



CITY COUNCIL WORKSHOP

August 05, 2025 at 6:15 PM

Boardman City Hall Council Chambers

AGENDA

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL/EXCUSED ABSENCES**
- 4. REPORTS, CORRESPONDENCE, AND DISCUSSION**
 - A. City Manager Performance Evaluation Process**
- 5. ADJOURNMENT**

Zoom Meeting Link: <https://us02web.zoom.us/j/2860039400?omn=89202237716>

This meeting is being conducted with public access in-person and virtually in accordance with Oregon Public Meeting Law. If remote access to this meeting experiences technical difficulties or is disconnected and there continues to be a quorum of the council present, the meeting will continue.

The meeting location is accessible to persons with disabilities. Upon request of an individual who is deaf or hard of hearing, accommodations such as sign language or equipment for the hearing impaired must be requested at least 48 hours prior to the meeting. To make your request, please contact the City Clerk at 541-481-9252 (voice), or by e-mail at city.clerk@cityofboardman.com.

City Manager Performance Review Process and Criteria

The purpose of the work session is for the Council to review and comment on the evaluation criteria and proposed timeline for the City Manager's annual evaluation. Upon conclusion of the evaluation, the Council may adjust the compensation package.

Pursuant to ORS public meeting laws:

- The evaluation criteria and policy directives must be approved in a meeting open to the public in which the public has had the opportunity to comment.
- The Council may hold an executive session "to review and evaluate" the performance of the City Manager.
- The Council may not discuss salary in the executive session in connection with the job performance evaluation.
- The Council may not use an executive session "to conduct a general evaluation of goals, objectives, operations or programs."
- The City Manager may request an open hearing for the performance evaluation with advance notice.

The evaluation of the City Manager serves two purposes: to evaluate the performance of the City Manager, and to act as a communication bridge for the Mayor, Councilors and the City Manager.

The proposed performance evaluation process and target dates are as follows:

1. Work Session – August 5, 2025
 - a. Council reviews and comments on evaluation criteria and process timeline.
2. Council Meeting – August 5, 2025
 - a. Council decides on any amendments to the criteria.
 - b. Council approves, by motion, the performance evaluation forms and criteria.
3. Following weeks – Due to Mayor by August 22, 2025
 - a. City Manager completes self-evaluation and turns into the Mayor.
 - b. Councilors each complete the evaluation form and turn into the Mayor.
 - c. Department Heads send comment forms to the Mayor.
 - d. The Mayor compiles all the comments into one document and distributes it to the Council for review in executive session to be held September 2, 2025.
4. First Executive Session – September 2, 2025
 - a. Discuss how the City Manager has performed under the criteria and review the written evaluation. Council may discuss whether any changes to the written evaluation are necessary or warranted.
 - b. Council and City Manager meet in executive session together to discuss performance.
5. Council Meeting – September 2, 2025
 - a. City Council returns to the meeting and discuss any compensation increases during open session.

- b. City Council approves by motion in open session the City Manager evaluation and compensation, effective [REDACTED] through June 30, 2026.

Future timeline will begin in May of each year to accommodate fiscal year alignment.

This is the proposed 2026 timeline:

1. Council Meeting – May 5, 2026
 - a. Mayor directs staff and Council to complete evaluations and comments.
 - b. Evaluations and Department Head comments to Mayor by May 22, 2026.
2. Council Meeting – June 2, 2026
 - a. Executive Session for evaluation
 - b. Motion for compensation effective July 1, 2026.

ATTACHMENTS:

City Manager Performance Evaluation Form

City Manager Self-Evaluation Form

Department Head Comment Form

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager’s office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- ____ Shares responsibility for addressing the difficult issues facing the city
- ____ Avoids unnecessary controversy
- ____ Cooperates with neighboring communities and the county
- ____ Helps the council address future needs and develop adequate plans to address long term trends
- ____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager’s strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

City of

Boardman

OR

City Manager Self Evaluation

Employee Name

Title

Cit

Evaluation Period

☐ Annual Review

Date

Time in Position

Time with City

Share the positive contributions you have made this past year?

Where do you need improvement from last year?

What you would like to accomplish and work on during the next 12 months in your position.

Signatures

Employee Signature:

Date

Mayor Signature:

Date

valuation

ty Manager



Employee Name Brandon Hammond Title Cit
Date

Share the positive contributions the City Manager has made this past year?

What improvements does the City Manager need to focus on?

What support can the City Manager provide within the next 12 months?

Due September 19, 2025
After completion, please provide to the Mayor.

Comments

ty Manager

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