

CITY OF MANZANITA

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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 <u>City's Website: ci.manzqanita.or.us/broadcast</u>

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.manznaita.us.org and indicate the agenda item and date of meeting.

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

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 Manager PERFORMANCE EVALUATION NAME:

EVALUATION PERIOD:

Open Ended Questions

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1)	What impressed you the most favorably about Manager's performance this past year?			
2)	How well did Manager do in implementing council adopted goals and priorities?			
3)	In what areas has Manager shown exceptional performance?			
4)	What's your major area(s) of concern regarding Manager's performance this past year?			
5)	What should be Manager's top three goals/targets for the next year?			

Rating Scale Questions

Name_____

Rate each Category as follows:	5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Needs Improvement			
Receptive to councilor ideMakes sound recommendEffectively implements pol	informed of organization activities, progress, and problems on a regular basis. as and suggestions ations for Council action			
B. Organizational Leads a smooth-running and continuously improving organization Is progressive in attitude and action Follows through on set plans and deadlines Emphasizes development and enhancement of the skills of all employees Hires and retains competent staff members who know what is expected of them Delegates effectively Encourages high staff productivity				
Understands and is knowlEncourages and honestly	d active within the community edgeable about the needs of the community considers community input rvices that are up to community standards and expectations			
Recognizes and managesDisplays common sense aSeeks all available funding	budgets with programs and service levels clearly identified the budget within fiscal constraints and good judgment in business transactions sources applete financial reports in a timely manner			
	ssociation Relationships Il management and leadership organizations pordinates, and communicates with other communities, regional associations,			
 Speaks and writes clearly Responds to corresponde Provides all necessary and Ensures that information of available technology is used 	or information in a timely and thorough manner nce, phone calls, and requests for information in a timely and thorough manner d required reports and records if general interest is current and timely, that website is up-to-date, and that ed effectively icific projects to those affected in a timely manner			
 G. Personal Is ethical, honest, and of high integrity Projects professional demeanor and respect in all interactions Is cordial and approachable 				
OVERALL EVALUATION:				

Date_____

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:

<u>PR</u>	IOF	R YEAR: 20 to 20		
	1.	What were your goals for the previous year?		
	2.	What were the successes?		
3.	Wh	nat obstacles or setbacks did you encounter during the year?		
	4.	What is still needed and why?		
		What other job-related accomplishments have you had that were in addition to the set goals?		
<u>CURRENT YEAR</u> : 20 to 20				
	6.	What do you see as your major goals for the current fiscal year?		
7.	De	escribe 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?