

1. 2:00 P.M. Agenda

Documents:

[2022-11-16 City Council Regular Meeting Agenda.pdf](#)

2. Meeting Materials

Documents:

[2022-11 City Mnager Eval Form.pdf](#)



**CITY OF YACHATS  
CITY COUNCIL REGULAR MEETING**

Yachats OR

**Wednesday, November 16, 2022, at 2:00 pm  
To Be Held Via Zoom**

City of Yachats is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83380335391>

Meeting ID: 833 8033 5391

One tap mobile

+17193594580,,83380335391# US

+12532158782,,83380335391# US (Tacoma)

Dial by your location

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 564 217 2000 US

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

Meeting ID: 833 8033 5391

Find your local number: <https://us02web.zoom.us/u/kdpRaGCaG>

**Regular Council Meeting**

- I. Announcements, Proclamations, and Correspondence
- II. Public Comment - limited to items not on the agenda  
(5-minute limitation per person)
- III. New Business
  - a. Emergency Housing Proposal
- IV. Old Business
  - a. CIP Update by Holly Hamilton, CIP Coordinator
  - b. Report on November 7<sup>th</sup> Council Executive Session and consideration of City Manager compensation

*The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 11/09/22*



- V. Other Business
  - a. From the Mayor
  - b. From Council
  - c. From Staff

DRAFT

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## City Council Evaluation of City Manager

Rate the City Manager using the scale below:

Instructions: Review the work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time.

Rating	Description
1	Unsatisfactory performance
2	Requires Improvement
3	Meets Job Description
4	Generally exceeds Job Description
5	Substantially exceeds Job Description
N/O	No Opinion - Did not observe-or-does not apply to this employee

Leadership		
Does employee 1.) inspire others to succeed? 2.) actively promote efficiency in tasks/operations? 3.) demonstrate a high regard for personal ethics and integrity? 4.) help Commissions to focus their work so that it is most useful while encouraging positive relationships and morale	Rating	Comments:

Execution of Policies and Goals		
Does employee 1.) effectively implement policies, programs and goals approved by the City Council? 2.) display an understanding of the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does employee 1.) represent the City with a positive outlook, tact & diplomacy? 2.) avail themselves to & work well with citizens? 3.) maintain effective relations with media reps? 4.) adequately inform the public of information & events by utilizing various forms of correspondence?	Rating	Comments:

Administrative Duties		
Does employee 1.) demonstrate transparency, efficiency & organization? 2.) adequately prioritize tasks to ensure timelines are met? 3.) communicate clear, concise, and accurate information both verbally & written? 4.) handle HR issues well? 5.) foster a good working environment for staff?	Rating	Comments:

City Council Relations		
Does employee 1.) work well with City Council, making sure adequate info is available prior to meetings? 2.) accept direction/instruction positively? 3.) participate in discussions & make recommendations when appropriate? 4.) avail themselves to meet council members to address individual questions and issues?	Rating	Comments:

Financial Management / Budget		
Does employee 1.) prepare an understandable and realistic budget? 2.) control expenditures in accordance with budget & ensure monies are managed properly? 3.) make sound decisions that consider cost/benefit? 4.) exhibit forward planning for management of cash flow?	Rating	Comments:

Safety		
Does employee 1.) perform tasks with safety of self and others in mind? 2.) limit the City's risk of exposure to liability or other claims? 3.) follow all safety measures expected for the position?	Rating	Comments:

Additional Comments:

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Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_