



STAFF REPORT

Meeting Type: City Council
Meeting Date: January 5, 2026
From: Jeff Aprati, Deputy City Manager/City Recorder
Subject: City Manager Evaluation Process Adoption

DECISION TO BE MADE:

Whether to formally adopt the proposed process for the City Manager's annual performance evaluation, including associated evaluation forms.

APPLICABLE COUNCIL GOAL:

n/a

BACKGROUND / CONTEXT:

At the December 15, 2025 Council meeting, Mayor Walker provided a proposed process and evaluation forms for the City Manager's annual review. She indicated she developed the process and forms drawing from materials from the International City/County Management Association (ICMA), as well as Oregon cities including Milwaukie and Warrenton. She stated her goal is for the Council to adopt a process that can be used successfully this year and replicated in future years for the sake of convenience and consistency.

During the meeting the Council agreed that Councilors would have until December 31, 2025 to send the City Recorder any proposed edits to the process and materials, who would then synthesize the feedback into a final draft for the Council's consideration, however no proposed edits were received by that date.

KEY CONSIDERATIONS / ANALYSIS:

During the December 15th meeting, the Council came to consensus that a fifth rating category called "Does Not Meet" should be added to the evaluation forms; that change is reflected in the final draft.

Additionally, based on feedback received to reduce potential confusion, the rating scoring system has been reversed so that higher numbers now represent better scores. The Council may choose to revert this to the original proposal if desired.

Next steps in the proposed process include completion of the forms by evaluators and submission to the HR Director by Monday January 12th, followed by an executive session on Tuesday January 20th.

BUDGET IMPACT:

n/a

RECOMMENDATION:

Adopt the final draft of the process and materials for the City Manager's annual performance evaluation as presented.

SUGGESTED MOTION LANGUAGE:

"I move to adopt the process and evaluation materials for the City Manager's annual performance evaluation as included in the meeting packet."

LIST OF ATTACHMENTS / EXHIBITS:

- Evaluation form: City Council
- Evaluation form: Department Heads
- Evaluation form: Self Evaluation