward, timely, and consistent with prior practice while ensuring the full Council participates directly in the review.

Recommendation

Administration recommends that the Council authorize use of the online survey process for the upcoming semi-annual City Attorney review and direct Administration to provide a summary for presentation at the June 16, 2026 regular meeting.