

**CANBY CITY COUNCIL
SPECIAL CALLED MEETING
WORK SESSION MINUTES
March 12, 2025**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Daniel Stearns, Paul Waterman, James Davis, and Jason Padden.

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Eileen Stein, City Administrator, and Emily Sasse, Recording Secretary.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 7:03 p.m.

PERFORMANCE EVALUATION PROCESS REVIEW:

Mayor Hodson said at the March 5 Council Meeting, three options were given for the annual review form plus an additional document from Councilor Padden. The Council decided to use the Option 1 form. Sally LaJoie, LaJoie Mediation, Arbitrations, and Consulting, was present to help Council form a process to use for the evaluation.

There was discussion regarding marrying items from Councilor Padden's work with Option 1, adding competencies like fiscal management, and addressing the scoring process.

The Council wanted to move forward with Option 1 for the current evaluation and incorporate Councilor Padden's proposal with Option 1 for the future process.

Councilor Padden clarified the goal/subgoal scoring in his document. The point of the document was to make it as fluid as possible so the Council could drive home the goals and improvements they wanted to see while providing a clear and obtainable path and not hampering future Councils with a rigid process.

There was discussion about implementation of the goal process, timeline and setup, creating measurable and quantifiable goals, and how the goals would most likely be modified/refined each year.

Ms. LaJoie discussed the need for the position description to align with the evaluation goals and grouping goals together to get them down to a manageable number.

Councilor Padden gave examples of how this type of evaluation was done at his job.

It was clarified the goals would not encompass everything in the job description, but would include the priorities of the Council or if a need had to be addressed.

Councilor Padden explained the final review steps he proposed. The Council and Mayor as a body would interview department heads and any other key staff one at a time. The questions

would pertain to the goals and an opportunity to share general thoughts on the City Administrator's performance. Each Councilor would provide an assessment and meet as a body to compare notes and give feedback. All notes/documents would be submitted for record keeping.

Other items discussed included how some parts of the evaluation represented a "pass" or "fail" while other parts were on a scale, labor laws, interviewing the directors with the whole Council in Executive Sessions, process timeline and aligning either with City Administrator's contract or the fiscal year, whether Council should interview the department heads or not, information bias and getting a balanced report from staff, and self-appraisal by the City Administrator.

Mayor Hodson would follow up on the legal question for department head interviews. There was consensus to create a subcommittee to work with the consultant on the future process.

Mayor Hodson adjourned the Work Session at 9:02 p.m.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood