



Memorandum

Date: 1/12/2023
From: Mayor Kristine Lott
To: Winooski City Council
Subject: City Manager Review

Overview

Per the contract between the City Manager and the City Council, the Council shall perform an annual Performance Evaluation of the City Manager. Historically, this annual review is conducted over the course of January and February, to be completed before Town Meeting Day when the composition of the Council is likely to change. Performance evaluation is a structure to align on strengths and opportunities and inform goal setting.

Recommended Process

I recommend using the same evaluation tool that was used for the [90-day probationary evaluation](#) of the City Manager. The tool is based on a model evaluation tool from the International City Management Association and was updated in concert with the HR Director and Manager to incorporate equity measures into the ratings. Both City Council and the staff Leadership Team participate in the evaluation. The proposed timeline is as follows:

- **January 23:** Identify a Council member to support facilitation of the evaluation process. Potential executive session to discuss the review process, if needed.
- **January 24:** Distribute the evaluation tool to Councilors and Leadership Team via email.
- **January 31:** Council and Leadership Team responses are due.
- **February 2:** Results of compiled responses shared with Council and Manager.
- **February 6:** Full Council discusses report of findings and results of reviews in Executive Session, including City Manager.

Thank you,
Mayor Kristine Lott