



Council Agenda Item

Meeting Date: October 21, 2025

Agenda Item: City Manager Performance Evaluation Tool

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BACKGROUND

(Enter the who, what when, where, why)

As part of the City Manager annual evaluation process, Council reviews and provides feedback on the performance evaluation tool to ensure it remains effective, relevant, and easy to use. Over the past two years, the City has utilized a formal, standardized evaluation form that included ten performance categories and narrative feedback questions. While this tool has provided structure to the process, Council members noted during the September 16, 2025 meeting that there are opportunities to improve its clarity and alignment with strategic priorities.

Specifically, Council emphasized the importance of making the tool clearer and more user-friendly, ensuring that evaluation categories are directly tied to goals and priorities, and maintaining space for meaningful narrative feedback to provide context beyond numerical ratings. There was also interest in simplifying category language and improving instructions to ensure consistent use by all Council members.

In response to these comments, the evaluation tool has been revised to include clearer instructions, simplified category descriptions, and prompts to help Councilmembers evaluate performance in the context of Council's strategic priorities. These revisions are intended to make the tool more intuitive while maintaining its structure and effectiveness for both evaluators and the City Manager.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

4) August 16, 2025 – Common Council adopted the revised evaluation policy and provided feedback as indicated above regarding the evaluation tool.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the Common Council adopt the revised City Manager Performance Evaluation Tool for use in the upcoming annual evaluation cycle.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City Manager Self-Evaluation
2. Draft - City Manager Evaluation Tool – Council version