



City Council Agenda

City Manager:

Nancy Newton

City Recorder:

Allyson Pulido
541-726-3700

City Hall

225 Fifth Street

Springfield, Oregon 97477

541-726-3700

Online at www.springfield-or.gov

Mayor

Sean VanGordon

City Council

Michelle Webber, Ward 1

Steve Moe, Ward 2

Kori Rodley, Ward 3

Beth Blackwell, Ward 4

Vacant, Ward 5

Alan Stout, Ward 6

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

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, as well as an Induction Loop for the benefit of hearing aid users.

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.

September 8, 2025

Monday

6:00 p.m. Work Session

Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 859 4365 5606

https://us06web.zoom.us/webinar/register/WN_zsq6wE5aT6yCcJ3OeCPoDQ

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

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(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 VanGordon ___, Councilors Webber ___, Moe ___, Rodley ___, Blackwell ___, and Stout ___.

1. Consultant Intro and Development of 2025 City Manager Evaluation Process
[Chaim Hertz] (30 minutes)
2. Transportation Funding Priorities Discussion Continued
[Stan Petroff] (45 minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	09/08/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Chaim Hertz/Human Resources
	Staff Phone No:	
	Estimated Time:	30 Minutes
	Council Goals:	Mandate

ITEM TITLE:

Consultant Intro and Development of 2025 City Manager Evaluation Process

ACTION REQUESTED:

Conduct a work session to introduce the consultant firm Jensen Strategies, LLC, establish criteria for the 2025 City Manager evaluation process, and interview the consultant regarding their role in supporting the evaluation.

ISSUE STATEMENT:

Section 9 of City Manager Nancy Newton's employment agreement requires that the City Council, as a body, conduct a formal performance review each year, or at any other time the Council, in its sole discretion, elects to do so. In 2024, the City Council directed Human Resources to contract with a professional service to facilitate the 2025 City Manager evaluation process.

DISCUSSION/FINANCIAL IMPACT:

Staff will introduce Erick Jensen and Emily Rehder with Jensen Strategies, LLC, the consultant team contracted to complete this year's City Manager evaluation. The discussion will focus on the proposed use of the International City/County Management Association (ICMA) 14 core competencies as the evaluation criteria. A draft City Manager evaluation form based on these competencies is attached, along with the ICMA framework document. Council input is requested on whether to adopt the ICMA competencies as the agreed-upon evaluation criteria. With Council direction, staff and Jensen Strategies will proceed with conducting interviews with the City Council and management team between September 15 and September 30. The evaluation schedule also includes presentation of a draft report at the October 20 Executive Session, followed by the final evaluation and goal-setting discussion with the City Manager at the November 10 Executive Session.

Attachments

1. City Council Memo
2. Draft Evaluation
3. ICMA 14 Core Areas

August 28, 2025

TO: Springfield City Council
FR: Erik Jensen, Principal, Jensen Strategies
RE: City Manager Performance Evaluation Process and Criteria

In preparation for the presentation and discussion at the September 8, 2025, City Council work session regarding the City Manager evaluation process, attached are two documents we plan to discuss at the meeting:

1. International City/County Management Association (ICMA) Practices for Effective Local Government Leadership, which outlines 14 core competencies for effective local government leadership and management.
2. A draft City Manager evaluation form based on the 14 core competencies.

Proposed Evaluation Criteria: In addition to providing the City Council with an introduction to the 2025 City Manager performance review process, we will be presenting and seeking your input on using the ICMA 14 core competencies as your evaluation criteria. We have reviewed past City Manager performance evaluation surveys and believe these criteria are inclusive of the type of information sought in those surveys.

With direction from the City Council regarding these criteria, we will be prepared to conduct 21 interviews with the Council and the management team using them as a guide.

We recommend the City Council and City Manager mutually agree on the criteria used for the evaluation. To that end, I will meet with your City Manager, Nancy Newton, prior to the work session to receive her input on the draft criteria.

Key City Council Dates: As established in collaboration with City staff, the evaluation process schedule includes:

September 8	City Council Work Session: Introductory and Criteria Setting
September 15 – 30	City Council and Management Team Interviews
October 20	City Council Executive Session – Draft Report Presentation
November 10	City Council Executive Session – Performance Evaluation & Goal Setting Discussion with City Manager

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CITY OF SPRINGFIELD
CITY MANAGER PERFORMANCE REVIEW
2025 CITY COUNCIL EVALUATION FORM

Name:		
Instructions: Based on information provided to the City Council and your individual experience working with the City Manager, please complete this evaluation form based on the ICMA 14 core competencies for effective local government leadership.		
Rating Key: 5 = Far exceeds expectations 4 = Exceeds expectations 3 = Achieves expectations 2 = Below expectations 1 = Far below expectations		
Review Area	Rating	Comments
Personal and Professional Integrity <i>Being fair, honest, and ethical in all personal and professional relationships and activities</i>		
Community Engagement <i>Ensuring and managing community involvement in local government to support good decision making</i>		
Equity and Inclusion <i>Creating an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent throughout the organization and the community</i>		
Staff Effectiveness <i>Taking responsibility for the development, performance, and success of employees throughout the organization</i>		
Personal Resiliency and Development <i>Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity</i>		
Strategic Leadership <i>Defining and communicating a vision and leveraging all resources and tools to achieve it</i>		

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Springfield 2025 City Manager Evaluation Form

Review Area	Rating	Comments
Strategic Planning <i>Developing a plan of action that brings the community together, provides clarity of purpose and priorities, and guides the organization's actions in achieving its goals and objectives</i>		
Policy Facilitation and Implementation <i>Engaging with elected officials and other community stakeholders to create and execute policies that achieve common goals and objectives</i>		
Community and Resident Service <i>Discerning community needs and providing responsive, equitable services</i>		
Service Delivery <i>Understanding the basic principles of service delivery, using strategic decision making and continuous improvement to serve the organization and community, and influencing the components and relationships between operational areas</i>		
Technological Literacy <i>Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in service delivery, information sharing, and public access</i>		
Financial Management and Budgeting <i>Implementing long-term financial analysis and planning that integrates strategic planning and reflects a community's values and priorities; preparing and administering the budget</i>		
Human Resources Management and Workforce Engagement <i>Ensuring that the policies and procedures of the organization are applied consistently and fairly, and motivating and engaging the workforce to its highest potential</i>		
Communication and Information Sharing <i>Effectively facilitating the flow of ideas, information, and understanding</i>		
General Comments:		
Date of Review:		

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8/28/25

ICMA PRACTICES FOR EFFECTIVE LOCAL GOVERNMENT LEADERSHIP

14 Core Areas for Effective Local Government Leadership and Management

The International City/County Management Association (ICMA), has established 14 core competencies for effective local government leadership (see graphic below). ICMA uses these core areas to guide their training programs in various settings and are an integral part of the Certified Manager program that managers use to guide their professional development activities.



AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	09/08/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Stanley Petroff/Community Development
	Staff Phone No:	5412220990
	Estimated Time:	45 Minutes
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

Transportation Funding Priorities Discussion Continued

ACTION REQUESTED:

Review transportation priorities and scoring matrix to inform the allocation of Central Lane Metropolitan Planning Organization (MPO) funding. Select between Franklin N/S (McVey Hwy) and 48th St. Main to Daisy projects.

ISSUE STATEMENT:

Based on feedback from the discussion at the June 2nd Council work session, staff have made suggested changes to the proposed transportation priorities. Staff also provided additional feedback and suggestions which have been incorporated. The goal of this work session is to review those changes, discuss scoring criteria, and review the associate scoring matrix and selected projects. Some of the changes to the priorities include,

- Added "Access to Key Destinations" as a priority, Council Request
- Added "Local Street Repair" as a priority, Council Request
- Combined preservation into one priority, Council Request
- Emphasizing pedestrian safety in the criteria for scoring "Safety" priority, Council Request
- Increased the weight of Safety to a factor of 1.5, Council Request
- Separated out "Active Transportation" into its own category, Staff Recommendation
- Increased the weight of preservation to a factor of 1.5, Staff Recommendation

An explanation of the scoring criteria and examples of how these priorities will be scored on a 1-3 point basis are included as "Attachment 1 - Priority Scoring Criteria and Examples". Scoring of Capital Projects has also been completed by staff and is included as "Attachment 2 - Project Scoring Matrix". The intent is to have a fair, transparent, and efficient process for ranking and selecting projects to align with available funding sources, in this case MPO funding. Based on the scoring matrix, two projects were selected for Council consideration.

Current financial projections show declining revenue and increasing costs in the City's street fund. This fund is typically what the City relies on for MPO match, roughly 10% of the total amount of awarded MPO grants. Because of the projected shortfall, there will be no ability to use this fund for grant match. It is expected the City's portion of the MPO funding would be roughly \$5 million, leaving the needed match at \$550k. Because we cannot rely on the street fund for match, the other funds which are available are reimbursement and improvement System Development Charge (SDC) funds. SDC funding through SEDA reimbursements to the City could be used for the McVey Hwy project and SDC improvement funds could be used for the 48th Street, Main to Daisy project. In the Glenwood area, the Riverfront Development project has been identified as high priority and SDC reimbursements from SEDA may be better used to fund that project rather than start construction on a smaller phase of the McVey Hwy project. For this reason, staff recommended the second project move forward, 48th St. Main to Daisy. This project will add capacity to the system and therefore will allow the use of improvement SDCs funds which are limited to use on projects which add capacity. This project would open new areas to housing development in addition to the other benefits identified in the priority scoring matrix.

DISCUSSION/FINANCIAL IMPACT:

By selecting projects which achieve as many priorities as possible, our grant applications and funding requests are more likely to be successful. These priorities do not directly have a financial impact, however, they can influence whether we are awarded State and Federal funds.

Attachments

1. Priority Scoring Criteria and Examples

2. Project Scoring Matrix

Priority Scoring Criteria and Examples

Safety	1	Low safety improvements such as preservation projects. Low presence of existing crash data and known safety issues.
	2	Moderate saftey improvements such as adding bike lanes, lighting improvements, and signing. Medium presence of existing crash data and known safety issues.
	3	High safety improvement such as filling sidewalk gaps, separated/protected bike lanes, roundabouts. High presence of existing crash data and known safety issues.

Note: Staff use ODOT TransGIS SPIS Layer for crash data, citizen complaints, staff knowledge, and police reporting.

Continue Existing Project	1	Continuing projects which are less urgent and can be completed at a latter date.
	2	Continuing projects somewhat urgent but low chance of needing to redo work or permitting.
	3	Continuing current projects or phased projects already agreed to and which have significant work and/or permintting already started.

Preservation	1	Some mill/inlay or transferring traffic from a poor street to a new street connection.
	2	Greater than 50% mill/inlay
	3	Nearly all mill/inlay with little full reconstruction and no stormwater treament or other additional requirements.

Local Street Repair	1	Minor improvements to local streets.
	2	50% or more of project improves local streets.
	3	All of project improves local streets.

Low Income/Disadvantaged	1	Low presence of and benfit to low income and disadvantaged population such as preservation projects and adding trees in a low disparity regions.
	2	Some presence of and benefit to low income and disadvantaged population such as full reconstruction on local streets and adding bike lanes in medium disparity regions.
	3	High presence of and benefit to low income and disadvantaged population such as filling sidewalk gaps, ADA improvements, and roundabouts in a high disparity regions.

Note: Staff use Oregon Social Equity web app to detrmine regions of low/medium/high disparity.

Carbon Reduction/Environmental Benefit	1	Low carbon reduction and/or environmental benefit such as adding bike lanes.
	2	Moderate carbon reduction and/or environmental benefit such as permeable pavements, street trees, and bioswales.
	3	High carbon reduction and/or environmental benefit such as adding separated multi-use paths, bike share, complete streets, green infrastructure, safe routes to school, and EV charging stations.

Active Transportation	1	Low active transportation improvements such as addition of sharrows, wider sidewalks, and marked crossings at intersections.
	2	Medium active transportation improvements such as addition of refuge islands, raised crossings, and filling gaps in sidewalks.
	3	High active transportation improvements such as addition of separated multi-use facilities, bicycle signals, and rectangular rapid flashing beacons (RRFBs).

Access to Key Destinations	1	Projects which have a low number (<2) of key destinations such as hospitals, schools, shopping centers, and large buissinesses or industrial parks within 1500' in any direction.
	2	Projects which have a medium number (2-5) of key destinations such as hospitals, schools, shopping centers, and large buissinesses or industrial parks within 1500' in any direction.
	3	Projects which have a high number (>5) of key destinations such as hospitals, schools, shopping centers, and large buissinesses or industrial parks within 1500' in any direction.

Economic Development/Growth	1	Projects which have low influence on economic development and growth such as preservation, lighting/signing improvements, and adding trees.
	2	Projects which have moderate influence on economic development and growth such as traffic congestion relief and adding sidewalks to exisitng streets.
	3	Project which have high influence on economic development and growth such as utility extensions, new streets, and roundabouts in devloping neighborhoods.

Resiliency	1	Projects which make small improvements to resiliency against natural disaster, climate change, and operational disruptions such as minor drainage improvements and slightly raising street elevations.
	2	Projects which make moderate improvements to resiliency against natural disaster, climate change, and operational disruptions such as relocating assets and permeable pavements and green streets.
	3	Projects which make significant improvements to resiliency against natural disaster, climate change, and operation disruptions such as seismic retrofitting of bridges, levee improvements, redundant transit routes, and intelligent transportation systems (ITS).

Council Priority Based Project Scoring (MPO Funding Project Selection)

Project	Total Cost (2026-2027)	Safety (1.5)	Continue Existing Project (1.0)	Preservation (1.5)	Local Street Repair (1.0)	Low Income, Disadvantaged (1.0)	Carbon Reduction, Environmental Benefit (1.0)	Active Transportation (1.0)	Access to Key Destinations (1.0)	Economic Development, Growth (1.0)	Resiliency (1.0)	Total Score
Franklin N/S (McVay Hwy), Phase 1	\$ 10,000,000	3	3			2	3	3	3	3		21.5
Frankline E/W to Henderson	\$ 15,000,000	3	3			2	3	2	3	3		20.5
Mohawk, ODOT Limits to Q St./Marcola Rd. Intersection Preservation (Emergency Project)	\$ 549,000	2	3	3		2		1	3	2	2	20.5
48th St., Main to Daisy (New Minor Collector)	\$ 4,534,000	2	1	1		2	3	3	2	2	2	19.5
Sidewalk/ADA Transition Plan Inventory and Update	\$ 2,000,000	2	1			3	3	3		1		14
Gateway-Beltline Intersection Improvements	\$ 20,000,000	2				3		1	3	3	1	14
Mohawk/Q St Full Reconstruct/Intersection Improvements Study	\$ 1,000,000	3				2		1	3	2		12.5
42nd Street Transportation Project	\$ 20,000,000	3	1			1	1	1	2	1		11.5
Jasper Rd, 32nd Tracks to S 42nd Roundabout	\$ 5,520,000	1		3		1		1	2	1		11
Marcola 42nd to Bridge	\$ 2,798,000	1		3		1			1			8

Legend
Selected projects to move forward with Metropolitan Planning Organization funding. Need to choose one.
Emergency repair project, construction planned for early 2026.
Future projects to be completed in order of ranking.
Preservation projects not considered due to match limitations and one ongoing project already under contract.

Project Descriptions and Notes	
Franklin N/S (McVay Hwy), Phase 1	In the process of completing NEPA permitting and 50% design, would be phased with MPO funding. Includes separated bike/ped facilities, center median, roundabout intersections, and safety improvements. Would use funding to complete as much as possible. Would need to use SEDA funds for grant match, \$2 Million available but may want to save for Glenwood Riverfront Development.
Frankline E/W to Henderson	This stretch is important for economic development and has previous fatalities and safety issues. Phase 2 (Mississippi Roundabout) currently in design.
Mohawk, ODOT Limits to Q St./Marcola Rd. Intersection Preservation (Emergency Project)	Preservation project to inlay the intersection and Mohawk to the ODOT limits. Design has been started, will go to construction Spring 2026. Will use interest from Capital Fund to pary for project.
48th St., Main to Daisy (New Minor Collector)	New collector, separated multi-use path connection, stormwater facilities, alleviate congestion/wear on adjacent streets. R39 TSP project. Potentially include Hayden Homes SDC credits. Hayden Homes has already completed a preliminary layout of the roadway.
Sidewalk/ADA Transition Plan Inventory and Update	This project would inventory the City's existing sidewalk infrastructure and add specificity to the ADA plan for replacing deficient ramps, prioritize replacements, and develop projects for implementation. We currently have several projects ongoing.
Gateway-Beltline Intersection Improvements	Couplet study, current concept is outdated, would need study of entire area, Interchange Area Management Plan (IAMP), etc.
Mohawk/Q St Full Reconstruct/Intersection Improvements Study	This study would determine if a roundabout is feasible, determine sanitary sewer solution, and also refine the scope and cost of the larger project. Right of way impacts would also be developed. Up to 30% design.
42nd Street Transportation Project	We have \$12 mill or so. Can wait another couple years until Levee project solution is determined.
Jasper Rd, 32nd Tracks to S 42nd Roundabout	Preservation project.
Marcola 42nd to Bridge	Preservation project, connects 42nd truck route with recently paved County project east of the bridge.