



CITY COUNCIL MEETING

Monday, January 05, 2026 at 7:00 PM
Sandy City Hall and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to Sandy City Hall (lower parking lot entrance) - 39250 Pioneer Blvd., Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/87613551193>

Or by phone: (253) 215-8782; Meeting ID: 87613551193

EXECUTIVE SESSION – The City Council will meet in executive session pursuant to ORS 192.660(2)(h)

REGULAR MEETING – 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

PUBLIC COMMENT (3-minute limit)

Note: testimony for the public hearing will occur later in the agenda. The Council welcomes your comments on other matters at this time. The Mayor will call on each person when it is their turn to speak for up to three minutes.

-- If you are attending the meeting in-person, please submit your comment signup form to the City Recorder before the regular meeting begins at 7:00 p.m. Forms are available on the table next to the Council Chambers door.

-- If you are attending the meeting via Zoom, please complete the online comment signup webform by 4:00 p.m. on the day of the meeting: <https://www.ci.sandy.or.us/citycouncil/webform/council-meeting-public-comment-signup-form-online-attendees>.

RESPONSE TO PREVIOUS COMMENTS

CONSENT AGENDA

1. [City Council Minutes: December 15, 2025](#)
2. [Resolution 2025-40 - Supplemental Budget for Biennium 2025-27](#)

OLD BUSINESS

3. [City Manager Evaluation Process Adoption](#)

REPORT FROM THE CITY MANAGER

COMMITTEE / COUNCIL REPORTS

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) or (Email: recorder@ci.sandy.or.us) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



CITY COUNCIL MEETING

Monday, December 15, 2025 at 6:00 PM
Sandy City Hall and via Zoom

MINUTES

WORK SESSION – 6:00 PM

1. Community Satisfaction Survey

The City Manager provided introductory remarks. Mr. Brewster summarized the staff report in the meeting packet, stating that community surveys are often used to benchmark and track progress. It was noted that the survey can include section introduction pages that provide contextual information for respondents.

Council discussion ensued on the following topics:

- Suggestion to break the survey into multiple parts to make it shorter and easier to complete; discussion as to whether having different respondents for different sections would be a problem
- Discussion on the possibility of holding a raffle as an incentive to participate
- Suggestion to start with a short survey and then ask respondents to participate in a longer more expansive version
- Suggestion to ensure data is collected on approximately where respondents live within the 97055 zip code
- Suggestion to put quality of life questions at the end of the survey
- Suggestion to cut questions on emergency services the City does not provide, in the interest of shortening the survey
- Suggestion that the survey is too long and needs to be condensed; suggestion to ask department heads which questions they feel are most important to prioritize
- Discussion of using conditional questions to weed out respondents that do not use certain services, such as transit
- Suggestion to include a qualitative comment box for each section
- Suggestion to choose a word other than "economy," which might prompt respondents to think of national economic forces rather than local
- Suggestion to include a "no response" option for all questions
- Suggestion to include the same rating categories for all questions whenever possible; preference is for five rating categories rather than three
- Suggestion to include a time estimate and progress bar with the survey; preference is for a survey that would take less than 10 minutes to complete
- Suggestion to ensure data is collected on how long respondents have lived at their current location, and in the area generally
- Concern about whether collecting further demographic information might dissuade people from participating

- Concern that the proposed wellness questions are too personal
- Suggestion to list all upcoming questions in the section to allow the option of skipping it if desired
- Discussion of whether to ask about formation of a parks district (the consensus was no)
- History of the City's past efforts to survey residents
- Clarification on survey advertisement and dissemination methods
- Clarification on methods to protect against multiple responses from individuals; emphasis on diluting the impact of such actions through greater volume of respondents
- Suggestion to remove "satisfaction" from the title
- Encouragement to actively promote the survey and use social media advertisement paid tools; suggestion to use an approximate seven-mile radius
- Overview of the timeline and next steps

REGULAR MEETING – 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Kathleen Walker
 Council President Don Hokanson
 Councilor Chris Mayton
 Councilor Laurie Smallwood
 Councilor Rich Sheldon
 Councilor Kristina Ramseyer
 Councilor Lindy Hanley

CHANGES TO THE AGENDA

Presentations was moved to take place before Public Comment, and a second New Business item was added to discuss the City Manager's performance evaluation.

PRESENTATIONS

2. Oath of Office: Officer Austin Davis

The Mayor administered the oath to Officer Davis. Photos were taken following the oath.

PUBLIC COMMENT (3-minute limit)

Dave Vandehey: summarized a letter he submitted to the City Council earlier on December 15th, which is attached to these minutes.

Scott Clayton: asked the Council to roll back system development charges (SDCs) to what they were when they purchased their property; stated that their project no longer pencils out; stated that the City has issued very few building permits since SDCs were raised; stated that his projects are located in the Hoodview Heights subdivision.

Mac Even: stated he agreed with the previous speakers; stated the City's development moratorium was a significant burden and that SDCs have been raised significantly; stated that SDC charges for his properties are more than what he paid for the land; stated that he had anticipated increased fees, but the amount of the increase was far too much; stated that few permits have been pulled since the increase, and this is untenable for making projects work; asked the Council to roll back the rates.

Tom Orth: stated he previously warned of the consequences of increasing SDCs; stated that the local economy is being affected and that fewer people are coming to Sandy; stated that SDCs were set assuming idea market conditions that are not occurring, which is preventing projects from moving forward; urged the Council to reduce charges and resolve the situation.

Note: a letter from the Sandy Housing Alliance submitted to the City Council earlier on December 15th is also attached to these minutes

RESPONSE TO PREVIOUS COMMENTS

(none)

CONSENT AGENDA

3. City Council Minutes: December 1, 2025

MOTION: Adopt the consent agenda

Motion made by Councilor Sheldon, Seconded by Councilor Ramseyer.

Voting Yea: Mayor Walker, Council President Hokanson, Councilor Mayton, Councilor Smallwood, Councilor Sheldon, Councilor Ramseyer, Councilor Hanley.

MOTION CARRIED: 7-0

NEW BUSINESS

4. Advisory Board / Commission Appointments

The City Recorder summarized the staff report in the meeting packet. The Council discussed the fact that several vacancies will remain even after these appointments, which will need to be addressed after the new year. It was also noted that the Transit Advisory Board has never adopted official bylaws with membership requirements; the City Manager has administratively approved interim bylaws that will need to be adopted by the Council in the near future. The Council expressed satisfaction with the meet and greet event that was held during the last meeting.

MOTION: Appoint seven individuals to the Planning Commission, Parks & Trails Advisory Board, Library Advisory Board, and Transit Advisory Board as specified in the Recommendation section of the staff report

Motion made by Councilor Sheldon, Seconded by Councilor Smallwood.

Voting Yea: Mayor Walker, Council President Hokanson, Councilor Mayton, Councilor Smallwood, Councilor Sheldon, Councilor Ramseyer, Councilor Hanley

MOTION CARRIED: 7-0

5. City Manager Evaluation Process Discussion

The Mayor developed and provided three proposed forms to use for the City Manager's performance evaluation process; the forms are attached to these minutes. The Mayor then summarized the proposed process, and noted that she developed the forms drawing from documents used by ICMA and the cities of Milwaukie and Warrenton.

Council discussion ensued on the following points:

- Suggestion to clarify the definitions of the rating scale to ensure consistency and avoid subjectivity to the extent possible
- Discussion regarding the meaning of the terms "developing" and "fully effective"
- Concern that this proposed process is too rushed and the Council needs more time to consider it
- Advice from the City Attorney stressing the importance of avoiding serial meetings
- Desire to create a process that can be replicated and used in future years
- Suggestion to add a fifth rating category called "does not meet"

After discussion, the consensus of the Council was that Council Members will review the proposed evaluation documents and send any feedback to the City Recorder by December 31st. The City Recorder will consolidate feedback and produce a final draft of the process for adoption by the Council at the January 5th meeting. After adoption of the process, evaluators will have a week to perform their reviews and will send completed evaluation forms to the HR Director by January 12th. The HR Director will synthesize the feedback and produce a report for the Council's use during an executive session on Tuesday January 20th.

REPORT FROM THE CITY MANAGER

- Welcome to Officer Davis
- Report on the wastewater treatment plant's improved performance during the recent storm
- Update on the requested extension of the wastewater facilities plan deadline

COMMITTEE / COUNCIL REPORTS

Councilor President Hokanson

- Praise for Winterfest; regret that he hasn't been able to volunteer as Santa more in the park this year
- Observations on the recent storms
- Recap of the recent wastewater oversight committee meeting

Councilor Hanley

(none)

Councilor Ramseyer

- Note of the upcoming Transit Advisory Board meeting
- Recap of the recent employee appreciation holiday lunch; thanks and appreciation for the staff
- Thanks and appreciation for Judge Brisbin's service to the City
- Happy holiday wishes

Councilor Sheldon

(none)

Councilor Smallwood

(none)

Councilor Mayton

- Recap of the recent Shop with a Cop event

Mayor Walker

- Recap of the recent Deer Pointe Park tour, including its accessibility features
- Note that she has been appointed to the League of Oregon Cities policy committee on water and wastewater
- Recap of the recent employee appreciation holiday lunch
- Note that the County Library Task Force will deliver a presentation to the Board of Commissioners soon
- Update on the process to recruit a new Municipal Judge
- Recap of the recent wastewater oversight committee meeting; note that staff are revising presentation slides for clarity before they are provided to the rest of the Council; note of the various connection points that have been studied

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN

EXECUTIVE SESSION – The City Council met in executive session pursuant to ORS 192.660(2)(h)



STAFF REPORT

Item # 2.

Meeting Type: City Council
Meeting Date: January 5, 2026
From: Tyler Wallace, Finance Director
Subject: Resolution 2025-40 - Supplemental Budget for Biennium 2025-27

DECISION TO BE MADE:

Whether to adopt a supplemental budget for Biennium 2025-27.

APPLICABLE COUNCIL GOAL:

N/A

BACKGROUND / CONTEXT:

Local Budget Law allows for changes to be made to the budget after adoption in certain circumstances, specifically when conditions or situations arise that were unknown at the time the budget was adopted.

Changes that are less than 10% of the total fund can be adopted via resolution at a regularly scheduled Council meeting. Changes that are over 10% of the total fund require a public hearing. The changes for the General Fund are less than 10%, meaning no public hearing is required. These changes are purely housekeeping in nature and do not deviate from any prior policy decisions.

During the BN 2025-27 budget process, there was discussion about additional investment in cyber security to further protect the City from potential risks. City Council directed staff to investigate potential options and to bring those back to Council for approval.

KEY CONSIDERATIONS / ANALYSIS:

At the December 1, 2025 City Council meeting, City Council discussed cyber security enhancements and the costs for immediate and future improvements.

Resolution 2025-40 is the housekeeping mechanism to transfer \$23,000 from Council Contingency to the IT department to fund the identified immediate enhancement. No additional policy changes are included in this Resolution.

BUDGET IMPACT:

Fund / Department	Adopted	Revised	Change
General/Mayor and Council – Transfer to IT	0	23,000	23,000
General/Mayor and Council - Contingency	669,467	646,467	23,000
General/IT – Transfer from Council	0	23,000	23,000
General/IT – Computer Equipment	66,000	89,000	23,000

RECOMMENDATION:

Staff recommends adopting Resolution 2025-40.

SUGGESTED MOTION LANGUAGE:

“I move to adopt Resolution 2025-40.”

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2025-40



RESOLUTION NO. 2025-40

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE CITY OF SANDY FOR BIENNIUM 2025-2027

WHEREAS, the City of Sandy has adopted a biennial budget for the period July 1, 2025 to June 30, 2027. Local Budget Law (ORS Chapter 294) allows for changes to the adopted budget via supplemental budget in certain cases; and

WHEREAS, ORS 294-473 allows the governing body to adopt a supplemental budget at a regularly scheduled Council meeting if the changes are less than 10% of the current adopted fund total; and

WHEREAS, the City provided public notice on December 24, 2025, that City Council would be considering the supplemental budget; and

WHEREAS, during the BN 2025-2027 budget process, Sandy City Council directed staff to come back with recommendations for additional cyber security and a request for needed additional funding; and

WHEREAS, at the December 1st, 2025 City Council meeting, City Council discussed cyber security enhancements and the costs for immediate and future improvements; and

WHEREAS, adjustments to the 2025-2027 budget are needed, transferring \$23,000 from City Council department contingency to the IT department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY:

Section 1: The following departments of the General Fund are amended as follows:

Fund / Department	Adopted	Revised	Change
Information Technology	798,800	821,800	23,000

This resolution is adopted by the City Council of the City of Sandy this 5th day of January, 2026.

Kathleen Walker, Mayor

ATTEST:

Jeffrey Aprati, City Recorder



STAFF REPORT

Item # 3.

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

Draft - City Manager Performance Evaluation Process and City Council Input

Proposed Process: Council receives Draft Evaluation Criteria for Council and Department Head evaluation of City Manager. Council provides proposed feedback to the City Recorder for consolidation, and adopts a final process. Finalized Evaluation Questionnaires will be completed by Council Members and Department Heads and will be submitted to and compiled by the HR Director (a self-assessment by the City Manager will also be submitted to the City Attorney). Results will be distributed to the Council in Executive Session for final evaluation and performance review.

Please provide input to these criteria by **December 31, 2025**. Once the process is finalized and adopted, please complete this form and return to Angie Welty by **January 12th, 2026**. The information will be summarized to Council without names attached to individual comments.

Executive Sessions will be held annually (or more often as requested by the City Manager or Council) to discuss the performance review. The Human Resource Director will attend an initial Executive Session to provide an overview of the compiled comments, current market compensation data, and answer any questions posed by the Council. Once the HR Director departs the meeting, Council will have time to discuss the review without staff present. Council is encouraged to discuss any performance related concerns or successes. In two weeks, the HR Director will return to a second Executive Session to address any updates Council would like to make to the performance review. When ready, the Council will invite the City Manager to join.

Scoring Criteria:

Exceeds Expectations	=	EE	5
Fully Effective	=	FE	4
Developing	=	DEV	3
Needs Improvement	=	NI	2
Does Not Meet	=	DNM	1
No Opinion/Not Observed	=	NO	NO

Name of person being reviewed: Tyler Deems	Date:
Person completing evaluation:	

PERFORMANCE MEASUREMENT CRITERIA

Public Service

Awareness, foresight, commitment to service of the public. Employee recognizes and respects the value of public service and presents a positive image of the city to the public, including the media. This commitment is demonstrated by the quality of service. Is open and available to the public. Takes their concerns and problems seriously and recognizes citizens right to be informed. Listens openly by asking questions to clarify customer concerns. Takes initiative to resolve problems and accomplish duties.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Leadership

Builds collaborative trust amongst staff. Makes sound hiring decisions, mentors and motivates a team, provides direction, monitors and adjusts performances as necessary. Leads by example.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Interpersonal Skills

Thinks logically and utilizes independent thought to make sound decisions. Can reach effective and creative solutions to City problems. Consistently open, straightforward and impartial. Is ethical in actions and conforms to state statute regarding ethics and the high standards of the profession.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Budget and Finance

Accurately and concisely reports and projects the financial condition. Management practices and policies re designed to achieve and maintain sound long-range financial stability. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure. Obtains the best possible result for the money spent including implementing effective programs to limit liability and loss.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Administrative Ability

Plans and organizes work so that issues are anticipated, and problems resolved appropriately. Maps effective solutions to problems. In making decisions considers the best available facts, projections and evidence. Demonstrates a solid understanding of all phases of municipal government.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

City Goal Achievement

Employee has effectively led the city in making substantial and meaningful progress on city goals and strategies (see attached)

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

What do you consider this person's greatest accomplishments this past review period?

Any suggestions which you feel will improve this person's job effectiveness?

Any additional goals you would like to see set for the upcoming year?

Additional comments regarding work performance.

TOTAL SCORE:



CITY MANAGER PERFORMANCE EVALUATION



DRAFT 2026 City Manager Performance Review - Department Heads

Please complete this form and return to HR Director Angie Welty by **January 12th, 2026**.
The information will be summarized to Council without names attached to individual comments.

Scoring Criteria:

Exceeds Expectations	=	EE	5
Fully Effective	=	FE	4
Developing	=	DEV	3
Needs Improvement	=	NI	2
Does Not Meet	=	DNM	1
No Opinion/Not Observed	=	NO	NO

Name of person being reviewed: Tyler Deems	Date:
Dept. Head completing evaluation:	

PERFORMANCE MEASUREMENT CRITERIA

Leadership

Builds collaborative trust amongst staff. Makes sound hiring decisions, mentors and motivates a team, provides direction, monitors and adjusts performances as necessary. Sets high achievable standards. Leads by example.

Comments:

**Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO**

SCORE:

Interpersonal Skills

Thinks logically and utilizes independent thought to make sound decisions. Works with staff to reach effective and creative solutions to City problems. Consistently open, straightforward and impartial. Is ethical in actions and conforms to state statute regarding ethics and the high standards of the profession. Communicates expectations and corrections (if needed) clearly. Articulates new policy requirements clearly. Communicates frequently and as needed.

Comments:

**Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO**

SCORE:

Budget and Finance

Accurately and concisely reports and projects the financial condition. Management practices and policies re designed to achieve and maintain sound long-range financial stability. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure. Obtains the best possible result for the money spent including implementing effective programs to limit liability and loss.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Administrative Ability

Collaborates with Department Heads to plan and organize work so that issues are anticipated, and problems resolved appropriately. Maps effective solutions to problems. In making decisions considers the best available facts, projections and evidence. Demonstrates a solid understanding of all phases of department needs and municipal government.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

City Goal Achievement

Has worked with department heads to develop and make substantial and meaningful progress on city goals and strategies (see attached)

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

What do you consider this person's greatest accomplishments this past review period?

Any suggestions which you feel will improve this person's job effectiveness?

Any additional goals you would like to see set for the upcoming year?

Additional comments regarding work performance.

TOTAL SCORE:



CITY MANAGER PERFORMANCE EVALUATION

**DRAFT 2026 City Manager Performance Review - Self Evaluation**

Please complete this form and return to City Attorney Josh Soper and cc to Mayor by **January 12th, 2026**. The information will be forwarded to Council as part of the performance evaluation review process.

Scoring Criteria:

Exceeds Expectations	=	EE	5
Fully Effective	=	FE	4
Developing	=	DEV	3
Needs Improvement	=	NI	2
Does Not Meet	=	DNM	1
No Opinion/Not Observed	=	NO	NO

Name of person being reviewed: Tyler Deems	Date:
Person completing evaluation: Tyler Deems	

PERFORMANCE MEASUREMENT CRITERIA**Public Service**

Awareness, foresight, commitment to service of the public. Employee recognizes and respects the value of public service and presents a positive image of the city to the public, including the media. This commitment is demonstrated by the quality of service. Is open and available to the public. Takes their concerns and problems seriously and recognizes citizens right to be informed. Listens openly by asking questions to clarify customer concerns. Takes initiative to resolve problems and accomplish duties.

Comments:

**Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO**

SCORE:

Leadership

Builds collaborative trust amongst staff. Makes sound hiring decisions, mentors and motivates a team, provides direction, monitors and adjusts performances as necessary. Leads by example.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Interpersonal Skills

Thinks logically and utilizes independent thought to make sound decisions. Can reach effective and creative solutions to City problems. Consistently open, straightforward and impartial. Is ethical in actions and conforms to state statute regarding ethics and the high standards of the profession.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Budget and Finance

Accurately and concisely reports and projects the financial condition. Management practices and policies are designed to achieve and maintain sound long-range financial stability. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure. Obtains the best possible result for the money spent including implementing effective programs to limit liability and loss.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

Administrative Ability

Plans and organizes work so that issues are anticipated, and problems resolved appropriately. Maps effective solutions to problems. In making decisions considers the best available facts, projections and evidence. Demonstrates a solid understanding of all phases of municipal government.

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

City Goal Achievement

Employee has effectively led the city in making substantial and meaningful progress on city goals and strategies (see attached)

Comments:

Exceeds = 5; Fully Effective = 4; Developing = 3;
Needs Improvement = 2; Does Not Meet = 1; No Opinion = NO

SCORE:

What do you consider your greatest accomplishments this past review period?

Are there areas you would like to improve on?

What if any, changes in City Manager and City Council communications would you make to improve understanding and clarity of city issues and solutions between us?

Do you have a request for modification of salary or benefits under your current contract? Please explain the modification and justification for it.

TOTAL SCORE: