



Eugene City Council

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www.eugene-or.gov

AMENDED AGENDA

EUGENE CITY COUNCIL

October 26, 2020

7:30 p.m. CITY COUNCIL MEETING

Due to Governor Kate Brown's Stay Home, Save Lives Executive Order to combat the spread of Covid-19, this meeting will be held remotely using virtual meeting technology. Information about online or other options for access and participation will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>

**Meeting of October 26, 2020;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Emily Semple, President
Mike Clark
Chris Pryor
Betty Taylor

Jennifer Yeh, Vice President
Greg Evans
Claire Syrett
Alan Zelenka

Note: This agenda was amended to reflect the addition of Item 5.

7:30 p.m. CITY COUNCIL MEETING

- 1. COMMITTEE REPORTS AND ITEMS OF INTEREST**
- 2. CONSENT CALENDAR 1**
 - A. Approval of City Council Minutes**
 - September 9, 2020, Work Session
 - September 14, 2020, Work Session
 - September 28, 2020, Work Session
 - September 28, 2020, Meeting
 - B. Approval of City Council Tentative Agenda**
- 3. PUBLIC FORUM**
- 4. ACTION: An Ordinance Concerning Time Extensions For Approved Land Use Applications And Providing An Effective Date**
- 5. ACTION: City Manager Evaluation Process**

October 26, 2020, Meeting

The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the receptionist at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El consejo de la Ciudad de Eugene agradece su interés en estos asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,
or visit us online at www.eugene-or.gov.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of City Council Minutes

Meeting Date: October 26, 2020
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2A
Staff Contact: Beth Forrest
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

This is a routine item to approve City Council minutes.

SUGGESTED MOTION

Move to approve the minutes for the work session on September 9, September 14, and September 28, 2020; and the meeting on September 28, 2020.

ATTACHMENTS

- A. September 9, 2020, Work Session Minutes
- B. September 14, 2020, Work Session Minutes
- C. September 28, 2020, Work Session Minutes
- D. September 28, 2020, Meeting Minutes

FOR MORE INFORMATION

Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: bforrest@eugene-or.gov

MINUTES

Eugene City Council Virtual Work Session Eugene, Oregon 97401

September 9, 2020
12:00 p.m.

Councilors Present: Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Claire Syrett and Chris Pryor

Mayor Vinis opened the September 9, 2020, work session of the Eugene City Council.

1. **UPDATE: Holiday Farm Fire Update**

Fire Chief Chris Heppel provided an update on the progress of fighting the Holiday Farm fire and recovery efforts.

Council Discussion:

- Councilor Clark – thanked Chief Heppel, staff and firefighters; asked Chief Heppel if he anticipates a FEMA declaration and if a declaration would make additional resources available; inquired into the best computer app to track fires in Oregon.
- Councilor Syrett – thanked Chief Heppel and firefighters; asked clarifying questions about evacuation notices; inquired about the fires at Fern Ridge.
- Councilor Zelenka – thanked all who are working to save the community; asked Chief Heppel if his department has adequate resources and if there is anything Council can do to help the fire-fighting effort; encouraged constituents to help house evacuees or assist in any way possible; asked how people receive emergency alerts and encouraged everyone to sign up.

2. **ACTION: Motion on Ad Hoc Committee on Police Policy**

Councilor Yeh explained this motion is to appoint an individual that was missing from the original Ad Hoc Committee on Police Policy list.

MOTION AND VOTE: Councilor Yeh, seconded by Councilor Semple, moved that notwithstanding Council September 1 deadline for groups to appoint ad hoc committee representatives, Sandra Shortridge is the second representative of the Indigenous Peoples group appointed to the Ad Hoc Committee on Police Policy. **PASSED 8:0.**

3. **WORK SESSION: Northwest Natural Gas Franchise Agreement Update**

Intergovernmental Relations Manager Ethan Nelson and Assistant City Attorney Hwa Go provided an update on the negotiations of potential renewal terms with representatives of Northwest Natural Gas (NWNG).

Council Discussion:

- Councilor Zelenka – complimented staff; stated this is a complicated negotiation and the first of its kind in the country with no model to follow; asked staff to talk about progress and how the process is going; stated NWNG will be regulated by Governor Brown's executive order through the Department of Environmental Quality to reduce its emissions; stated he hopes that a process of developing a mutually agreed-to contract will be a faster, easier and better way to achieve the goals of the Climate Recovery Ordinance; stated the alternative path of regulation will be long, arduous and expensive, but Council is ready to follow the regulatory path if needed.

- Councilor Clark – thanked staff for the report; asked if any part of the negotiation process is public other than staff reports to Council; expressed concern for the challenge the general public and rate payers will have in understanding the rate increases they will experience if they were not able to be apprised of and understand how it happened; asked clarifying questions regarding the increased cost of natural gas after full implementation.
- Councilor Syrett – thanked staff; agreed this is an historic effort to link a franchise agreement to a related agreement reducing carbon emissions; stated she is proud of the effort in trying to come to this agreement and is pleased that establishment of ground rules has been productive; stated it is important to acknowledge the success in understanding the language used and what it means; asked clarifying questions relating to current and future franchise fees.
- Councilor Yeh – thanked staff for remaining positive and continuing negotiations; agreed that working together with NWNG as partners is the preferred route; agreed this is more complicated than just increasing a City fee.
- Councilor Taylor – stated there should be public involvement throughout the process; asked if through these negotiations the discussion is about reducing the carbon or charging a fee for it.
- Councilor Zelenka – stated to put things in context, the wildfires are directly related to climate change and so the cost of doing nothing is already evident, and the increases in cost seem modest compared to what the area is experiencing now; stated that many reductions will come from energy efficiency in the existing stock, and practicing energy efficiency will help people reduce their bills by taking action to mitigate increases.
- Councilor Clark – stated there is nothing voluntary about mandatory rate increases to the general public; expressed a desire to see a commercial impact analysis, especially for local restaurants already hit by COVID-19, included with the residential analysis.
- Mayor Vinis – stated she appreciates the negotiations have taken a much more positive turn.

Councilor Evans left the meeting at 12:55 pm.

The meeting adjourned at 1:02 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Jessica Gebb)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Virtual Meeting Eugene, Oregon 97401

September 14, 2020
5:30 p.m.

Councilors Present: Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Claire Syrett, Chris Pryor

Mayor Vinis opened the September 14, 2020, work session of the Eugene City Council in a virtual format.

Councilor Semple shared information about her health following a serious car accident, noting she planned to listen in on the meeting.

1. UPDATE FROM FIRE CHIEF ON FIRE RESPONSE

Fire Chief Chris Heppel and Public Works Director Matt Rodrigues provided an update on the coordinated response to the Holiday Farms fire and relief efforts.

Council Discussion

- Councilor Clark – expressed support for the evacuees and displaced persons and asked about the City’s role in providing assistance; asked about the availability of FEMA vouchers and other resources for shelter; asked who is in charge of decisions involving the care and needs of the evacuees.
- Councilor Yeh – thanked staff for their quick response to this emergency; asked questions about the use and capacity of the Lane Events Centers during the day, the distribution and availability of protective masks and the City’s ability to procure more supplies independent of Lane County.
- Councilor Syrett – asked why the Lane County Fairgrounds shelter was limited to 15 people; suggested reaching out to those involved with the Egan Warming Centers to consider a similar structure; said protective equipment needs to be distributed to the homeless population or the consequences could be dire; suggested outreach to determine why more people aren’t using the available shelter.
- Councilor Zelenka – questioned why the City was not permitted to operate a 24-hour site until almost a week into the emergency; asked if more the Fairgrounds space was now available and whether the City had any space it could use for shelter.
- Councilor Clark – asked about the potential for using University of Oregon residence halls.

2. WORK SESSION and POSSIBLE ACTION: Resolution Concerning Compensation for the Members of the Ad Hoc Committee on Police Policy for Committee Meeting Hours

Assistant City Manager Kristie Hammitt provided information about the proposal to compensate members of the Ad Hoc Committee on Police Policy.

Council Discussion

- Councilor Clark – asked what makes this committee different from other advisory groups that warrants compensation for members’ time; asked if an analysis of the impacts of “employment” by the City had been done; said he understood the desire for particular expertise on the committee but was concerned about the precedent being set.

- Councilor Syrett – supported the proposed motion and expressed appreciation that the multi-cultural liaison and Mo Young would be involved with the committee; noted the barriers to participation and felt that compensation was an appropriate means to address those barriers.
- Councilor Taylor – said she was opposed to paying volunteers and the proposal sets a bad precedent; said she opposed the creation of the ad hoc committee because its membership was not representative of the whole community.
- Councilor Pryor – supported the proposed compensation as a stipend, not a paycheck; noted that most boards and commission members were volunteers and the ad hoc committee members were invited to participate.
- Councilor Zelenka – asked how much money was in the council contingency fund; said he felt the proposal was a good start on efforts to ensure diverse participation.
- Councilor Yeh – suggested that council should have a larger discussion about making participation on advisory groups more equitable.
- Councilor Evans – said that under-represented communities are extremely under-represented on council advisory groups; said proposal is for short-term, intensive work on an issue needing the participants' input; said the compensation proposal is a good way to get people involved and maintain their interest in this issue.
- Councilor Clark – clarified that individuals were not invited to be on the committee, but groups were asked to participate; understood the importance of compensating these committee members.

MOTION AND VOTE: Councilor Yeh, seconded by Councilor Evans moved to adopt a Resolution Concerning Compensation for the Members of the Ad Hoc Committee on Police Policy for Committee Meeting Hours. **PASSED 7:1**, Councilor Taylor opposed.

MOTION AND VOTE: Councilor Yeh, seconded by Councilor Evans moved to use the Council Contingency Fund as the funding source for members of the Ad Hoc Committee on Police Policy for Committee Meeting Hours. **PASSED 7:1**, Councilor Taylor opposed.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Virtual Work Session Eugene, Oregon 97401

September 28, 2020
5:30 p.m.

Councilors Present: Betty Taylor, Emily Semple, Alan Zelenka, Jennifer Yeh, Mike Clark, Claire Syrett, Chris Pryor, Greg Evans

Mayor Vinis opened the July 27, 2020, work session of the Eugene City Council.

1. **WORK SESSION: Initiation of Land Use Code Amendments for Commercial Setback Requirements**

Principal Planner Terri Harding and Associate Planner Chad Cramer gave a PowerPoint presentation on the code amendment proposal related to commercial setbacks.

Council Discussion:

- Councilor Pryor – spoke about the need to incorporate Americans with Disability Act considerations into any proposed changes.
- Councilor Zelenka – noted that his work session request was now four years old and the issue is still not being addressed; suggested changing the setback default to protect against another Capstone-like development; encouraged adopting a supplemental proposal until new standards can be implemented.
- Council Syrett – expressed concern that the issue wasn't fully addressed; asked whether the proposed changes would apply to the Riverfront development and if elements from the overlay zone could be transferable to downtown development; asked for clarification of differences between residential setbacks and commercial setbacks; said commercial-only development should be approached differently.
- Councilor Clark – asked about the level of public engagement in developing the proposals and voiced concern that analysis of potential issues was occurring before stakeholders are engaged; encouraged looking at practical aspects of standards as well as aesthetic goals.
- Councilor Evans – asked how a development like Applebee's on West 11th Avenue was allowed to occur and supported changes to current standards.
- Councilor Zelenka – reiterated that the default settings are backwards, and they should err on the side of required setbacks with defined exceptions.
- Councilor Clark – said significant shifts are occurring with the demand for commercial space and asked about the impacts of code changes.
- Councilor Taylor – agreed that current setback provisions are a problem and need to be addressed.
- Councilor Pryor – said the City's setback standards caused unforeseen problems; encouraged thought and deliberation of possible impacts is needed before simply switching the default.
- Councilor Zelenka – said he would propose a motion to begin a process to change the default policy that allows for no commercial setbacks, but instead sets a policy that would require commercial setbacks with a planter strip and allow a process to obtain a waiver, for a no commercial setbacks and building up to the sidewalk, in certain specific circumstances.
- Councilor Yeh – asked for clarification for the proposed motion would do.
- Councilor Syrett – said she was interested in considering other types of setback features and hearing staff's recommendations related to particular streets.

- Councilor Clark – asked why the downtown was chosen as the pilot area; encouraged consideration of unintended consequences of a citywide change to the default standards; expressed concern about the scope of the proposed change and supported getting input from stakeholders by the end of the year.
- Councilor Semple – asked about the process for expanding the standards to the whole city if the initial focus is on the downtown and River Road area; acknowledged that a cookie-cutter approach is not desirable but consideration of individual situations is time-consuming.
- Councilor Zelenka – said he was not proposing a blanket policy, simply starting the code amendment process with opportunity to consider potential consequences; supported completing the process in six months, including defining additional design elements and gathering stakeholder input.
- Councilor Pryor – encouraged consideration of what it will cost to satisfy the desire to make the right changes quickly.
- Councilor Clark – asked about the impacts of council direction on Planning staff resources.

MOTION and VOTE: Councilor Zelenka, seconded by Councilor Syrett, moved to initiate a code amendment to change the default allowing for no commercial setbacks, to require commercial setbacks with planter strips, other amenities and design elements to be completed within six months if possible, The code amendment should allow for adjustments or outright exceptions of no commercial setbacks in building up to the sidewalk in certain specific circumstances to be enumerated in the code, and staff will check before the end of the year reporting on feedback and potential exceptions for circumstances. **PASSED 8:0**

Mayor Vinis announced the second agenda item to discuss the City Manager Evaluation Process would be rescheduled due to time.

The meeting adjourned at 6:56 p.m.

Respectfully submitted,

Deputy Julie Adams
City Recorder

(Recorded by Beth Forrest)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Virtual Meeting Eugene, Oregon 97401

September 28, 2020
7:30 p.m.

Councilors Present: Emily Semple, Betty Taylor, Alan Zelenka, Jennifer Yeh, Mike Clark, Claire Syrett, Chris Pryor

Councilors Absent: Greg Evans

Mayor Vinis opened the September 28, 2020, meeting of the Eugene City Council in a virtual format.

1. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Syrett – reported on Lane Area Commission on Transportation’s plans to pilot a facilitated area strategies process, to create priority areas for transportation infrastructure planning.
- Councilor Pryor – provided an update on the State DLCD process related to House Bill 2003, noting work on an inventory of the need for affordable housing and a strategy for the creation of that housing.
- Councilor Zelenka – reported on the Police Commission meeting and their work on technical policy review; noted the policies are available for preview on the City’s webpage and the opportunity for public comment.
- Mayor Vinis – announced that the Ad Hoc Committee on Police Policy was happening on Wednesday and information on how to comment was available on the City’s website.
- Councilor Yeh – shared that she would make a motion to appoint a second representative from the Eugene Islamic Center to the Ad Hoc Committee on Police Policy.

MOTION AND VOTE: Councilor Yeh, seconded by Councilor Pryor, moved that, notwithstanding Council’s September 1 deadline for groups to appoint ad hoc committee representatives, Ibrahim Eissa is the second representative of the Eugene Islamic Center appointed to the Ad Hoc Committee on Police Policy. **PASSED 7:0.**

2. CONSENT CALENDAR 1

- A. Approval of City Council Minutes
 - September 14, 2020, Meeting
 - September 21, 2020 Public Hearing
- Councilor Syrett – asked for a correction to the September 14 meeting minutes, to reflect that she “signed up to volunteer” at a fire relief event.

MOTION AND VOTE: Councilor Semple, seconded by Councilor Yeh, moved to approve the items on the Consent Calendar 1. **PASSED 7:0.**

3. PUBLIC FORUM

1. Kathryn Dunn – supported short-term rentals, asked for clarification of word changes in ordinance.
2. Matthew Yook – said the area has more short-term rentals than reported, discussed buffer zones.

4. ACTION: An Ordinance Concerning Short-Term Rental Registration; Amending Section 3.005 of the Eugene Code, 1971; and Adding Section 3.350 to That Code

MOTION: Councilor Semple, seconded by Councilor Yeh, moved to adopt the proposed ordinance in Attachment A; An ordinance concerning short-term rental registration; Amending Section 3.005 of the Eugene Code, 1971; and adding section 3.350 to that Code.

Council Discussion

- Councilor Clark – requested the addition of a provision that fees changes come before council for approval; said substantive changes to registrant requirements should go to council, not administration, to minimize the possibility that they could be changed arbitrarily without check-in from council;
- Councilor Syrett – suggested adding a sentence in the registration language that says “should any more substantive changes be made to the required information, the proposal will be brought before council for review and input.”; supported asking for the contact information of a local person who has responsibility for addressing concerns and the definition of “owner” for legal framework.
- Councilor Pryor – agreed with notion that fee changes should be considered by the council; expressed confidence that the City Manager will inform the council of any desire or interest in changing the fee; clarified that registrant information gathering isn’t being used to punish short-term rental owners and the City may want more information in the future; cautioned against over solving a problem that may never materialize.
- Councilor Zelenka – noted that future councils will not be bound by the policies and systems now being put in place; supported Councilor Syrett’s suggested changes to the property language; expressed concern about setting a dangerous precedent with regard to fee-setting as it’s appropriately an administrative function and noted that the City Manager already informs the council of fee changes.
- Mayor Vinis – agreed the council should focus on policy-making and not get involved in operations; stated fees are the City Manager’s purview, established by code and precedent.
- Councilor Clark – clarified that he supported staff coming back to council with any proposed changes to the information gathering component of the short-term rental registration process; supported notification and Councilor Syrett’s proposed amendments.

MOTION TO AMEND: Councilor Clark, seconded by Councilor Syrett, moved to amend Section 2, so that 3.350(1)(a) states: A registrant must provide all the required registration information, the substantive registration information limited to the street address of the short-term rental(s), a local contact name and phone number of a person responsible for the short-term rental, and whether the short-term rental is owner-occupied. The provided information must be kept up to date. **PASSED 6:1, Taylor opposed.**

Council Discussion

- Councilor Zelenka – opposed the main motion stating it doesn’t address the issues caused by short-term rentals; supported the proposed amendments.
- Councilor Taylor – opposed the motion and proposed changes; said she thought the original motion proposed in 2019 was a good start towards solving the issues with short-term rentals.

VOTE ON MAIN MOTION AS AMENDED: PASSED 5:2, Councilors Zelenka and Taylor opposed.

5. ACTION: An Ordinance Extending the Term of Ordinance No. 20170 Granting to Northwest Natural Gas Company, a Corporation, a Non-Exclusive Natural Gas Franchise, to May 11, 2021

MOTION AND VOTE: Councilor Semple, seconded by Councilor Yeh, moved to adopt an ordinance extending the term of Ordinance No. 20170 Granting to Northwest Natural Gas Company, a Corporation, a Non-Exclusive Natural Gas Franchise, to May 11, 2021. **PASSED 6:1**, Councilor Taylor opposed.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Julie Adams)

Link to the webcast of this City Council meeting [here](#).

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of Tentative Working Agenda

Meeting Date: October 26, 2020
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2B
Staff Contact: Beth Forrest
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

This is a routine item to approve the City Council Tentative Working Agenda.

BACKGROUND

On July 31, 2000, the City Council held a process session and discussed the Operating Agreements. Section 2 notes, in part, that “The City Manager shall recommend monthly to the council which items should be placed on the council agenda. This recommendation shall be placed on the consent calendar at the regular City Council meetings (regular meetings are those meetings held on the second and fourth Monday of each month in the Council Chamber). If the recommendation contained in the consent calendar is approved, the items shall be brought before the council on a future agenda. If there are concerns about an item, the item may be pulled from the consent calendar at the request of any councilor or the Mayor. A vote shall occur to determine if the item should be included as future council business.” Scheduling of this item is in accordance with the Council Operating Agreements.

RELATED CITY POLICIES

There are no policy issues related to this item.

COUNCIL OPTIONS

The council may choose to approve, amend or not approve the tentative agenda.

CITY MANAGER’S RECOMMENDATION

The City Manager has no recommendation on this item.

SUGGESTED MOTION

Move to approve the items on the Tentative Working Agenda.

ATTACHMENTS

A. Tentative Working Agenda

FOR MORE INFORMATION

Staff Contact: Beth Forrest

Telephone: 541-682-5882

Staff E-Mail: bforrest@eugene-or.gov



City Council Tentative Agenda

Updated October 22, 2020

**** SPECIAL NOTICE ****

Due to Governor Kate Brown's Stay Home, Save Lives Executive Order to combat the spread of Covid-19, all City Council meetings will be held remotely, using virtual meeting technology. Information about how to access these meetings will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>.

October 2020						
Date	Day	Time	Title		Length	Dept. Contact
26-Oct	Monday	5:30 p.m.	 Human Rights Commission Annual Report (Work Session)	45 mins	Fabio Andrade, CS	
			 Sustainability Commission Annual Report (Work Session)	45 mins	Samantha Roberts, CS	
		7:30 pm	 Committee Reports and Items of Interest			
			 Public Forum			
 Ordinance on Land Use Regulation Extending the Expiration Dates for Certain Land Use Approvals (Action)			Jeff Gepper, PDD			
			 City Manager Evaluation Process (Action)		Sarah Medary, CMO	
Expected absences for 10/26: none						
28-Oct	Wednesday	12 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
Expected absences for 10/28: none						



Work Session



Action



Public Hearing



Public Forum



Consent Calendar



Committee Reports/Items of Interest

CC Agenda Changes



Official Matters



Pledge of Allegiance

November 2020						
Date	Day	Time	Title		Length	Dept. Contact
9-Nov	Monday	5:30 pm		Wastewater Treatment Plant Resiliency Project Update (Work Session)	45 mins	Dave Breitenstein, PW
				Ad Hoc Committee on Police Policy Update (Work Session)	30 mins	Kevin Alltucker, CS
		7:30 pm	  	Pledge of Allegiance to the Flag Committee Reports and Items of Interest Public Forum		
Expected absences for 11/9: none						
11-Nov	Wednesday	12 pm	Veterans Day – no meeting			
Expected absences for 11-11: none						
16-Nov	Monday	5:30 pm <i>(scheduled as needed)</i>		Civilian Review Board Annual Report (Work Session)	45 mins	Mark Gissiner, PA
				Police Auditor Update (Work Session)	45 mins	Mark Gissiner, PA
		7:30 pm		Ordinance on Downtown Urban Renewal Amendment for Farmers Market Public Hearing (Public Hearing)		Josh Berman, PDD
Expected absences for 11/16: none						
18-Nov	Wednesday	12 pm		Update from Municipal Court Judge (Work Session)	45 mins	Judge Gill, CS
				Naming Policy (Work Session)	45 mins	Jason Dedrick, CS
Expected absences for 11/18: none						
23-Nov	Monday	5:30 p.m.		Ordinance on Downtown Urban Renewal Amendment for Farmers Market Public Hearing (Work Session)	45 mins	Josh Berman, PDD
				Riverfront Virtual Tour (Work Session)	30 mins	Jared Abbott, PDD
		7:30 pm	 	Committee Reports and Items of Interest Public Forum		
Expected absences for 11/23: none						
25-Nov	Wednesday	12 pm	Schedule only as needed			
Expected absences for 11/25: none						

December 2020					
Date	Day	Time	Title	Length	Dept. Contact
9-Dec	Wednesday	12 pm	 CAP2.0 Update (Work Session)	45 mins	Chelsea Clinton, CS
			 Inclusionary Zoning (Work Session)	45 mins	Amanda Nobel, PDD
Expected absences for 12/9: none					
14-Dec	Monday	5:30 pm	 Flexible Emergency Loan Fund for Small Businesses (Work Session)  Construction Projects Local Stimulus Package (Work Session)	90 mins	Anne Fifield, PDD
		7:30 pm	 Committee Reports and Items of Interest  Resolution Acknowledging Receipt of FY20 Comprehensive Annual Financial Report (Consent Calendar 1)  Public Forum  URA - Resolution Acknowledging Receipt of the FY20 URA Annual Financial Report (Action)  URA-Resolution Adopting Supplemental Budget 2 (Public Hearing and Action)  Resolution Adopting Supplemental Budget (Public Hearing and Action)  Ordinance on Downtown Urban Renewal Amendment for Farmers Market Public Hearing (Action)		Finn Cronin, CS Finn Cronin, CS Elizabeth Butterfield, CS Elizabeth Butterfield, CS Josh Berman, PDD
Expected absences for 12/14: none					
16-Dec	Wednesday	12 pm	 Equity in Community Engagement (Work Session)	45 mins	Mike Kinnison, CS
			 TBD (Work Session)	45 mins	
Expected absences for 12/16: none					

January 2021						
Date	Day	Time	Title		Length	Dept. Contact
6-Jan	Wednesday	5:30 p.m.	State of the City Address			Niyah Ross, CS
Expected absences for 1/6: none						
11-Jan	Monday	5:30 pm	 TBD (Work Session and Action)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	Election of 2021 Council Officers  Committee Reports and Items of Interest  Public Forum			
Expected absences for 1/11: none						
13-Jan	Wednesday	12 pm	 Homeless Services Update (Work Session)	60 mins	Peter Chavannes, CS	
			 TBD (Work Session)	30 mins		
Expected absences for 1/13: none						
19-Jan	Tuesday	5:30 pm (scheduled as needed)	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 TBD (Public Hearing)			
Expected absences for 1/19: none						
20-Jan	Wednesday	12 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
Expected absences for 1/20: none						
25-Jan	Monday	5:30 p.m.	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 Committee Reports and Items of Interest  Public Forum			
Expected absences for 1/25: none						

27-Jan	Wednesday	12 pm	 TBD (Work Session)	45 mins	
			 TBD (Work Session)	45 mins	
<i>Expected absences for 1/27: none</i>					

February 2021						
Date	Day	Time	Title		Length	Dept. Contact
8-Feb	Monday	5:30 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 Committee Reports and Items of Interest  Public Forum			
Expected absences for 2/8: none						
10-Feb	Wednesday	12 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
Expected absences for 2/10: none						
16-Feb	Tuesday	5:30 pm (scheduled as needed)	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 TBD (Public Hearing)			
Expected absences for 2/16: none						
17-Feb	Wednesday	12 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
Expected absences for 2/17: none						
22-Feb	Monday	5:30 p.m.	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 Committee Reports and Items of Interest  Public Forum			
Expected absences for 2/22: none						

24-Feb	Wednesday	12 pm	 TBD (Work Session)	45 mins	
			 TBD (Work Session)	45 mins	
<i>Expected absences for 2/24: none</i>					

March 2021						
Date	Day	Time	Title		Length	Dept. Contact
8-Mar	Monday	5:30 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
		7:30 pm	 Committee Reports and Items of Interest  Public Forum			
Expected absences for 3/8: none						
10-Mar	Wednesday	12 pm	 TBD (Work Session)	45 mins		
			 TBD (Work Session)	45 mins		
Expected absences for 3/10: none						

Council Break: March 11 – April 12

 Work Session	 Action	 Public Hearing	 Public Forum	 Consent Calendar
 Committee Reports/Items of Interest	 Ceremonial Matters	 Pledge of Allegiance		

Approved Work Session Polls to be Scheduled	Councilor	Date Approved
5G/Small Cell – include experience of other cities – <i>follow-up TBD</i>	Clark	5/20/19
Expansion of Downtown Urban Renewal District	Evans	12/19/19
“Housing Status” as a Protected Class – <i>follow-up TBD</i>	Semple	03/12/20
Flexible Emergency Loan Fund for Small Businesses – <i>scheduled 12/14</i>	Evans	04/23/20
Equity in Community Engagement – <i>scheduled 12/16</i>	Yeh	08/06/20
City of Eugene Construction Projects Local Stimulus Package – <i>scheduled 12/14</i>	Zelenka	08/13/20
Follow-Up Work Sessions to be Scheduled		
TAC Implementation – <i>ongoing</i>		
Commercial Setbacks – <i>follow-up TBD</i>		
Naming Policy – <i>scheduled 11/18</i>		

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Public Forum

Meeting Date: October 26, 2020
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3
Staff Contact: Beth Forrest
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

This segment allows citizens the opportunity to express opinions and provide information to the council. Testimony presented during the Public Forum should be on city-related issues and should not address items which have already been heard by a Hearings Official or are on the present agenda as a public hearing item.

SUGGESTED MOTION

No action is required; this is an informational item only.

FOR MORE INFORMATION

Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: bforrest@eugene-or.gov

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Action: An Ordinance Concerning Time Extensions for Approved Land Use Applications and Providing an Effective Date

Meeting Date: October 26, 2020
Department: Planning & Development
www.eugene-or.gov

Agenda Item Number: 4
Staff Contact: Jeff Gepper
Contact Telephone Number: 541-682-5282

ISSUE STATEMENT

The City Council is scheduled to take action on a City-initiated ordinance that would extend the expiration period of Type II and Type III land use approvals for three years, as an economic recovery tool in response to the ongoing pandemic.

BACKGROUND

On July 27, 2020, Council initiated this process to extend the expiration period of Type II and Type III land use approvals for three years, as an economic recovery tool in response to the negative impacts of the pandemic. The City's land use code provides that certain land use approvals expire after a period of time. The expiration period depends on the type of application (see Eugene Code sections 9.7230 and 9.7340). When land use approvals expire, applicants are required to repeat the application process and obtain a new approval in order to develop their property, which can be a costly and time-consuming barrier to development.

By extending the expiration date for land use approvals as proposed, the City would support development projects that have already undergone an extensive public process and received City approval but may be slowed down or stalled due to the ongoing economic challenges and uncertainty related to the pandemic. By offering additional time for projects to be completed, the City can support the community by giving developers more time to implement their land use approvals. For reference, Type II applications typically require Planning Director approval, and include applications such as partitions, site reviews, and adjustment reviews. Type III typically requires approval by a Hearings Official through a public hearing process and includes applications such as conditional use permits and planned unit developments. If adopted, the proposed ordinance will extend the expiration timeline of at least 50 existing land use approvals based on initial research conducted by staff.

On November 9, 2009, the City Council previously adopted a similar ordinance ([Ordinance No. 20440](#)) in response to the economic challenges brought on by the Great Recession. The City Council found that a three-year extension to unexpired Type II and Type III land use approvals

October 26, 2020, Meeting – Item 4

would aid in the economic recovery in the wake of the economic downturn. Staff believes that three years is also an appropriate amount of time as part of the COVID-19 recovery effort.

If the proposed ordinance extending the expiration dates is adopted, it will operate as a stand-alone, uncodified ordinance that only impacts the expiration of land use applications approved prior to the date the ordinance is adopted. Future approvals will only be valid for the period of time identified in the code. A copy of the proposed ordinance and legislative findings in support are included as Attachment A.

More details on this request can be found in the full record of application materials to date, which will be provided separately to Councilors on a thumb-drive. Otherwise, application materials can be made available to anyone in hardcopy or electronic format upon request.

Procedural Summary

This proposed code amendment is subject to Type V land use application procedures (EC [9.7500](#) through EC [9.7560](#)) for the upcoming public hearing, as well as the applicable approval criteria from EC [9.8065](#). Type V applications provide for a legislative review of changes to the land use code. The Type V process includes public notice and hearing before the Planning Commission, which forwards a recommendation to the City Council for a final public hearing and action.

Planning Commission Process & Recommendation

Consistent with Eugene Code requirements, notice of the Planning Commission public hearing was provided to all neighborhood organizations in Eugene, the Oregon Department of Land Conservation and Development, Lane County, City of Springfield, and community groups and individuals who have requested notice. Notice of the public hearing was published in the Register Guard. In addition to the notices required by the land use code, current information regarding this and other land use code updates is available on the City's [Land Use Code Amendments](#) web page.

The Planning Commission held a public hearing on [September 15, 2020](#) to consider the proposed ordinance. Prior to the public hearing, no written testimony was received, and no testimony was provided at the public hearing. Following the public hearing, the Planning Commission deliberated and unanimously voted to recommend approval of the proposed ordinance.

City Council Process & Action

The City Council held a public hearing for the City-initiated land use code amendment process on October 19, 2020. One piece of written testimony in support of the proposal has been received since the Planning Commission hearing, which is included in the materials provided to Councilors for the public hearing. Any additional written testimony will be included in the record and forwarded to Councilors for consideration.

PREVIOUS COUNCIL DIRECTION

On [July 27, 2020](#), the City Council passed a motion to initiate the process to extend the expiration of Type II and Type III land use approvals for three years as an economic recovery tool in response to the negative impacts of the pandemic.

COUNCIL OPTIONS

The City Council may:

1. Adopt the ordinance as proposed in Attachment A to this AIS.
2. Adopt the ordinance with specific modifications as determined by the City Council.
3. Direct the City Manager to schedule another work session on the proposed ordinance.
4. Direct the City Manager to modify the proposed ordinance as directed by the City Council and to schedule another work session on the proposed ordinance.
5. Take no action.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends adoption of the ordinance as provided in Attachment A.

SUGGESTED MOTION

Move to adopt the Ordinance, included as Attachment A to this AIS, An Ordinance Concerning Time Extensions for Approved Land Use Applications and Providing an Effective Date

ATTACHMENTS

- A. Proposed Ordinance and Exhibit
Exhibit A: Legislative Findings

FOR MORE INFORMATION

Staff Contact: Jeff Gepper, Senior Planner
Telephone: 541-682-5282
Staff E-Mail: JGepper@eugene-or.gov

ORDINANCE NO. _____

AN ORDINANCE CONCERNING TIME EXTENSIONS FOR APPROVED LAND USE APPLICATIONS AND PROVIDING AN EFFECTIVE DATE.

The City Council of the City of Eugene finds that:

A. To aid economic recovery in difficult economic conditions which exist due to the COVID-19 corona virus pandemic, the City Council wishes to be proactive and programmatic in granting a three-year extension to those unexpired development approvals that were granted by the City after a process that included a public notice and comment period.

B. For land use approvals that include an extended phasing plan, it is intended that the three-year extension be applied to the current phase of development and that the time periods for all phases be adjusted to accommodate the one-time extension granted by this Ordinance.

NOW, THEREFORE, based on the above findings,

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. The legislative findings attached as Exhibit A hereto are adopted in support of this Ordinance.

Section 2. The expiration dates for all Type II and III land use application approvals in effect on the date this Ordinance takes effect are hereby extended by three years. Further extensions for these land use approvals may be sought pursuant to Chapter 9 of the Eugene Code, 1971.

Section 3. For any Type II or III land use application approval with an executed performance agreement in effect on the date this Ordinance takes effect, each reference to a specific year within in the Time Schedule section of said performance agreement (referencing a commencement or a completion year) is hereby extended by three additional years.

Section 4. This Ordinance shall take effect pursuant to Section 32 of the Eugene Charter 2002, or on the date of its acknowledgement as provided in ORS 197.625, whichever is later.

Passed by the City Council this

____ day of _____, 2020

Approved by the Mayor this

____ day of _____, 2020

City Recorder

Mayor

EXHIBIT A
FINDINGS IN SUPPORT OF AN ORDINANCE CONCERNING TIME EXTENSIONS FOR
APPROVED LAND USE APPLICATIONS AND PROVIDING AN EFFECTIVE DATE

City File Name: Expiration Extension for Approved Land Use Applications

City File Number: CA 20-3

Eugene Code (EC) Section 9.8065 requires that the proposed ordinance comply with the following approval criteria (in **bold**):

EC 9.8065(1): [The ordinance] Is consistent with applicable statewide planning goals adopted by the Land Conservation and Development Commission.

Findings addressing consistency with applicable statewide planning goals (shown in *italics*) are provided below.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

The City has codified provisions for citizen involvement which ensure the opportunity for citizens to be involved in all phases of the planning process and set out requirements for such involvement. Adoption of the proposed ordinance will follow the process for Type V land use applications as laid out in the City's land use code, including requirements for public notice and comment. Additionally, adoption of the proposed ordinance only extends the effective date for land use applications that have already been approved. These approved land use applications have already undergone a codified process that involves citizens through public comment and/or hearings and appeal processes. Adoption of the proposed ordinance does not amend the City's citizen involvement processes. The process for adopting this proposed ordinance complies with Goal 1 because it is consistent with, and will not change, the City's existing and acknowledged citizen involvement provisions.

The Planning Commission public hearing on the proposed ordinance was duly noticed to the City of Springfield, Lane County, and all neighborhood organizations, as well as community groups and individuals who have requested notice. In addition, notice of the public hearing was also published in the Register Guard.

Application Notice Timeline	City Council Initiation	July 27, 2020
	DLCD Notice	July 30, 2020
	Public Notice	August 13, 2020
	Legal Notice in Register Guard	August 26, 2020

Table 1: Relevant Application Dates

Following the Planning Commission public hearing, a duly noticed, subsequent public hearing will be held by the City Council to consider final local approval, modification, or denial of the proposed ordinance. These processes afford ample opportunity for citizen involvement consistent with Goal 1. Therefore, the proposed ordinance is consistent with Statewide Planning Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual basis for such decisions and actions.

The City's land use code specifies the procedures and criteria to be used for decisions and actions related to land use applications. The proposed ordinance does not change the planning process, policy framework or information relied on in making decisions and actions related to land use applications. The ordinance extends the time that Type II and III land use approvals are effective once the process has been completed and the policy framework and facts of each application have been determined and decided.

The Goal 2 coordination requirement is met when the City engages in an exchange, or invites such an exchange, between the City and any affected governmental unit and when the City uses the information obtained in the exchange to balance the needs of the citizens. To comply with the Goal 2 coordination requirement, the City engaged in an exchange about the subject of these amendments with the affected governmental units. Specifically, the City provided notice of the proposed action and opportunity to comment to Lane County, Springfield and the Department of Land Conservation and Development.

There are no Goal 2 Exceptions required for the proposed ordinance. Therefore, the proposed ordinance is consistent with Statewide Planning Goal 2.

Goal 3 - Agricultural Lands. To preserve agricultural lands.

The proposed ordinance does not affect any land designated for agricultural use. Therefore, Statewide Planning Goal 3 does not apply.

Goal 4 - Forest Lands. To conserve forest lands.

The proposed ordinance does not affect any land designated for forest use. Therefore, Statewide Planning Goal 4 does not apply.

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources. To conserve open space and protect natural and scenic resources.

The proposed ordinance does not create or amend the City's adopted inventory of Goal 5 resources and does not amend any code provision adopted in order to protect a significant Goal 5 resource, or to address specific requirements of Goal 5. The proposed ordinance does not allow new uses that could be conflicting uses with a significant Goal 5 resource site and does

not amend the City's acknowledged urban growth boundary. Therefore, Statewide Planning Goal 5 does not apply.

Goal 6 - Air, Water and Land Resource Quality. *To maintain and improve the quality of the air, water and land resources of the state.*

Goal 6 addresses waste and process discharges from development, and is aimed at protecting air, water and land from impacts from those discharges. The amendments do not affect the City's ability to provide for clean air, water or land resources. Therefore, Statewide Planning Goal 6 does not apply.

Goal 7 - Areas Subject to Natural Disasters and Hazards. *To protect life and property from natural disasters and hazards.*

Goal 7 requires that local government planning programs include provisions to protect people and property from natural hazards such as floods, landslides, earthquakes and related hazards, tsunamis and wildfires. The Goal prohibits a development in natural hazard areas without appropriate safeguards. The ordinance does not affect the City's existing restrictions and approval criteria regarding development in areas subject to natural disasters and hazards. The proposed action only extends the effective date for land use applications that have already been approved. Therefore, Statewide Planning Goal 7 does not apply.

Goal 8 - Recreational Needs. *To satisfy the recreational needs of the citizens of the state and visitors, and where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

Goal 8 ensures the provision of recreational facilities to Oregon citizens and is primarily concerned with the provision of those facilities in non-urban areas of the state. The proposed ordinance does not affect the City's provisions for recreation areas, facilities or recreational opportunities. Therefore, Statewide Planning Goal 8 does not apply.

Goal 9 - Economic Development. *To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

The Administrative Rule for Statewide Planning Goal 9 (OAR 660, Division 9) requires cities to evaluate the supply and demand of commercial land relative to community economic objectives. The Employment Lands Supply Study 2012-2032 (ELSS) is included as appendix B in the City's comprehensive plan and complies with the requirements of Goal 9 and the corresponding Administrative Rule. The proposed ordinance does not affect the amount of land designated or zoned for commercial use and will have no direct impact on the existing supply of or any existing commercially designated land.

Goal 9 also requires cities consider methods and devices for overcoming certain regional conditions and deficiencies for implementing this goal, to include land use controls and

ordinances. The proposed ordinance related to timeline extensions is specifically intended help applicants overcome economic hardships by extending the expiration period for already approved land use applications. Therefore, to the extent applicable, the amendment is consistent with Statewide Planning Goal 9.

Goal 10 - Housing. To provide for the housing needs of citizens of the state.

Goal 10 requires that communities plan for and maintain an inventory of buildable residential land for needed housing units. The proposed ordinance does not impact the supply or availability of residential lands included in the City's documented supply of "buildable land" that is available for residential development. Therefore, to the extent applicable, the proposed ordinance is consistent with Statewide Planning Goal 10.

Goal 11- Public Facilities and Services. To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

The proposed ordinance does not affect the City's provision of public facilities and services. Therefore, Statewide Planning Goal 11 does not apply.

Goal 12- Transportation. To provide and encourage a safe, convenient and economic transportation system.

Goal 12 is implemented through the Transportation Planning Rule (TPR, OAR 660-12). The proposed ordinance will not significantly affect any transportation facility, nor does it change procedures related to analyzing and mitigating impacts to the transportation system. This ordinance is limited to extending the expiration period for previously approved Type II and III land use applications, which were reviewed according to existing code and zoning regulations. As such, the developments have been or will be reviewed for compliance with applicable code provisions and regulations for maintaining a safe, convenient, and economic transportation system. Further, no change in the functional classification of streets will result from the proposed ordinance and no changes are proposed to the standards that implement the functional classification system. Therefore, the amendments are consistent with Statewide Planning Goal 12.

Goal 13 - Energy Conservation. To conserve energy.

The proposed ordinance does not affect any of the City's energy conservation measures or programs. Therefore, Statewide Planning Goal 13 does not apply.

Goal 14 - Urbanization. To provide for an orderly and efficient transition from rural to urban land use.

The proposed ordinance does not affect the City's provisions regarding the transition of land from rural to urban uses. Therefore, Statewide Planning Goal 14 does not apply.

Goal 15 - Willamette River Greenway. To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

The proposed ordinance does not include any changes that affect the regulation of areas within the adopted Willamette River Greenway boundaries. Therefore, Statewide Planning Goal 15 does not apply.

Goal 16 through 19 - Estuarine Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources.

The proposed ordinance does not include any changes related to coastal, ocean, estuarine, or beach and dune resources. Therefore, these goals are not relevant, and the proposed ordinance will not affect compliance with Statewide Planning Goals 16 through 19.

EC 9.8065(2): [The ordinance] Is consistent with applicable provisions of the comprehensive plan and applicable adopted refinement plans.

The proposed ordinance granting timeline extensions for approved land use applications does not include any change in adopted land use designations or policy, nor does it change any requirements in the City's land use code concerning compliance with the Metro Plan, Envision Eugene Comprehensive Plan, or adopted refinement plans. There are no policies or other applicable provisions in the Metro Plan or adopted refinement plans that specifically serve as mandatory approval criteria in this instance or that otherwise limit the expiration period for approved land use applications. Therefore, the proposed ordinance complies with the above criterion.

EC 9.8065(3): In the case of establishment of a special area zone, [the ordinance] is consistent with EC 9.3020 Criteria for Establishment of an S Special Area Zone.

The proposed ordinance does not establish a special area zone. Therefore, this criterion does not apply.

CONCLUSION

Based on the available information and evidence, and the preceding findings of compliance, the proposed ordinance complies with the applicable approval criteria.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Action: City Manager Evaluation Process

Meeting Date: October 26, 2020
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 5
Staff Contact: Sarah Medary
Contact Telephone Number: 541-682-5336

ISSUE STATEMENT

As part of the City Manager appointment process, the City Council and City Manager agreed to discuss and mutually agree to an annual evaluation process. This item includes the final process approval and an amendment to the City Manager's employment agreement to shift the timeline to Fall, with a goal of completing in October.

BACKGROUND

As part of the City Manager appointment process, City Council expressed a desire to refresh and renew the evaluation process for the City Manager. Council leadership agreed to work with the City Manager to bring back a proposed process for discussion as well as a timeline and approach for 2021.

On October 21, the City Council discussed and gave feedback on the process and timeline. Those changes are reflected in the proposed process outlined in Attachment A.

In discussing the process, a recommendation was made to shift the timeline from September to October to better match the rhythm and workflow of the City Council calendar. A motion is included to amend the City Manager's employment agreement to reflect that proposal and the following language:

"5. Performance Evaluation and Salary Increases. Starting in the Fall of 2021 and continuing every Fall thereafter (with October being the desired Fall month), the City Council shall review and evaluate Medary's performance. The eight City Councilors shall consider increasing Medary's compensation at the time of Medary's annual performance evaluation. In October 2020 the City Council and Medary shall establish a mutually agreed upon annual performance evaluation process. The City Council may conduct additional reviews of Medary's performance at any other time it deems appropriate."

The evaluation process does not include a formula or process for determining compensation adjustments. The City Manager will work with City Council leadership and propose a process to follow in Winter 2020/2021.

PREVIOUS COUNCIL DIRECTION

Previous City Council direction was provided in the City Manager's employment agreement. In that, Council directed that, "Starting in September 2021 and continuing every September thereafter, the City Council shall review and evaluate Medary's performance. The eight City Councilors shall consider increasing Medary's compensation at the time of Medary's annual performance evaluation. In September 2020 the City Council and Medary shall establish a mutually agreed upon annual performance evaluation process. The City Council may conduct additional reviews of Medary's performance at any other time it deems appropriate."

COUNCIL OPTIONS

1. Adopt the City Manager Evaluation Process as outlined in Attachment A and amend City Manager's Employment Agreement to shift the evaluation timeline to Fall, with goal of finalizing in October.
2. Make amendments/adjustments to the process and timeline and adopt if mutually agreed upon by City Manager.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends, and mutually agrees to, Option 1.

SUGGESTED MOTIONS

1. Move to establish the City Manager Evaluation Process as outlined in Attachment A.
2. Move to authorize the Council President to execute the Second Amendment to Sarah Medary's employment agreement set forth in Attachment B to this AIS.

ATTACHMENTS

- A. City Manager Evaluation Process
- B. City Manager Employment Agreement

FOR MORE INFORMATION

Staff Contact: Sarah Medary
Telephone: 541-682-5336
Staff E-Mail: smedary@eugene-or.gov

City Manager Evaluation Process – 10/26/2020

Purpose: Ensure that City Council and City Manager are in regular communication about goals, expectations and performance in order to have a highly effective organization and **well run city**.

Evaluation Categories:

1. Individual Leadership Characteristics – this includes ethics, integrity, courage, clarity, demeanor, problem solving, professional knowledge, communication and just generally how I show up as a leader. Sample prompts/Indicators:

- Exhibits self-awareness and emotional intelligence appropriate for executive position - for example, composure, attitude, empathy and confidence.
- Exercises good judgment and decision making – establishes trust and confidence.
- Displays creativity and enthusiasm for the work, the organization and the community.
- Is open, resourceful and persistent.
- Is resilient, maintains energy and motivation appropriate for the position.
- Communicates well and at right level. Provides clarity.
- Is respectful and inclusive and someone who leads in areas of equity and belonging.

2. City Council Relationships - this includes my relationships with you individually and collectively, my communications, responsiveness, implementation of your direction and follow through. Sample prompts/Indicators:

- Keeps Council informed of issues and avoids surprises.
- Is responsive and follows up on issues and requests.
- Is equally available and engaged with each Council member.
- Is receptive to Council ideas and suggestions.
- Makes reasonable and responsible recommendations.
- Is clear and consistent in communications.
- Facilitates Council decision making and policy discussions and implements Council decisions.

3. Community Leadership – this includes my relationship with other community leaders and intergovernmental partners, regional collaboration and cooperation and availability and responsiveness to community members. Sample prompts/Indicators:

- Is engaged, visible and active within the community.

- Builds relationships with all of Eugene and is regularly learning about community hopes and concerns.
- Understands and is knowledgeable about the needs of the community.
- Encourages and embraces community input and feedback.
- Is approachable, accessible, available and responsive to Eugene.

4. Organizational Leadership – this includes my relationships with the executive team and their departments, union relationships, accessibility, motivation and generally how I lead a healthy and innovative organizational culture that works for the best of the community. Sample prompts/Indicators:

- Models leadership competencies of the organization: trust and confidence, creative work place, respectful and inclusive, self aware and emotionally intelligent, now and later and well-being.
- Leads a creative and innovative, solution oriented organization.
- Is approachable and accessible and demonstrates care for employees and organization.
- Recruits and retains a high functioning leadership team.
- Plans in advance and leads proactively.
- Effectively plans and organizes to implement Council vision and goals.

5. Fiscal Management - how I plan, strategize and deliver budget. Does it help move priorities forward, balance different needs and maintain City's fiscal stability and ratings. Sample prompts/Indicators:

- Prepares and presents a balanced budget that that provides services at levels consistent with elected body policy and direction.
- Monitors financial condition and keeps City Council informed of potential issues and necessary adjustments.
- Maintains fiscal health and stability of organization.
- Plans for the future and maintains long range financial outlook and plan.
- Presents budget that is clear and understandable.
- Informs and engages budget committee and responds to feedback and direction.

Rating System:

For each of the categories, the ratings will be a mix of high level quick overall feedback with an area for narrative and/or examples.

S – this is an area of strength and highest performance

M – this is meeting my expectations

I – this is an area I'd like to see improvement and growth in next year

City Manager Self Reflection: The City Manager will submit a self-reflection on the past year to be delivered to Council by September 1 of each year. The City Manager is encouraged to be creative in their approach to this.

Process/Timeline: Each year, prior to the summer recess, Council will be given a reminder this will be happening when they return from break in the Fall. The City Manager will work with Council Leadership to finalize a list of individuals to include in the process. Work session to discuss results to be scheduled annually in the Fall, with goal of completing by October.

Note on Compensation Discussion: While not directly tied to the numeric outcome of the performance evaluation, a discussion of compensation adjustments will occur at the same time of the year. Process to be finalized in Winter of 2020/2021.

