

City Manager Performance Review Process and Criteria

The purpose of the work session is for the Council to review and comment on the evaluation criteria and proposed timeline for the City Manager's annual evaluation. Upon conclusion of the evaluation, the Council may adjust the compensation package.

Pursuant to ORS public meeting laws:

- The evaluation criteria and policy directives must be approved in a meeting open to the public in which the public has had the opportunity to comment.
- The Council may hold an executive session "to review and evaluate" the performance of the City Manager.
- The Council may not discuss salary in the executive session in connection with the job performance evaluation.
- The Council may not use an executive session "to conduct a general evaluation of goals, objectives, operations or programs."
- The City Manager may request an open hearing for the performance evaluation with advance notice.

The evaluation of the City Manager serves two purposes: to evaluate the performance of the City Manager, and to act as a communication bridge for the Mayor, Councilors and the City Manager.

The proposed performance evaluation process and target dates are as follows:

1. Work Session – August 5, 2025
 - a. Council reviews and comments on evaluation criteria and process timeline.
2. Council Meeting – August 5, 2025
 - a. Council decides on any amendments to the criteria.
 - b. Council approves, by motion, the performance evaluation forms and criteria.
3. Following weeks – Due to Mayor by August 22, 2025
 - a. City Manager completes self-evaluation and turns into the Mayor.
 - b. Councilors each complete the evaluation form and turn into the Mayor.
 - c. Department Heads send comment forms to the Mayor.
 - d. The Mayor compiles all the comments into one document and distributes it to the Council for review in executive session to be held September 2, 2025.
4. First Executive Session – September 2, 2025
 - a. Discuss how the City Manager has performed under the criteria and review the written evaluation. Council may discuss whether any changes to the written evaluation are necessary or warranted.
 - b. Council and City Manager meet in executive session together to discuss performance.
5. Council Meeting – September 2, 2025
 - a. City Council returns to the meeting and discuss any compensation increases during open session.

- b. City Council approves by motion in open session the City Manager evaluation and compensation, effective [REDACTED] through June 30, 2026.

Future timeline will begin in May of each year to accommodate fiscal year alignment.

This is the proposed 2026 timeline:

1. Council Meeting – May 5, 2026
 - a. Mayor directs staff and Council to complete evaluations and comments.
 - b. Evaluations and Department Head comments to Mayor by May 22, 2026.
2. Council Meeting – June 2, 2026
 - a. Executive Session for evaluation
 - b. Motion for compensation effective July 1, 2026.

ATTACHMENTS:

City Manager Performance Evaluation Form

City Manager Self-Evaluation Form

Department Head Comment Form