

# MEMORANDUM



To: Mayor and City Councilors

From: Kathy Payne, Human Resources Coordinator/City Recorder  
Ashley Wigod, City Attorney

Date: April 15, 2026

Subject: City Administrator Performance Evaluation

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## **BACKGROUND:**

Pursuant to Governing Policy, the City Council shall evaluate the City Administrator's performance at least once a year. The City Council will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, either a contractor or employee, to administer a cost-effective performance evaluation process. Evaluations shall be written in a form approved by the Council and the City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.

**PURPOSE:** The evaluation of the City Administrator serves two purposes:

1. to evaluate the performance of the City Administrator, and
2. to act as a communication bridge for the Mayor, Councilors, and the City Administrator.

The City is presenting this evaluation criteria and process in a meeting open to the public. The Council may hold an executive session to review and evaluate the performance of the City Administrator under ORS 192.660(2)(i). The City Administrator may request an open hearing for the performance evaluation with advance notice.

## **PROCESS AND TIMELINE:**

The City is presenting at this Work Session dated April 15, 2026, recommended performance evaluation criteria and the performance evaluation process. The proposed performance evaluation process and target dates are as follows:

### **1. First Meeting (April 15, 2026):**

- Council reviews evaluation criteria and process timeline in open session.
- Council proposes any amendments to the criteria and process.
- Council adopts a resolution approving the City Administrator performance evaluation forms and criteria.

**2. Following weeks: (Due to City Attorney by \_\_\_\_\_)**

- City Administrator fills out self-evaluation of the performance criteria and turns it into City Attorney.
- Department Directors send comments to the City Attorney.
- City Attorney compiles all the comments/scores into one document and distributes it to the Council for review in executive session.
- Councilors each fill out the evaluation forms and turn them into the City Attorney.

**3. First Executive Session Meeting: DATE**

- Council meets in executive session to discuss how the City Administrator has performed under the criteria and to review the first draft of the written evaluation.
- Council may discuss whether any changes to the written evaluation are necessary or warranted.
- City Attorney drafts final evaluation and provides it to the City Administrator for review.

**4. Second Executive Session and Second Meeting: (DATE)**

- Council and City Administrator meet in executive session together to discuss performance.
- City Council discusses any compensation related to performance review in open session.
- City Council approves by resolution in open session the City Administrator evaluation and compensation, effective [date range for review].

**STAFF RECOMMENDATION:**

The City Council may approve, deny, and/or amend by motion the City Administrator Performance Review Criteria attached to Resolution No. 2070 as Exhibit A.

**ATTACHMENTS:**

**Resolution No. 2070 & Exhibit A: City Administrator Performance Evaluation & Self-Evaluation Forms**