

**CANBY CITY COUNCIL  
SPECIAL MEETING MINUTES  
March 14, 2012**

**Presiding:** Mayor Randy Carson.

**Council Present:** Rich Ares, Traci Hensley, Brian Hodson, Walt Daniels, Greg Parker, and Tim Dale.

**Staff Present:** Greg Ellis, City Administrator; John Kelley, City Attorney; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder

**Others Present:** None.

**CALL TO ORDER:** Mayor Carson called the Special Meeting to order at 5:15 p.m. in the City Hall Conference Room.

**CITIZEN INPUT:** None.

**NEW BUSINESS:** Selection of City Administrator Evaluation Form – Councilor Ares said he liked using the current evaluation form as it was tied to the Council Goals and had lots of room for narrative.

Councilor Hodson said his company recently moved away from using the numeric value in doing evaluations.

Councilor Daniels said they were only doing an annual evaluation and maybe they needed a six-month or quarterly progress report.

Councilor Ares said he had suggested that Mr. Ellis do a self-evaluation and have it sent to the Council prior to doing his evaluation.

Greg Ellis, City Administrator, said the current evaluation form was one of the better forms as you could tie it to the Council Goals.

Councilor Dale said he was not a fan of numeric evaluations and was a big fan of self-evaluations. The one critique he had of the current form was there were no metrics to measure it. He liked the questions on the City of Roseburg's evaluation form. They were good stimulators and would be a good attachment on things to think about.

Councilor Hensley said she also liked the questions on the City of Roseburg's form. She liked the City Goals on the current form and did not like the numeric scoring.

Councilor Hodson asked if they should have the Asst. City Administrator/HR Director make an addendum to the current form with some of the questions from the City of Roseburg's form.

Councilor Ares said he was a fan of having two separate conversations. One for the evaluation and one for setting the goals.

Councilor Dale said he was not advocating Roseburg's questions be part of Mr. Ellis' evaluation, but to use it as something to think about and questions to ask yourself.

Councilor Ares said they would go ahead with the current form and get Mr. Ellis' self-evaluation.

City Administrator Evaluation Questionnaire – The Council discussed whether the Evaluation Questionnaire that was to be completed by the Directors should have their names on it or be anonymous.

Councilor Ares said he had read the ones that were turned in last year and felt they were fair. He saw some things that he did not have vision to see and some things that supported and went beyond his opinions.

Mayor Carson said 41 of the 49 points from the Directors Evaluation Questionnaire were scored at a three, four, or five.

Councilor Daniels said he would like to see use of the questionnaire continued.

Mayor Carson said staff knew the questionnaire was a public record when they were being completed, even though they were anonymous.

Mr. Ellis said the staff feedback was constructive. He was confident they were not going to be totally bad. For the most part, they would never hear him comment on them.

Mayor Carson said Amanda Klock, Asst. City Administrator/HR Director, had done a compensation study in October.

Mr. Ellis said he would prefer his evaluation be done in an Executive Session.

Council consensus was to use the same City Administrator Evaluation form that was used last year. Evaluation Questionnaire forms completed anonymously by Directors, the Management Compensation Study, and Mr. Ellis' self-evaluation should be sent to the Council by March 30.

It was decided to hold an Executive Session prior to the April 18 City Council Meeting for Mr. Ellis' performance evaluation and for labor negotiations.

Councilor Ares said they needed to think about what they did not do a year ago with Mr. Ellis' salary and it needed to be discussed.

Mayor Carson said they had received an email earlier in the day that Ms. Klock and Joseph Lindsay, new City Attorney, would be developing goals for him.

Councilor Ares said they needed guidance from Ms. Klock, Mr. Kelley and Mr. Ellis on appropriate goals. He was not sure how to evaluate a City Attorney.

John Kelley, City Attorney, said he encouraged the Council to observe in Court every six months or so.

Mayor Carson adjourned the Special Meeting at 5:55 p.m.



Kimberly Scheafer, MMC  
City Recorder



Randy Carson  
Mayor