

City of Tacoma
City Manager Annual Evaluation 2017-2018
Timeline Overview

- May 1** The operating ground rules are established by the Council for the evaluation.
- May 2** Evaluation form is sent out to the Council and the City Manager.
- By May 16** Council Members submit their completed evaluations to Gary Buchanan (gbuchanan@cityoftacoma.org) to compile.
City Manager submits self-evaluation to Gary Buchanan.
Feedback is compiled.
- By June 6** Evaluation sub-committee meets to discuss the feedback and determine themes.
- By June 11** The Evaluation sub-committee's draft evaluation and the City Manager's self-evaluation are sent to the Council.
- June 26** The Council meets without the City Manager and then with the City Manager to jointly discuss the performance.
If the document is accepted as presented, it will be signed at this Council meeting.
- If significant changes to the City Council's combined evaluation are requested, the changes will be added to the draft evaluation, which will be sent back to the City Council no later than June 29. An executive session will be scheduled to discuss the changes to the evaluation.
- July 10** If necessary, the collection of signatures will be set for this Council meeting.