



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available. To arrange for these services, call 541.726.3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

February 22, 2016

5:30 p.m. Work Session
Jesse Maine Room

*(Council work sessions are reserved for discussion between Council, staff and consultants;
therefore, Council will not receive public input during work sessions.
Opportunities for public input are given during all regular Council meetings)*

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Wylie ____, Moore ____, Ralston ____, Woodrow ____, and Pishioneri ____.

1. Historic Commission Interviews.
[Mark McCafferey] (30 Minutes)
2. Proposed Format and Process for City Manager Evaluation.
[Greta Utecht] (20 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 2/9/2016
Meeting Type: Work Session
Staff Contact/Dept.: Mark McCaffery/DPW
Staff Phone No: 541-736-1003
Estimated Time: 30 Minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:	HISTORIC COMMISSION INTERVIEWS
ACTION REQUESTED:	Conduct interviews to fill four vacancies on the Historic Commission.
ISSUE STATEMENT:	There are four vacancies on the seven-member Historic Commission as a result of two term expirations and two resignations. After a 3-month recruitment period that closed on February 8, 2016, the Department received applications from Kristina Koenig and Mackenzie Karp.
ATTACHMENTS:	Attachment 1 – Interview Schedule and Questions Attachment 2 – Candidate Applications Attachment 3 – Profiles of Current Historic Commissioners Attachment 4 – State Historic Preservation Office Comment Letter
DISCUSSION/ FINANCIAL IMPACT:	The vacancies on the Historic Commission are a result of term expirations for Commissioners Dannie Helm and Kuri Gill, and the resignation of Commissioners Vincent Martorello and Kerry Barbero.

Qualifications for membership on the Historic Commission include expertise in the fields of architecture, history, architectural history, planning, or archeology; residency within the Metro Plan boundaries; or as residents, electors, or property owners within Springfield. In addition, the Council shall solicit recommendations for appointment from Willamalane and School District #19 (Municipal Code Section 2.502). The School District declined to recommend appointees to fill these vacancies; Willamalane recommended applicant Kristina Koenig to fill the vacancy created by Commissioner Martorello's resignation. Ms. Koenig has a Master's degree in Architecture and Community and Regional Planning, is a resident of Springfield and is employed by Willamalane. Ms. Karp has a Master's degree in Architectural History, resides in Eugene and is employed by NEDCO in Downtown Springfield.

State and Federal funding of the City's historic preservation activities stipulate that a majority of the Commissioners have professional qualifications in a field related to historic preservation. Two current members and both applicants possess these qualifications and also meet or partially meet the qualifications and standards set forth by the National Park Service regarding commissions (See Attachments 3 and 4).

Springfield Municipal Code Section 2.506 states that any vacancy shall be filled for the unexpired portion of the term of the member creating the vacancy, and Section 2.504 states that appointed members shall hold office for four years with the terms staggered to provide overlapping and continuity. The candidate appointed for a first term is eligible to serve for four years beginning on the date of appointment by City Council, currently scheduled for March 7, 2016. The candidate appointed to fill Commissioner Martorello's vacancy is eligible to serve the remaining portion of this term, which expires on February 2, 2018.

Historic Commission Interview Schedule & Questions

Schedule

5:30pm Council preparation of interview questions

5:35pm Interview of **Kristina Koenig**

5:45pm Interview of **Mackenzie Karp**

5:55pm Council deliberation

Questions for Kristina Koenig and Mackenzie Karp

1. Why are you interested in serving on the Historic Commission?
2. Describe your professional and personal experience as it relates to your desire to become a Historic Commissioner.
3. What initiatives are you interested in working on if you are appointed as a Commissioner?
4. Describe your familiarity with the City's historic resources.
5. What is it about Springfield's history that interests you most?
6. Have you attended a Historic Commission meeting? If so, what were your impressions?



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Historic Commission

(A separate application must be completed for each board / commission / committee)

Name: Kristina M Koenig
First Middle Initial Last

Home address: 1212 M St. Springfield 97477
Street City Zip

Mailing address: 250 S. 32nd St. Springfield 97478
Street City Zip

Day Phone: 541-736-4050 Evening phone: 541-514-6632

Email Address: kristinak@willamalane.org

Preferred Form of Contact: Email

Do you live within the Springfield city limits? Yes No \Rightarrow If yes, how long? 8 yrs
If no, do you live inside Springfield's Urban Growth Boundary?

Ward number (City residents only): 3 Yes No

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Landscape Designer/Project Manager Place of employment/School: Willamalane Park & Recreation District

Willamalane Park & Recreation District, Recreation Planner for National Park Service, Landscape Designer for U.S.

Business address: 250 S. 32nd St.

Education: Masters in Landscape Architecture, Masters in Community & Regional Planning, UO (2012)/ B.S. Life Science

Are you currently serving on any other board, committee, or commission? If so, please list them here:
no

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have some familiarity with historic sites/structures owned/operated by Willamalane and as a new employee will be working to preserve/manage these facilities into the foreseeable future. As an employee I intend to contribute to Willamalane's efforts of collaborating with partners to preserve historic features and making Springfield a more desirable place to live.

2. What specific contribution do you hope to make?

I intend to represent Willamalane on the committee. To donate time and energy towards moving the mission of the historic commission forward.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

CAMAS Education Network (2013-2014): Served on the Board of Directors
Springfield Bike & Pedestrian Committee (2010-2011): I served on the BPAC for Springfield for a one year "trail" period.
Willamalane Planning & Development Intern (2009-2011): Included historical research for Dorris Ranch Living History Far

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

As a Landscape Designer I am personally interested in increasing appreciation for and preservation of local historical artifacts within our community. I would also like to make sure that Willamalane's future development and growth is appropriately sensitive to any historic value attributed to the sites/structures we manage.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Kristina Koenig Digitally signed by Kristina Koenig
DN: cn=Kristina Koenig, o=Willamalane Park & Recreation District,
ou=Planning & Development, email=kristinak@willamalane.org,
c=US
Date: 2015.12.10 12:40:46 -0800 Date: 12/10/15

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper

CITY OF SPRINGFIELD, OREGON

DEVELOPMENT AND PUBLIC WORKS



225 FIFTH STREET
SPRINGFIELD, OR 97477
PHONE: 541.726.3753
FAX: 541.726.3689
www.springfield-or.gov

MEMORANDUM

DATE: November 16, 2015

TO: Historic Commission Applicants

FROM: Molly Markarian, Senior Planner

SUBJECT: Historic Commission Application

Thank you for your interest in serving on the Historic Commission! To be considered for the current vacancies on the Commission, the City requests that you fill out the standard application form for citizen boards, as well as a supplemental questionnaire specific to the Historic Commission.

To make completing the two forms easier, please note the following:

1. Please answer all questions on the standard form, as well as the questions on the supplemental form, on additional sheets of paper.
2. Under 'Education' on the standard form, please list the colleges/universities attended, degrees, areas of study, and dates completed.
3. Under 'Occupation' and 'Place of Employment' on the standard form, please also list any prior positions and/or work experience if it was in a field related to historic preservation, if applicable.
4. In answering Question 1 from the standard form, please also include skills you would bring to the Commission.
5. In answering Question 3 from the standard form, please also list your involvement with any local history or historic preservation activities (publications, committee work, etc.), if applicable.

If you would like an electronic copy of the application forms, have any questions regarding completing the application forms, or the Historic Commission in general, feel free to contact Molly Markarian at mmarkarian@springfield-or.gov or at 541.726.4611.

Supplemental Commission Application Questions

HISTORIC COMMISSION

1. If you do not live within the Springfield city limits, do you live within the Eugene/Springfield Metropolitan Area General Plan boundaries?
2. Please refer to the attached list of professional qualifications. Which category best describes you, if applicable? (Not having the qualifications associated with a field related to historic preservation will not necessarily disqualify you from consideration.)
3. Why do you think historic preservation is important for a city like Springfield?
4. What do you think the purpose of the Historic Commission is in Springfield?
5. How would you address a situation in which a citizen's development or restoration plans are in conflict with the City's historic preservation policies and regulations?
6. How can the Historic Commission foster citizen awareness of historic preservation?
7. Interested applicants are encouraged to attend a Springfield Historic Commission meeting. Did you attend a meeting and if so, what were your impressions of the meeting?

Archaeologist

(a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience.

Architect, Historic

(a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience.

Architectural Historian

(a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience.

Conservationist

(a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b) an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field.

Cultural Anthropologist

(a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience.

Curator

(a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience.

Engineer

(a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience.

Folklorist

(a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years full-time professional experience.

Historic Preservation Planner

(a) State Government-recognized certification or license in Land-Use Planning, plus 2 years full-time professional experience; or (b) a graduate degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historic Preservationist

(a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historian

(a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.

Landscape Architect, Historic

(a) State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience.



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

(A separate application must be completed for each board / commission / committee)

Name: Mackenzie M. Karp

	First	Middle Initial	Last
Home address:	<u>1751 Lawrence Alley</u>	<u>Eugene</u>	<u>97401</u>
	Street	City	Zip
Mailing address:	<u>1751 Lawrence Alley</u>	<u>Eugene</u>	<u>97401</u>
	Street	City	Zip

Day Phone: 541-912-0564 Evening phone: 541-912-0564

Email Address: mackenzie@nedcocdc.org

Preferred Form of Contact: Email

Do you live within the Springfield city limits? Yes No If yes, how long? _____
 If no, do you live inside Springfield's Urban Growth Boundary?
 Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes No
 Are you a Springfield business owner? Yes No
 Are you a registered voter? Yes No

Occupation: Grant Writer Place of employment/School: NEDCO (Neighborhood Economic De

NEDCO (Neighborhood Economic Development Corporation)

Business address: 212 Main Street, Springfield, OR 97477

Education: M.A. Architectural History, University of Oregon, 2015; B.A. Art History, New College of Florida, 2009

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I completed my Master's degree in the History of Architecture at UO in 2015 with a specialization in the history of low-income housing design. During my time at UO, I took graduate coursework in Historic Preservation. I currently work as the Grant Writer at NEDCO in downtown Springfield, and have a personal and professional interest in the protection and stewardship of the city's historic assets as a member of the downtown professional community and architecture enthusiast.

2. What specific contribution do you hope to make?

My professional strengths are in research, object interpretation, and technical writing. If selected for the commission, I hope to gain experience in historic inventory and surveys. I will contribute to the research, interpretation, and writing of historic context statements, when needed. I will work to make city's historic sites a point of pride for residents by raising public awareness of historic assets as a critical component in smart and sustainable growth for the city of Springfield.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I am not currently serving with any community groups, but am looking to become more involved in issues that are important to me: historic architecture, smart development, and housing. I completed graduate school in June 2015, and in my time at UO was very involved in the academic and extracurricular life of my department. I served as co-chair for the annual art history graduate school symposium and was also the only student to serve on a faculty search committee. Please see CV.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I have a strong interest in historic architecture and its role in the life of Springfield residents. I want to become a member of the Springfield Historic Commission to raise public awareness of the city's historic assets and to do my part to ensure the protection of historic resources, while encouraging smart and sustainable growth in Springfield. The use of historic structures will necessarily change over time, and I hope to be an advocate for their thoughtful use today.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Mackenzie M. Karp Date: 2/8/15

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper

1. Yes; 1751 Lawrence Alley, Eugene, OR 97401

2. Architectural Historian

3. As the City of Springfield grows, Historic Preservation is of the utmost importance to ensure that new development does not mean the destruction of historic assets and the erasure of valuable history and identity. The more that historic resources are understood, documented, and contextualized, the more the public will consider them to be assets in the community. The use of historic structures will necessarily change over time and adaptive reuse is a valuable way to bring historic structures into our modern way of life, while keeping their historic character and acknowledging past uses.

4. The purpose of the Historic Commission is to serve as stewards of Springfield's historic resources by contextualizing, documenting, and interpreting historic assets and by educating the public to raise awareness and support for the protection of historic sites and structures in Springfield.

5. Section 106 of the National Historic Preservation Act allows for comment on alteration and renovation plans affecting historic properties. If a citizen brought plans to the commission which were in conflict with the City's historic preservation policies and regulations, I would encourage her/him to reconsider based on the importance of maintaining the historic character of the property and its value to the community. I would be sure that the citizen was aware of the incentives offered to historic property owners who choose to maintain, preserve and/or restore historic structures and original features, including tax credits and federal grants where applicable.

6. The Historic Commission can raise awareness of Historic Preservation in the Springfield community by placing plaques describing historic sites and buildings, holding exhibitions about historic Springfield in public spaces, and also by encouraging community involvement in Historic Commission meetings. By making Springfield's historic assets more visible to the public through exhibits, placards, etc., people will become more aware of the value of the sites and buildings around them and give more thought to historic structures, their lasting presence over time, and their function in modern life.

7. Yes; I attended a meeting in the fall of 2014 when I was enrolled in Introduction to Historic Preservation at UO. At this meeting a person interested in purchasing a historic property presented changes she hoped to make to the home. The remainder of the meeting consisted of subcommittee reports, including presenting survey results to residents in the Washburne to educate them on contributing and non-contributing properties in the district.

**Supplemental Commission Application Questions
HISTORIC COMMISSION**

1. If you do not live within the Springfield city limits, do you live within the Eugene/Springfield Metropolitan Area General Plan boundaries?

N/A

2. Please refer to the attached list of professional qualifications. Which category best describes you, if applicable? (Not having the qualifications associated with a field related to historic preservation will not necessarily disqualify you from consideration.)

Landscape Architect, though not Historic

3. Why do you think historic preservation is important for a city like Springfield?

Historic preservation contributes towards developing an identity for the community, thereby making Springfield a more desirable place to live. By preserving and celebrating this history we can learn from our past and, to an extent, deepen residents' connection to Springfield.

4. What do you think the purpose of the Historic Commission is in Springfield?

- To assist the City with providing oversight on the historic sites and structures currently documented within Springfield.
- To encourage further preservation of undocumented/unrecognized historical sites via outreach, funding, or other means.
- To raise awareness and provide information on local historic preservation efforts within the community.
- To assist the City with prioritization of historic preservation needs within the community.

5. How would you address a situation in which a citizen's development or restoration plans are in conflict with the City's historic preservation policies and regulations?

The City's preservation policies/regulations are intended to serve the best interests of the community as a whole and should be enforced. If there are conflicts the Commission should identify how they can best assist the citizen resolve such conflicts.

6. How can the Historic Commission foster citizen awareness of historic preservation?

- Providing funding for preservation/interpretation efforts
- Organize/coordinate volunteer efforts
- Actively publicize historic preservation efforts

- Network with broad range of community partners to inform them of preservation efforts

7. Interested applicants are encouraged to attend a Springfield Historic Commission meeting. Did you attend a meeting and if so, what were your impressions of the meeting?

I attended a sub-committee meeting for the CLG grant. I was encouraged that there is funding available to help the committee act on some of their goals.

Profiles of Current Historic Commissioners

Bruce Berg

Bruce is a Springfield resident and business owner in the Washburne Historic District. He previously served on the Springfield Planning Commission and Springfield City Council. Bruce is currently serving his first full term on the Historic Commission, which expires on June 14, 2015.

Tim Hilton – Chair

Tim is a Springfield resident who lives just outside the Washburne Historic District. He has a Bachelor's and a Master's degree in Architecture. Tim has worked as a professional architect since the 1980s and served as an adjunct professor at the University of Oregon in 2005. Tim is currently serving his second term on the Commission, which expires on June 14, 2019.

Terra Wheeler

Terra is a Eugene resident. She has a Bachelor's degree in Environmental Studies and is in the process of pursuing her Master's degree in Historic Preservation. She volunteered with the Architectural Heritage Center in Portland for six years and is currently co-editor of the Associated Students of Historic Preservation Journal at the University of Oregon. Terra is currently filling the unexpired term of a previous commissioner, which expires on October 19, 2018.



Oregon

Kate Brown, Governor

Parks and Recreation Department
Oregon Commission on Historic Cemeteries
725 Summer St NE Ste C
Salem, OR 97301-1266
Phone (503) 986-0685
Fax (503) 986-0793
www.oregonheritage.org



February 12, 2016

Mark McCaffery
City of Springfield
Development & Public Works
225 5th Street
Springfield, OR 97477

Re: Applications for vacancy on the Springfield Historic Commission

Dear Mr. McCaffery:

The Oregon State Historic Preservation Office (SHPO) has reviewed Springfield's applications for the vacancies on the Springfield Historic Commission. I have reviewed Ms. Karp's and Ms. Koenig's applications to the commission. Ms. Koenig meets the qualifications and standards set forth by the National Park Service (NPS) regarding commissions, which can be found in 36 CFR 61.6. She is very qualified with her historic architecture education. Ms. Karp is semi-qualified under NPS standard. She has some experience in historic preservation, and her landscape architecture and planning education is related and will be an asset. All show a positive interest in historic preservation in Springfield.

Thank you for allowing SHPO to review the applications. If you have additional questions or comments please feel free to contact me at 503-986-0685 or Kuri.Gill@oregon.gov.

Sincerely,

Kuri Gill
CLG Coordinator
State Historic Preservation Office, OPRD



AGENDA ITEM SUMMARY

Meeting Date: 2/22/2016
Meeting Type: Work Session
Staff Contact/Dept.: Greta Utecht/Human Resources
Staff Phone No: 541-726-3787
Estimated Time: 20 minutes
Council Goals: Provide Financially Responsible and Innovative Government Services

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: PROPOSED FORMAT AND PROCESS FOR CITY MANAGER EVALUATION

ACTION REQUESTED: Review Proposed Format and Provide Input Regarding City Manager Evaluation Process

ISSUE STATEMENT: The City Manager's evaluation is due. Several Councilors and the Mayor have indicated dissatisfaction with the form used in past years. Staff proposes that the attached form be used this year once the Council has had an opportunity to review and edit it.

ATTACHMENTS: 1. City Manager Evaluation Form 2016

**DISCUSSION/
FINANCIAL
IMPACT:** The City Manager's evaluation is due and staff proposes that the attached form be used by Council and the Mayor this year. It does not require raters to write long narrative review statements, but does provide for individual comments should the rater wish to provide them. It attempts to address most if not all dimensions of a City Manager's responsibilities. However, there are additional spaces on the form in order that Council might add any additional indicators they believe are missing.

After review and discussion of the form itself, and assuming Council is supportive of its use, staff will finalize it and redistribute it to Council and Mayor, who will have 4 weeks to complete it. Upon receiving all completed evaluation forms from Council, the Human Resources director will tabulate the scores and summarize all comments on one master document. In the meantime, the City Manager will complete his own self-evaluation, using the form and providing a narrative statement in response to Question 1 on page 6 of the form.

In an executive session on April 18, the City Council and Mayor will discuss the City Manager's performance. On that same evening in regular session, the Human Resources manager will present information regarding city manager compensation to the Mayor and Council for their deliberation.

Performance Evaluation for City Manager Gino Grimaldi

Rating Period:

Performance Standard	Rating	Value
Exceeds Expectation	EE	1
Fully Effective	FE	2
Developing	DEV	3
Needs Improvement	NI	4
No Opinion/Not Observed	NO	NA

The standard evaluation form rates the City Manager performance at four levels defined as follows:

Exceeds Expectations: Employee work performance exceeds normal expectations of the position.

Fully Effective: Employee has achieved full competence in all critical measures of work performance and overall contribution is entirely satisfactory.

Developing: Employee has not yet achieved full effectiveness but is in a training or development mode AND the rate of growth is proceeding at a satisfactory rate.

Needs Improvement: Employee has had adequate time, training, and the opportunity to achieve the fully effective level but work performance in one or more areas is below the level of full competence and effectiveness.*

No Opinion/Not Observed: Evaluator has no opinion and/or knowledge in this area.

***NOTE:** If a **Needs Improvement** rating is given in any category, please explain in the comments section at end of form and provide suggestions for future improvement.

Element A: City Council Goals/Objectives

Indicators	Rating
1. Provides the City Council with clear report of progress on approved Council goals	
2. Effectively implements policies and programs approved by City Council	
3.	
4.	

Element B: Organizational Management

Indicators	Rating
1. Does the Manager facilitate an on-going leadership partnership between elected officials and Department Heads?	
2. Does the Manager provide effective communications to keep the Council informed regarding agenda items, participation in community events, meetings with staff and public, progress on administrative projects, and other anticipated issues that may concern the Council?	
3. Does the Manager take a long-term view and initiate and manage organizational change for the future; build the vision with others; spot opportunities to move the organization toward the vision?	
4. Does the Manager evaluate City organization, operations and programs, and explore new methods for conducting city business and enhancing city effectiveness?	
5. Does the Manager actively promote, support, and champion efforts to involve mid-level managers in city management issues?	
6. Does the Manager foster an environment that promotes an expectation of high work performance standards throughout the organization?	
7.	

Element C: Financial Management

Indicators	Rating
1. Does the Manager develop financial plans that allow City Council to anticipate and respond to changes in the City's finances?	
2. Do the budgets developed by the Manager reflect Council priorities?	
3. Does the Manager ensure that the City budget is based on a sustainable service and funding strategy so that ongoing expenses are supported by ongoing revenue?	
4. Does the Manager control expenditures in accordance with approved budgets?	
5. Does the Manager ensure that City financial matters are clear and available to the public?	
6.	
7.	

Element D: Department Operations

Indicators	Rating
1. Is the Finance Department effective and meeting community needs?	
2. Is the Development & Public Works Department effective and meeting community needs	
3. Is the Fire Department effective and meeting community needs?	
4. Is the City Manager's Office effective and meeting community needs?	
5. Is the Library effective and meeting community needs?	
6. Is the Information Technology Department effective and meeting organizational and community needs?	
7. Is the Police Department effective and meeting community needs?	
8. Is the Human Resources Department effective and meeting organizational and community needs?	

Element E: Interpersonal Communications

Indicators	Rating
1. Communication: Ensures both oral and written communication is clear, concise, and articulate.	
2. Initiative: Proposes, when appropriate, ideas that could represent new or different ways to advance Council, department, staff, or management objectives.	
3. Judgment: Exercises good judgment in fiscal, personnel, and other matters of public concern.	
4. Fairness and Impartiality: Deals with the Council, Department Heads, and staff in a fair and impartial manner.	
5. Creativity: Demonstrates a willingness to explore new ways to leverage existing and potential assets.	
6. Professional Development: Seeks and undertakes professional development opportunities that could enhance efficiency, effectiveness, and creativity in areas that would benefit the city.	
7. Professional Leadership: Seeks roles in local and regional organizations.	
8. Ethics and Morals: Exhibits high standards of personal moral and ethical behavior.	
9.	
10.	

Element F: External Stakeholder Relations

Indicators	Rating
1. Builds and maintains active partnerships with local, regional, state, and federal government jurisdictions and agencies.	
2. Builds and maintains active partnerships with non-profit and non-governmental organizations.	
3. Builds and maintains active partnerships with private enterprise.	
4. Builds and maintains relationships with members of boards and commissions.	
5. Ensures strategic pursuit of financial resources (grants) from other agencies, including proactive notice to Council of opportunities that may require re-prioritization of goals.	
6. Contributes to good government through regular participation in local, regional, and state committees and organizations.	
7. Lobbies effectively with legislators and state agencies regarding city programs and projects.	
8.	
9.	

Element G: Foresight/Vision

Indicators	Rating
1. Maintains the long-term view for the city in national, state, county, and local affairs.	
2. Communicates and interacts productively with governmental entities at local, state, and national levels.	
3.	
4.	

Please provide explanation of any NI ratings by referring to performance indicator's number. (Example: D8)

Overall Comments:

