

Handwritten signature and date: 7/27/24



**ROSEBURG CITY MANAGER EVALUATION WORK GROUP
AGENDA**

Friday, July 5, 2024

1:00 P.M. Regular Meeting

**City Hall – 3rd Floor Conference Room
900 SE Douglas Avenue, Roseburg, OR**

NOTE: This is an Ad Hoc Work Group. No audience participation is scheduled for this meeting.

Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

1. Call to Order

2. Roll Call:

Committee Members:

David Mohr

Patrice Sipos

Andrea Zielinski

Ruth Smith

Shelley Briggs Loosley

Staff:

John VanWinkle, Human Resources Director

Amy Nytes, City Recorder

3. Approval of Minutes

A. June 17, 2024 Minutes

B. June 26, 2024 Minutes

4. Discussion Items

A. Current City Manager Evaluation Process

5. Adjournment

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG CITY MANAGER EVALUATION PROCESS
WORK GROUP
June 17, 2024**

Human Resources Director VanWinkle called the work group of the Roseburg City Manager Evaluation Process to order at 4:00 p.m. on June 17, 2024, at the Public Safety Center (PSC) – Umpqua Room, 700 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Patrice Sipos, and Andrea Zielinski

Absent: None

Others: Human Resources Director John VanWinkle, City Recorder Amy Nytes, and Management Assistant Grace Jelks

3. Discussion Items

A. Human Resources Director VanWinkle presented the City Manager Evaluation Process. Discussion ensued.

Council Members and Staff participated in a Work Group Discussion about the current process and offered suggestions for adding clarifying language in certain sections.

The Work Group will meet for Discussion No. 2 on Wednesday, June 26, 2024, beginning at 3:00 p.m. at City Hall – 3rd Floor Conference Room.

4. Adjourn

The work group adjourned at 6:12 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

**MINUTES OF THE ROSEBURG CITY MANAGER EVALUATION PROCESS
WORK GROUP
June 26, 2024**

Human Resources Director VanWinkle called the work group of the Roseburg City Manager Evaluation Process to order at 3:00 p.m. on June 26, 2024, at City Hall – 3rd Floor Conference Room, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Patrice Sipos, Ruth Smith, and Andrea Zielinski (appeared at 3:05 p.m.)

Absent: None

Others: Human Resources Director John VanWinkle, City Recorder Amy Nytes, and Management Assistant Grace Jelks

3. Discussion Items

A. Human Resources Director VanWinkle presented the City Manager Evaluation Process. Discussion ensued.

Council Members and Staff participated in a Work Group Discussion No. 2, about the current process and offered suggestions for adding clarifying language in certain sections.

The Work Group will meet for Discussion No. 3 on Friday, July 5, 2024, beginning at 1:00 p.m. at City Hall – 3rd Floor Conference Room.

4. Adjourn

The work group adjourned at 4:32 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant