



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711
ci.manzanita.or.us

COUNCIL WORK SESSION

Zoom Video Conference
<https://ci.manzanita.or.us>

AGENDA

January 10, 2024
02:00 PM Pacific Time

Video Meeting: Council will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining the Zoom meeting:

<https://us02web.zoom.us/j/85676090266?pwd=cWEveVBMUnpsQXBzZVVidnFkcFhjQT09>

Meeting ID: 856 7609 0266

Passcode: 258188

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to cityhall@ci.manzanita.us and indicate the agenda item and date of meeting.

Note: Agenda item times are estimates and are subject to change.

- 1. CALL TO ORDER (2:00)**
Linda Kozlowski, Council President
- 2. CITY MANAGER REVIEW PROCESS DISCUSSION**
Linda Kozlowski, Council President
- 3. ADJOURN (4:00)**
Linda Kozlowski, Council President

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-368-5343. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's youtube channel](#).

STAFF EVALUATION OF CITY MANAGER, Leila Aman
YEAR 2022-2023

Please help the Council in our annual City Manager evaluation. Your answers are confidential and may be anonymous if you wish. Answer the questions as they relate to your job only.

1. Does the City Manager (CM) communicate responsibilities and tasks to you clearly?
2. Does the CM respond adequately and timely to your concerns and suggestions?
3. Describe your working relationship with the CM? (Do you feel listened to? Do you feel supported? Can you make independent decisions if needed?) Please explain.
4. Are there any issues the Council should be aware of regarding personnel management, either positive or challenging? Please be specific.

City of Manzanita

City Manager Self-Evaluation

PERFORMANCE AND DEVELOPMENT APPRAISAL

Please address the areas of job performance listed below by addressing each one with the following questions:

PRIOR YEAR: 20__ to 20__

1. What were your goals for the previous year?
2. What were the successes?
3. What obstacles or setbacks did you encounter during the year?
4. What is still needed and why?
5. What other job-related accomplishments have you had that were in addition to the preset goals?

CURRENT YEAR: 20__ to 20__

6. What do you see as your major goals for the current fiscal year?
7. Describe action plan for completion of the stated goals.

Areas to be addressed with the above template, where applicable:

- City Operations
- Personnel Management and Administration
- Special Projects
- Fiscal Management and Planning
- Community relations and outreach
- Mayor and City Council

Are there any other issues or comments you wish to share?

Do you have suggestions for the City Council?