



January 23, 2016

Kurt Sacha, Asst. City Manager/Finance Director  
City of Longview  
P.O. Box 128  
Longview, WA 98632

Subject: Letter of Engagement: Facilitation of City Manager Evaluation for 2016 - 2017 Rating Period

Dear Mr. Sacha:

This letter contains a description of the proposed methodology for the conduct of an annual performance evaluation for the City Manager position and offers a flat fee proposal for accomplishing the assignment. If you find the proposal acceptable, please sign and return this document that will serve as a letter of engagement for consultant services.

**Proposal and methodology:** *The review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee as per the City Manager's employment contract.*

- Step 1: Inventory existing evaluation applicable criteria.
- Employment contract.
  - **Formally adopted "goals and objectives" for the 2016 - 2017 review period**  
Criteria not previously agreed upon may be commented upon, such as generally accepted standards of professional competency. However in accordance with City Manager's contract, the summary evaluation statement shall refer only to performance as measured against the formally adopted goals and objectives.
- Step 2: The questionnaire provided by the facilitator will be completed and be followed by individual interviews with Councilmembers.
- Email questionnaire for Councilmember completion in advance of interviews.
  - Questionnaire solicits advisory observations and ratings on core competencies.
  - Solicit impressions of progress made in accomplishing formally adopted goals.
- Step 3: Interview City Manager Privately.
- Explore any observations as to Council's pattern of communicating corporate expectations.
- Step 4: Consolidate comments/ratings gathered and email to Councilmembers and City Manager. Discuss summary information with City Manager prior to the executive session.



Step 5: Facilitate Executive Session Discussions:

- Facilitate executive session privately with City Council reviewing individual observations to identify corporate views that will be shared with the City Manager.
- Facilitate City Council's discussion of corporate views when the City Manager joins the conversation.

Step 6: Submit final report.

**Process Agreement:**

A rating questionnaire will be emailed to Councilmembers on or before February 10 and will be completed and returned via email to the facilitator by February 24. Unless otherwise agreed, the onsite engagement will be completed on the dates listed below and one-hour individual interviews are to be arranged by city staff with Councilmembers as follows:

March 3: City Manager at 8:30AM – 9:00AM  
Councilmembers at 9:00AM, 10:00AM, 11:00AM, 1:00PM,  
2:00PM, 3:00PM and 4:00PM  
March 3: Summary meeting with City Manager at 5:00PM  
March 16: Executive session described in Step 5.

**Facilitator's cost proposal:**

**A lump sum proposal for consultant time is offered to provide predictability of cost for the facilitated evaluation of the city manager.**

- The engagement will be accomplished for a lump sum service fee of \$4,000, including travel expenses.

Respectfully proposed:

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David Mercier  
Kenbrio Incorporated  
1708 SE 41<sup>st</sup> Avenue  
Portland, OR 97214



Information Request: Please furnish a copy of any formally adopted Goals and Objectives for the 2016 - 2017 review period as well as any recent City Manager reports documenting progress in accomplishment of those Goals and Objectives.

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Accepted by the City of Longview (authority to proceed):

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Kurt Sacha, Asst. City Manager/Finance Director

Date: January\_\_\_\_, 2017

