



City of Burien
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August 10, 2023

Adolfo Bailon
City Manager, City of Burien
400 SW 152nd St
Burien, WA 98166

City Manager Bailon,

RE: 6-Month Performance Evaluation Summary

Following your initial 6 months of employment, the City Council participated in a performance evaluation of the City Manager wherein Burien City Council Members were provided the opportunity to review the roles of the City Manager according to RCW 35A.13.080 and evaluate the City Manager's performance and goals.

After several months of interviews, a management survey, conversations, and deliberation, the council reviewed your performance as City Manager based on the criteria bulleted below.

- Community Relations
- Intergovernmental Relations
- Communication with City Council and Staff
- Policy Making/Vision Implementation
- Management of Organization
- Employee Support and Relations
- Diversity, Equity, and Inclusion

Based on a summary of feedback using a performance tool, including surveys and interviews of Council and management staff, your performance with members of the City Council during the initial 6 months of employment is mainly on track. In addition, each Council Member had the opportunity to participate in a 1:1 conversation with you regarding any individual priorities and concerns. With your input, the following goals have been set for the next performance evaluation period:

- Review the Strategic Plan for sustainability related to Community Outreach efforts
- Institute quarterly Coffee with the City Manager meetings with various themes
- As necessary Issue Friday Updates to the City Council regarding crisis communication
- Create a plan to improve crisis communication capacity

- Present a realistic timeline for fiscal cliff measures, with staff input. Timeline shall include measurable steps for starting the process to explore a ballot initiative
- Evaluate the capacity of the organization to meet urgent challenges

The management staff also participated in a survey and interviews regarding the first 6 months of employment. As a result, we support your pursuit of an International City/County Manager Accreditation to strengthen your skills in this role.

I encourage individual Councilmembers continue to give feedback to the City Manager regarding the best way for them to receive information to make policy recommendations.

Thank you for your commitment to work with staff to improve performance as a team.

We look forward to your continued leadership.

Sincerely,



Sofia Aragón
Mayor, City of Burien

Verification of Review:

By signing this letter, you confirm that you have discussed this review in detail with each member of Burien's City Council. Signing this does not necessarily indicate that you agree with the evaluation.

City Manager Signature:  Date: 8/24/2003